

BYLAWS OF LAWTON BUSINESS WOMEN



ARTICLE	TITLE	PAGE
ARTICLE I	NAME AND LOCATION	2
ARTICLE II	MISSION AND OBJECTIVES	2
ARTICLE III	POLICIES	2
ARTICLE IV	DEFINITIONS	2
ARTICLE V	MEMBERSHIP	2
ARTICLE VI	ORGANIZATION REQUIREMENTS	3
ARTICLE VII	DUES	3
ARTICLE VIII	FISCAL RESPONSIBILITY	4
ARTICLE IX	OFFICERS	4
ARTICLE X	NOMINATIONS AND ELECTIONS	4
ARTICLE XI	DUTIES OF OFFICERS	5
ARTICLE XII	MEETINGS	6
ARTICLE XIII	BOARD OF DIRECTORS	7
ARTICLE XIV	EXECUTIVE COMMITTEE	8
ARTICLE XV	STANDING COMMITTEE	8
ARTICLE XVI	SPECIAL COMMITTEE	9
ARTICLE XVII	PARLIAMENTARY PROCEDURE	10
ARTICLE XVIII	AMENDMENTS	10
ARTICLE XIX	DISSOLUTION	11
ARTICLE XX	CLUB COMMUNICATIONS	11
ARTICLE XXI	LBW PROPERTY	

	APPENDIX DUES	12

**BYLAWS OF
LAWTON BUSINESS WOMEN**

**ARTICLE I
NAME AND LOCATION**

The name of this organization shall be the Lawton Business Women Club (LBW) of Lawton, OK.

**ARTICLE II
MISSION AND OBJECTIVES**

The mission of the Lawton Business Women Club of Lawton shall be to achieve equity for women in all stages of life, especially in the workplace, through advocacy, education, and awareness.

**ARTICLE III
POLICIES**

This organization shall be nonsectarian, nonpartisan and nonprofit.

**ARTICLE IV
DEFINITIONS**

Section 1: "Executive Committee" shall mean and refer to the elected offices of President, President-Elect, Past President, Secretary, Communications Director, and Treasurer.

Section 2: "Board of Directors" shall mean and refer to the elected officers of the Executive Committee and Standing Committee Chairs.

Section 3: "General Membership" shall mean and refer to any member in good standing, eligible to vote at General Membership Meetings.

**ARTICLE V
MEMBERSHIP**

Section 1: Membership shall be held by individuals who support the mission and objectives of LBW. Membership categories shall be:

- A. Member - Membership shall be open to all individuals.
- B. Student - Individuals enrolled in college or a university, or any other accredited educational institution above the high school level.
- C. Teacher - Individuals employed by public or private schools, teaching grades Kindergarten through 12.

Section 2: The criteria for membership shall be per Article IV, Section 1, the payment of appropriate dues, upholding the mission and objectives of Lawton Business Women, and abiding by the organization's Bylaws and any policies and procedures as adopted by the Board of Directors from time to time.

Section 3: Membership in Lawton Business Women shall be terminated by death, expulsion by the Board of Directors, resignation, dissolution, or failure to satisfy financial obligations in a timely manner.

3

A. Resignations. Any resignation of a member shall be effective upon receipt of written notice of resignation. Members who resign from Lawton Business Women will not be refunded any membership dues.

B. Expulsion. Any member may be expelled by a majority vote of the Board of Directors for conduct unbecoming of a member, that is crude, unlawful, unethical, or immoral to a fellow Lawton Business Women member or the Community, or prejudicial to the mission, objectives, or reputation of the Lawton Business Women organization. The Board of Directors shall make one (1) attempt to contact a member subject to expulsion via certified mail with return receipt notifying them of the time and date of the meeting in which the Board of Directors will be taking action to revoke their membership. Communication must be postmarked ten (10) days before the aforementioned meeting. The member may attend the meeting to appeal to the Board of Directors, however the Board may convene in executive session for the official vote. The Board shall reserve the right to prohibit an expelled member from participation in LBW hosted events. Members who are expelled from Lawton Business Women will receive a prorated refund of membership dues based upon the date in which their membership is terminated. C. Nonpayment of Dues. Any member who fails to remit payment for membership dues within ninety (90) days of the invoice date may be terminated.

ARTICLE VI ORGANIZATION REQUIREMENTS

Section 1: This organization, to remain in good standing:

- A. Shall maintain a membership of at least three (3) members and/or student members.
- B. Shall ensure that the organization bylaws are current.

Section 2: Should membership fall below three (3) members and/or student members, this organization shall disband.

