

# **BYLAWS OF LAWTON BUSINESS WOMEN**



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## **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, First Vice-President, Past President, Recording Secretary, Communications Director, Treasurer and Assistant 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 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.

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 First Vice-President, a Past President, a Recording Secretary, a Communications Director, a Treasurer and an Assistant Treasurer.

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

Section 3: Officers shall assume their duties immediately following Installation of Officers at the last General Meeting in April 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 or First Vice president shall become the President for the unexpired portion of the term.
- B. Vacancies in offices other than President shall be appointed by the Executive Committee for the unexpired term.
- C. Section 5: No member shall hold the office of President for more than two consecutive terms.

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.
- 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 Recording 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. She shall be the chair of the Program Committee and develop the program

- calendar for the year.
- F. She shall be coordinator of Standing Committees, keeping their interests in close ties with the Special Committees.

Section 3: The First Vice-President shall:

- A. Perform the duties of the President in the absence of the President and President Elect.
- B. Become President for the unexpired term in case of death, resignation, or incapacity of the President and President Elect.
- C. She shall be coordinator of Special Committees, keeping their interests in close ties with the Standing Committees.
- D. Serve in such other capacities as assigned by the President.

Section 4: 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, President Elect and the First Vice-President;
- C. Serve in such other capacities as assigned by the President.

Section 5: The Recording 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 6: The Communications Director shall:

- A. Conduct the correspondence of the organization
- B. The Fellowship Committee shall work under the direction of the Communications Secretary and report on members that are ill to send cards or other warm wishes from LBW.
- C. Administer LBW Email and disseminate organization information to appropriate officers/committees.

Section 7: 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, Treasurer and Assistant Treasurer will be signers on the account. All signatures will be updated within 30 days of Installation of Officers when needed.

#### Section 8: Assistant Treasurer

- A. Will assist the current Treasurer with any assigned duties as needed.

Section 9: 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 quorum 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:

- A. Choose a speaker with a topic that aligns with LBW's mission of advocacy, education, and awareness that will be of general interest to all club members.
- B. Avoid controversial topics or volatile issues that could arouse anger and division among members.
- C. Avoid repetition or sameness. Look for a speaker we haven't heard before with a fresh topic. No speaker shall speak more than once in a twelve (12) month period.
- D. The organization welcomes city, county, and state officials when they reach out to us and will try to accommodate when the calendar is open. In accordance with Article III this organization shall be nonpartisan.
- E. Club members can be speakers as long as the topic is of general interest and the speaker's program does not involve the promotion of the individual nor the individual's business or employer.



## **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 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.

## **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, First Vice-President, Past President, Recording Secretary, Communications Director, Treasurer and Assistant 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, Legislation, Events, Membership, Marketing, Bylaws and Nominating.

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 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 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 Events Committee shall be composed of a chair and 2 or more Members. It shall be the duty of the Events Committee to plan and implement a well coordinated schedule of social and networking events that involve all areas of the organization's activities to engage and benefit our Members. The Events Chair shall present all proposed social events to the Board of Directors for approval.

Section 6: The Legislation Committee shall be composed of a Chair and 2 or more Members. It shall be the duty of the Legislation 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.

Section 7: The Membership 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.

Section 8: The Marketing Committee shall be composed of a Chair and 2 Marketing Coordinators. The duties of the Chair are to represent LBW to the community in a professional and informative manner by managing the overall activities and communications of the Marketing Committee under the supervision and direction of the President and/or Executive Committee. The social media administrators shall be the current President and the Marketing Chair. One administrator cannot delete another administrator without a majority vote of the Board of Directors.

- A. All passwords are to be kept on file by President, Marketing Chair, and Treasurer.
- B. The Marketing Coordinators and their responsibilities are:
  - a. Website Coordinator: Will manage content and maintain communications with Website Manager/Host to keep website information current and up to date.
  - b. Social Media: To manage and monitor all posts to Facebook, Twitter and Instagram.

Section 9: 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 10: 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.

## **ARTICLE XVI SPECIAL COMMITTEES**

Section 1: The Special Committees of the organization shall be Scholarship, Style Show, Mentorship, Lawton Business Women's Week, and Woman of the Year Award, Fellowship.

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: Scholarship Committee shall make recommendations to the Board of Directors for club scholarships.

Section 5: Style Show Committee shall raise funds for LBW by coordinating the Fashion Show held each fall.

Section 6: Lawton Business Women's Week committee shall plan the activities for Lawton Business Women's week in September.

Section 7: Woman of The Year Award Committee shall be chaired by the last recipient of the award and members shall consist of all past recipients. The award is given to recognize a member's exceptional dedication to the club. The current President is not eligible during her term of office.

Section 8: Fellowship Committee shall report on members that are ill and send cards or other warm wishes from LBW in cooperation with the Communications Secretary.

Section 9: The Mentorship Committee shall work in close cooperation with Cameron and Great Plains Technology Center to recruit and select applicants for the LBW Mentorship program. The Mentorship Committee shall develop the Mentorship Program and train and recruit new members.

## **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 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 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.

## 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.

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