

Citrus Hills Women's Club, Inc.

EIN 59-2952634

By-laws

Article I

Name and Location

The name of the organization is the Citrus Hills Women's Club, Inc. Hereinafter referred to as the CHWC. The principal mailing address is P.O. Box 1494, Hernando, FL. 34441-1494.

Article II

Mission and Purpose

To work together in a spirit of friendship for the betterment of the community and personal growth by supporting charitable efforts, scholarships, and member educational programs. The corporation is operated as a 501(c)(3) domestic not for profit publicly supported Charity incorporated in the state of Florida. It is managed exclusively for charitable and educational purposes as described under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of current or any future federal tax code.

Article III

Membership

Section 1 Membership shall include women residents of the area defined as the current Villages of Citrus Hills. Any member who joined prior to the 2020-2021 membership year shall continue to be a member in the club as long as the dues are current. (See addendum 1 for a listing of the current Villages of Citrus Hills.)

1.2 A member in good standing, who relocates outside of the Villages of Citrus Hills (see addendum 1), may remain a member of the Citrus Hills Women's Club if their renewals are filed on time and dues are current.

Section 2 Payment of dues shall be a requirement for membership. Renewal payments will be accepted starting April 1.

Section 3 Membership in the CHWC is required to vote, hold office, formulate policies of the CHWC or participate in its activities. Exception: non-members may be invited to attend selected activities and fundraisers.

Article IV

The Board of Directors

Section 1 The Board of Directors, hereinafter referred to as the Board, shall consist of the elected officers, and the appointed Chairs of the following Standing Committees:

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Activities, Community and Charity Outreach, Electronic Media, Hospitality, Membership, Member Support, Public Relations, and Scholarship.

- Section 2 The Board shall review and approve as necessary the CHWC's activities and fund-raising events as recommended to the Board for the current fiscal year.
- Section 3 The Board shall review the financial budget of each fiscal year at the first Board meeting of the new fiscal year.
- Section 4 The Board shall have the authority to approve, allocate and disburse funds raised throughout the fiscal year for local charitable organizations, scholarships, and for other expenses as necessary.
- Section 5 The Board shall have the authority to review and approve proposed policies and procedures and any proposed changes to existing policies and procedures.

Article V

Officers

- Section 1 Elected Officers:
The elected officers of the Club shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. In addition to these elected officers, the immediate past President shall serve in an advisory capacity for a one-year term. Co-officers may be elected.
- 1.1 The elected officers shall serve as members of the Executive Committee. The Executive Committee shall appoint the chairs of the Standing Committees.
- Section 2 Election of Officers:
- 2.1 The Executive Committee shall appoint a Nominating Committee no later than January. The Committee shall prepare a slate of officers to be presented to the general membership at the March meeting. Nominations from the floor shall be accepted at this time with the nominee's consent. A simple majority vote of the general membership present at the Annual Meeting held in April shall elect the officers for the next fiscal year.
- 2.2 Elected officers shall be installed at the May meeting with their term of office beginning on June 1. The term of office shall be for one year, with the option of each officer to be re-elected for one additional year. An officer may serve no more than two consecutive terms in any office. An officer may be removed by a 2/3 vote of the Board when it is deemed to be in the best interest of the organization.

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2.3 A vacancy arising in any office, other than that of the President, due to any cause, shall be filled by appointment of the Executive Committee, and approved by the Board. Exception, the First Vice President shall fill a vacancy in the office of the President.

Section 3 Duties of Officers:

3.1 The President shall preside at meetings of the CHWC membership, the Board, and the Executive Committee. She shall be a member of the Finance Advisory Committee and an ex-officio member of all committees except the Nominating Committee. The President shall prepare an annual organization report and present the report at the Annual Membership Meeting in April.

3.2 The First Vice President shall plan and implement the CHWC's events or programs for the purpose of raising funds for community charities and scholarships as determined by the Board for the current fiscal year. This includes appointing chairs for the various events and fundraisers and assisting at all events, as needed. She shall preside at meetings in the absence of the President, serve on the Finance Advisory Committee and perform additional duties as designated by the President.