ARTICLE VII DUES

Section 1: May Days are Pay Days. Dues are renewable annually in May. A prorated amount for NEW members will be payable upon application for membership and renewable in May (May 1-31).

Section 2: Member - Annual dues for each member affiliated with this organization shall be as specified in the current bylaws. (See Appendix for current amount.)

Section 3: Student - Annual dues for each student affiliated with the organization shall be as specified in the current bylaws. (See Appendix for current amount.)

Section 4: Teacher - Annual dues for each teacher affiliated with the organization shall be specified in the current bylaws. (See Appendix for current amount)

Section 5: A continuing member is one whose dues are paid through the close of the previous fiscal year.

Section 6: A member is in good standing only when the organization dues are paid. Only

members in good standing are eligible to be considered for elected office or committee positions.

Section 7: Any member who does not pay dues within 90 days (by September 1) of annual renewal date shall be removed from the organization roster.

Section 8: A person who has been removed from the organization roster for nonpayment of dues may be reinstated upon payment of all delinquent dues for the organization.

ARTICLE VIII FISCAL RESPONSIBILITY

Section 1: The fiscal year shall commence on the 1st day of May and shall end on the 30th day of April.

Section 2: The tax reporting year shall be from May to April.

Section 3: An audit committee of three (3) members shall be appointed by the incoming President at the first Board of Directors meeting in May. The committee shall audit the treasurer's records within twenty (20) days after the close of the Treasurer's term of office and shall report to the organization at the next June Board of Directors meeting.

ARTICLE IX OFFICERS

Section 1: The officers shall be a President, a President-Elect, a Past President, a Secretary, a Communications Director, and a Treasurer.

Section 2: A term of office shall be one year.

Section 3: Officers shall assume their duties on the first day of the fiscal year (May 1) and shall serve for one year or until their successors are duly elected.

ARTICLE X NOMINATIONS AND ELECTIONS

Section 1: Officers shall be elected at either of the organization's General Membership Meeting in March. The meeting (1st or 2nd meeting of the month) will be decided at the discretion of the President and the Board of Directors.

Section 2: To be eligible to serve as an officer, a member must:

- A. Be in good standing and,
- B. Officially and publicly support the LBW legislative platform. (1. Ensure equal rights for women in all phases of their lives; 2. Ensure pay equity and equal educational and economic opportunities; 3. Eliminate all forms of harassment and violence against women.)

Section 3: At the first General Membership Meeting in February, the Nominating Committee shall present a slate of one or more nominees for each office. Nominations may also be made from the floor at a General Membership Meeting.

TIMELINE:

- January - Nominating Committee meets and contacts prospective officers. ●
- February - Present Slate of Officers to General Membership @ 1st General Meeting
- March - At either General Meeting of March - Election of Officers ●
- April - Last General Meeting of April -Installation of Officers
- May - Newly elected officers assume duties.

Section 4: Vacancies in office shall be handled as follows:

- A. In the event of death, resignation, or incapacity of the President, the President Elect shall become the President for the unexpired portion of the term. Should the President Elect be unable to assume the duties of the President, the Board of Directors may elect a replacement by majority vote at a regularly scheduled board meeting.
- B. Vacancies in offices other than President shall be appointed by the Executive Committee for the unexpired term.

Section 5: No member shall hold the office of President for more than two consecutive terms. However, after serving two (2) consecutive years, a member may be elected as President again after one (1) full year term.

Section 6: Six months or more shall be considered a term of office in determining eligibility for re-election.

**ARTICLE XI
DUTIES OF OFFICERS**

Section 1: The President shall be the principal officer of the organization and shall: A. Preside at all General Meetings of the organization, the Board of Directors, and the Executive Committee;

B. Appoint Standing and Special Committee Chairs and any other committees deemed necessary with the approval of the Executive Committee. The President may also appoint a Parliamentarian and Chaplain, which shall be non-voting positions and may be filled by another board member.

C. Serve as ex-officio member of all committees except the Nominating Committee. D.

Authorize all expenditures in accordance with financial policies of the organization. E.

When a vote is being taken at a General Membership Meeting, the President shall officially call the meeting to order and officially close the meeting. Official meeting minutes shall also be recorded and filed by the Secretary.

Section 2: The President-Elect shall:

A. Act as representative of the President when requested;

B. Perform the duties of the President in the absence of the President C. Become President for the unexpired term in case of death, resignation, or incapacity of the President

D. Serve in such capacities as assigned by the President

E. Develop the program calendar for the year.

F. Shall be the coordinator of the Standing and Special Committees.

Section 3: The Past President shall:

- A. Act as Advisor to the current President.
- B. Perform the duties of the President in the absence of the President and President Elect;
- C. Serve in such other capacities as assigned by the President.