3.3 The Second Vice President shall coordinate the monthly membership luncheons: select menus, take reservations, and arrange seating. When indicated on the monthly luncheon schedule, she shall plan programs and secure appropriate speakers. She shall preside at meetings in the absence of the President and First Vice President and perform additional duties as designated by the President.

3.4 The Secretary shall record and distribute the minutes of Board meetings, and of the annual Member meeting; and keep the corporate records and correspondence of the CHWC as indicated and maintain the Records Retention and Destruction Policy. She shall preside at meetings in the absence of the President and the Vice Presidents.

3.5 The Treasurer shall collect the CHWC membership dues, pay approved expenses, and keep a full and accurate account of all transactions; and recognize donations according to 501(c)(3) regulations. She shall prepare the financial records and submit the annual federal and state corporate filings and make arrangements for an annual review of the CHWC's financial records and present an annual Treasurer's report at the April membership meeting. The Treasurer is responsible for maintaining the corporate financial records as indicated in the Record Retention and Destruction Policy. The Treasurer shall chair the Finance Advisory Committee.

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Article VI

Meetings

- Section 1 There shall be a minimum of eight (8) monthly membership Luncheon meetings throughout the year.
- Section 2 There shall be a minimum of eight (8) Board of Directors meetings throughout the year.
- Section 3 There shall be a minimum of four (4) Finance Advisory Committee Meetings, one per quarter.
- Section 4 The Annual Membership Meeting shall be held in April.
- Section 5 When space is available, non-members may attend monthly luncheon meetings at an additional charge as determined by the Board.
- Section 6 Special meetings may be called by the President, the Executive Committee, or by a simple majority of the Board.

Article VII

Standing Committees

- Section 1 The Executive Committee shall appoint the standing Committee chairs except for the Finance Advisory Committee, for a three-year term with the option of annual reappointment. Co-chairs may be appointed. A Committee Chair may be removed from the Board by a majority vote of the Executive Committee when it is deemed to be in the best interest of the organization.
- Section 2 The Activities Committee shall plan and implement the CHWC's non-fundraising activities, events and/or trips scheduled for the current fiscal year. The Committee Chair shall preside over Committee meetings, appoint event/ chairpersons, and attend event planning meetings as necessary.
- Section 3 The Community and Charity Outreach Committee shall facilitate the collection and delivery of in-kind donations, oversee the process for consideration of charitable donations that includes review and selection of recipients. The Committee Chair shall preside over Committee meetings, serve on the Finance Advisory Committee and report the committee's findings and recommendations to the Finance Advisory Committee.
- Section 4 The Electronic Media Committee shall coordinate the production and distribution of the monthly Newsletter and provide Internet based communications including social media as needed. The Committee Webmaster shall maintain, update, and

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redesign, as needed, the CHWC Website. The Committee Chair shall preside over Committee meetings and present the Newsletter to the Board for review and approval prior to its distribution to the Membership.

- Section 5 The Finance Advisory Committee shall prepare an annual budget for the Board's approval, review ongoing and anticipated expenses and income; review scholarship and charity donation recommendations, and make recommendations to the Board. The Committee shall include the President, the First Vice President, the Treasurer, the Community and Charity Outreach Committee Chair, and the Scholarship Committee Chair. The Treasurer shall preside over the Committee's meetings, report Committee findings and their recommendations to the Board.
- Section 6 The Hospitality Committee shall prepare and maintain nametags, welcome members and guests at the monthly luncheon meeting, and assist at other CHWC functions as needed. The Committee Chair shall preside over Committee meetings and, when needed for CHWC functions, coordinate support by Hospitality Committee members.
- Section 7 The Membership Committee shall maintain membership records, notify the Board, Hospitality Committee, and other related committees of changes in membership; prepare and distribute the Membership Directory. The Committee Chair shall preside over Committee meetings, coordinate dues payment records with the Treasurer, and coordinate monthly Luncheon attendance of new members with the 2nd Vice-President.
- Section 8 The Member Support Committee shall send cards to members and their spouses/partners who are ill or recovering from surgery and make a memorial donation in the event of the death of a member or her spouse/partner; coordinate the Share the Wealth activity at the monthly Luncheon Meetings and present an Inspirational Reading at the monthly Luncheon Meeting. The Committee Chair shall preside over Committee meetings and maintain a record of cards sent, memorial donations and Share the Wealth activity.
- Section 9 The Public Relations Committee shall create a publicity calendar, manage deadlines, and coordinate pre-event publicity and news releases with the Board and committee chairs on all events and fundraisers. The committee will work to preserve the CHWC's history by cataloging media coverage and taking/coordinating photography for CHWC functions. The Committee Chair shall preside over Committee meetings, establish and maintain relationships with external media outlets.
- Section 10 The Scholarship Committee shall seek donations via raffle ticket sales, distribute scholarship applications, review and select high school recipients. The Committee shall coordinate scholarship monies designated to colleges and recognize recipients of said scholarships. The Committee Chair shall preside over