Section 4: The Secretary shall:

- A. Take and record accurate minutes of the proceedings of the Executive and/or Board Meetings of the organization.
- B. Take and record minutes of General Meetings when a slate of officers, elections, or approval of bylaws are being voted upon.
- C. Preserve in permanent files all meeting notes/records and letters of value to the organization and its officers.

Section 5: The Communications Director shall:

- A. Conduct the correspondence of the organization
- B. Chair the "Marketing and Communications" Special Committee.

Section 6: The Treasurer shall:

- A. Have charge of all monies of the organization and shall report thereon at all Board of Directors Meetings;
- B. Collect all monies coming into the organization from whatever source and give proper receipts therefore;
- C. Maintain a list of names, addresses and contact information of all members in cooperation with the Membership Committee;
- D. Pay all bills upon the written authorization of the President and/or Board of Directors;
- E. Keep an itemized record, in a permanent file of all receipts and expenditures; F. File federal taxes – (990N E Postcard filing is due 45 days after the fiscal year) G. Serve as an ex-officio member of the Finance Committee;
- H. Deliver to the successor within 15 days after expiration of term of office all books, records and papers, requesting a receipt therefore.
- I. The Treasurer's Membership Dues will be waived during their term of office. J. The Treasurer shall oversee and maintain all bank signature cards. After Installation of Officers each year, the Treasurer shall coordinate the updating of signature cards at LBW's current banking institution. The President, President Elect, Secretary, and Treasurer will be signers on the account. All signatures will be updated within 30 days of Installation of Officers when needed.

Section 7: Each officer, except for the Treasurer, shall deliver to the successor immediately after retiring from office all accounts, records, books, papers, and other property belonging to the organization.

ARTICLE XII MEETINGS

Section 1: General Membership meetings will be held at noon on the 2nd and 4th Wednesday of each month unless otherwise ordered by the organization or the Executive Committee.

Section 2: A Board of Directors Meeting will be held on the first Wednesday of each month.

Section 3: Special meetings may be called by the President or by any members, provided all members are notified in writing of the time, place and purpose of such a meeting.

Section 4: 2/3 of members present shall constitute a voting majority at a General Membership Meeting.

Section 5: No member shall have more than one vote and voting by proxy shall be allowed.

Section 6: General membership meeting speaker guidelines shall be as follows:

ARTICLE XIII BOARD OF DIRECTORS

Section 1: The Elected Officers and Standing Committee Chairs shall constitute a Board of Directors.

Section 2: The Board of Directors shall:

- A. Supervise the affairs of the organization;
- B. Make recommendations for the organization's growth and prosperity;
- C. Make recommendations to the organization regarding proposed amendments to the bylaws;
- D. Transact any business between meetings of the organization and report thereon at the next Board of Directors Meeting of the organization;

Section 3: Special meetings of the Board of Directors may be called by the President or by one-third of the Board members, provided two are elected officers.

Section 4: At the request of the President, a vote of the Board of Directors may be taken by mail, facsimile (fax) or email or text. Such a vote shall have the force and effect of a vote taken at face-to-face meetings. The Secretary's records shall contain an accurate record of all such votes.

Section 5: A simple majority of the voting members of the Board of Directors shall constitute a quorum.

Section 6: No member shall have more than one vote, and voting by proxy shall be allowed.

8

ARTICLE XIV EXECUTIVE COMMITTEE

Section 1: The elected officers of the organization shall constitute the Executive Committee. Elected officers of the organization are as follows: President, President-Elect, Past President, Secretary, Communications Director, and Treasurer.

Section 2: The Executive Committee shall have authority to act for the Board of Directors between meetings of the Board of Directors and shall report thereon at the next meeting of the Board of Directors.

Section 3: The Executive Committee shall meet on call by the President, or by any two members of the committee, for the consideration of special matters between regular meetings of the organization and the Board of Directors.

Section 4: Standing and Special Committee appointments made by the President shall be subject to the approval of the Executive Committee.

Section 5: At the request of the President, a vote of the Executive Committee may be taken by mail, facsimile (fax) or email, or text. Such a vote shall have the force and effect of a vote taken at face-to-face meetings. The Secretary's records shall contain an accurate record of all such votes.

Section 6: A majority of the voting members (Elected Officers) shall constitute a quorum for a meeting of the Executive Committee.

Section 7: No member shall have more than one vote, and voting by proxy shall be allowed.

ARTICLE XV STANDING COMMITTEES

Section 1: The Standing Committees of the organization shall be Finance, Legislative Affairs, Membership & Events, Bylaws, Nominating, and Mentorship.

Section 2: To be eligible to serve as a Chair or a Member of a Standing Committee, a Member must:

- A. Be in good standing and must pay dues by May 31st of the new fiscal year. If dues remain unpaid by May 31st they will be removed from their position and a new Member appointed to that position.
- B. Officially and publicly support the legislative platform.
 - Ensure equal rights for women in all phases of their lives;
 - Ensure pay equity and equal educational and economic opportunities;
 - Eliminate all forms of harassment and violence against women.)

Section 3: Committee Chairs shall be appointed for a term of one year. Because all Standing Committee Chairs are voting members of the Board of Directors, no Committee Chair shall serve more than two (2) consecutive years on the same committee. Each term consists of one (1) year. However, after serving two (2) consecutive years, a member may

9

serve again after remaining inactive on said committee for one (1) full year term.

Section 4: The Finance Committee shall be composed of a Chair, and 2 or more Members. It shall be the duty of the Finance Committee to prepare an annual budget for the organization, to have general supervision of all expenditures and to assist the organization in developing a sound financial policy. The Finance Chair shall be a Member ex-officio, without vote, of all committees which disburse money.

Section 5: The Legislative Affairs Committee shall be composed of a Chair and 2 or more Members. It shall be the duty of the Legislative Affairs Committee to educate and inform the organization of current legislation that pertains to the LBW mission and legislative platform. The committee shall study local, state and federal legislative needs in order to make available relevant information to the organization. The committee will coordinate the annual LBW Day at the Capitol in conjunction with Lawton Business Women's Week. The Chair will be a member of the Lawton Business Women's Week Committee.

Section 6: The Membership & Events Committee shall be composed of a Chair and 2 or

more Members. It shall be the duty of the Membership Committee to promote, expand, stabilize, and orient the membership. Membership Chair will bring a monthly update to the Board of Directors on new member applications and total membership. The committee shall plan and execute no less than one networking event per quarter. The Chair will be a member of the Lawton Business Women's Week Committee.

Section 7: The Bylaws Committee shall be composed of a chair and 2 or more members. It shall be the duty of the Bylaws Committee to see that the bylaws are correct and to keep the members informed as to their meaning.

Section 8: The Nominating Committee shall be composed of a chair and 2 or more members. It shall be the duty of the Nominating Committee to promote, receive and coordinate nominations for the officer election each year.

Section 9: The Mentorship Committee shall be composed of a chair and 2 or more members. It shall be the duty of the Mentorship Committee to execute the Student Mentorship Program.

ARTICLE XVI SPECIAL COMMITTEES

Section 1: The Special Committees of the organization shall be Marketing and Communications, Fundraising, Lawton Business Women's Week, and Woman of the Year Award.

Section 2: To be eligible to serve as a Chair or a Member of a Special Committee, a Member must:

- A. Be in good standing and must pay dues by May 31st of the new fiscal year. If dues remain unpaid by May 31st, they will be removed from their position and a new Member will be appointed to that position.
- B. Officially and publicly support the legislative platform.
 1. Ensure equal rights for women in all phases of their lives;
 2. Ensure pay equity and equal educational and economic opportunities;
3. Eliminate all forms of harassment and violence against women.

Section 3: Committee Chairs shall be appointed for a term of one year and may be re-appointed.

Section 4: The Marketing and Communications Committee shall be chaired by the Communications Director. The Committee will be responsible for all communications and marketing efforts of the Club. The Committee shall have a Marketing Co-Chair and a Fellowship Co-Chair, as well as 2 or more supporting members.

1. The Marketing Co-Chair will be responsible for compiling a team to manage all social media platforms and will notify the Communications Director of any website updates needed.
2. The Fellowship Co-Chair will be responsible for sending greeting cards or conveying other warm wishes to members.

Section 5: The Fundraising Committee shall be composed of a chair and 2 or more supporting members. The committee will be responsible for the planning and execution of an annual gala/banquet. The committee shall also coordinate any other fundraising event

at the discretion of the Board of Directors. Each fundraising event shall follow a budget provided to the Board of Directors. The Fundraising Committee chair shall coordinate all marketing efforts with the Communications Director

Section 6: Lawton Business Women's Week committee shall plan the activities for Lawton Business Women's week the 3rd week of October in conjunction with National Business Women's Week. The committee shall consist of the Membership and Events chair, the Legislative Affairs chair, and 1 or more additional supporting members. The week shall include a Day at the Capitol planned by the Legislative Affairs Committee.