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Committee meetings, coordinate the monthly raffle ticket sales, serve on the Finance Advisory Committee, and report the committee's findings and recommendations to the Finance Advisory **Committee**.

Article VIII

Voting

- Section 1 A simple majority of members present at a monthly Board Meeting and member Luncheon meeting shall constitute a quorum.
- Section 2 Each elected or appointed member of the Board shall have one vote. If a member of the Board holds more than one elected or appointed position, they shall have only one vote.
- 2.1 All issues to be voted on shall be decided by a simple majority of those physically or electronically present at the meeting in which the vote takes place.

Article IX

Fiscal Policy

- Section 1 The fiscal year shall be from June 1 to May 31.
- Section 2 Annual dues are payable prior to June 1 for the next fiscal year **only**.
- 2.1 New members joining after April 1 shall be members through May 31 of the following year.
- Section 3 The Treasurer shall have authority for payment of the CHWC's expenses. In the Treasurer's absence, the President shall have authority for payment of the CHWC's expenses.
- Section 4 The Executive Committee shall have the authority to approve necessary expenditures during the period when the Board does not meet.

Article X

Parliamentary Authority

- Section 1 Proceedings of the CHWC shall be guided by Robert's Rules of Order, newly adopted and revised.

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Section 2 The Executive Committee may appoint a Parliamentarian, a non-voting Board member, to advise the Board on Parliamentary procedures at monthly Board meetings.

Article XI

Amendments

Section 1 The Board shall receive, review and approve proposed by-law amendments prior to distribution to the Membership.

Section 2 The proposed amendments must be presented in writing or electronically with changes highlighted to the Members at least ten (10) days prior to the vote.

Section 3 The amendments will become final upon a simple majority vote of the Members present at a regular luncheon meeting or a special meeting called for that purpose.

Article XII

Acknowledgement of Conflict-of-Interest Policy

Section 1 Each officer and member of a standing committee with Board delegated powers shall be required to sign a statement that affirms that such person:

- a) has received a copy of the Conflict- of- Interest Policy
- b) has agreed to comply with the policy

Article XIII

Acknowledgement of Records Retention and Destruction Policy

Section 1 Each officer and member of a standing committee with Board delegated powers shall be required to sign a statement that affirms that such person:

- a) has received a copy of the Records Retention and Destruction Policy
- b) has agreed to comply with the policy

Article XIV

Dissolution

Section 1 The dissolution of the CHWC may be considered by the Board at any regular Board meeting. If dissolution is deemed necessary, and upon simple majority approval of the Membership, a written notice shall be sent to each current paid member of the CHWC. Upon dissolution and after all liabilities are paid, all assets of the CHWC shall be distributed exclusively for the purposes of the corporation or to an

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organization(s) that is qualified as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Tax Code.

By-laws: Amended February 2025

Addendum 1

The Current Villages of Citrus Hills

Amherst Village

Belmont Hills

Brentwood

Brentwood Farms

Cambridge Greens

Canterbury Lakes

Celina Hills

Citrus Hills 1st Addition

Oaks Estates

Meadows Estates

Northridge Estates

Emerald Estates

Fox Run Estates

Clearview Estates

Fairview Estates

Forest Ridge

Greenbriar

Hampton Hills

Kensington Estates

Lexington Estates

Meadowview

Presidential Estates

River Oaks East

Terra Vista

Waterford Place

Approved by Membership February 2025