Section 7: Woman of The Year Award Committee shall be chaired by the most recent recipient of the award and members shall consist of all past recipients. The award is given to recognize a member's exceptional dedication during the current year to the club. The current President is not eligible during her term of office. The Committee shall collect nominations for the Woman of the Year Award from the general membership during the month of February, review all nominations received, and consider membership feedback to guide and inform the selection of the recipient, and the Board of Directors shall determine the luncheon or event at which the Woman of the Year Award will be presented.

ARTICLE XVII PARLIAMENTARY PROCEDURE

The rules of parliamentary procedure in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the organization. The Board of Directors and the Executive Committee are subject to such special rules as have been or may be adopted.

ARTICLE XVIII AMENDMENTS

Section 1: Amendments to these bylaws may be proposed by the Board of Directors, the Executive Committee or the Bylaws Committee.

Section 2: All proposed amendments shall be presented to the Board of Directors and shall be sent in writing to every member at least seven (7) days before they are voted upon.

Section 3: These bylaws may be amended by a two-thirds vote of the members present and voting at any General Membership Meeting.

ARTICLE XIX DISSOLUTION

Upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to a local Business Women's Organization that has qualified for exemption under Section 501(c)(3) of the Internal Revenue Code and state tax regulations. None of the assets will be distributed to any

member, officer or trustee of this organization.

ARTICLE XX CLUB COMMUNICATIONS

Section 1: Membership Rosters and Email

All membership rosters containing contact information for LBW Members: A.
Are for personal use (defined below in Section 4) of LBW Members only. B.
Are not to be distributed or used for business/professional solicitations.

Section 2: General Communications

All communications going out to the General Membership will come from:

- A. The office of the President
- B. President Elect in the President's absence
- C. Member appointed by the President. The purpose being to:
 - a. to insure accuracy of information going out to the Membership,
 - b. to insure continuity of information going out to the Membership,
 - c. to be cognizant of information being disbursed to the Membership,
 - d. to avoid overload of communications from numerous parties.

Section 3: Committee Communications

All communications going out to Committee Members will come from the Committee Chair or the Committee Co-Chair. The purpose being:

- A. to ensure accuracy of information going out to the Membership,
- B. to ensure continuity of information going out to the Membership,
- C. to be cognizant of information being disbursed to the Membership,
- D. to avoid overload of communications from numerous parties.

Section 4: Personal Communications

Personal use communication is defined as any communication sent to:

- A. bring encouragement or cheer,
- B. build friendship
- C. inform
- D. convey sympathy

ARTICLE XXI LBW PROPERTY

Section 1. Advisory Authority

The Executive Committee shall serve as the advisory body for all Lawton Business Women (LBW) property. This includes, but is not limited to, physical items, equipment, supplies, organizational materials, and any other property owned, stored, or maintained by LBW. The Executive Committee shall provide guidance regarding the storage, use, maintenance, and location of LBW property.

Section 2. Annual Inventory and Transition

The Executive Committee shall conduct a complete inventory of all LBW property annually. The inventory shall include a written list of all items, their condition, and their storage location. The Executive Committee shall ensure that all LBW property is properly transitioned to the incoming Executive Committee no later than May 31 of each year.

The transition shall include:

- A. A signed and dated inventory list
- B. Transfer of all physical property
- C. Transfer of digital files, passwords, and records associated with LBW property
- D. Documentation of any missing, damaged, or newly acquired items

Section 3. Disposal of Property

No LBW property may be discarded, donated, sold, or otherwise removed from organizational ownership without approval of the Executive Committee.

When property is determined to be outdated, damaged beyond repair, no longer useful, or unnecessary for organizational operations, the following procedure shall be followed:

- A. The Executive Committee shall review the item(s) and determine whether disposal is appropriate.
- B. A recommendation for disposal shall be recorded in the Executive Committee minutes.
- C. The Executive Committee shall determine the method of disposal, which may include donation, sale, recycling, or discarding.
- D. A record of disposed property shall be added to the annual inventory file.

Section 4. Recordkeeping

All inventories, transition documents, and disposal records shall be maintained by the Secretary.

APPENDIX DUES

Per Member Annual Amount Annual Membership Dues \$120.00* *25.00 of each
General Membership will be designated for the LBW Scholarship Fund.

Per Teacher

Annual Teacher (K-12) Membership Dues \$25.00

Per Student Membership

Annual Student Membership Dues \$25.00 All dues and payments are non-

refundable.

Women
Helping
Women