

**BYLAWS OF
DELAWARE VETERANS
WOMEN'S ACTIVITY CLUB (WAC)
January 2016**

ARTICLE I

NAME

The name of this organization shall be the Delaware Veterans Women's Activity Club.

ARTICLE II

OBJECTIVES

The objectives of the WAC shall be:

- (a) To serve veterans, military organizations, and community organizations.
- (b) To assist Delaware Veterans Post #1 members in various projects.

ARTICLE III

POLICIES

The WAC shall be non-sectarian, non-partisan and non-profit.

ARTICLE IV

MEMBERSHIP

Female members of the Del Vets Pool and female friends of WAC members shall both be eligible for membership if sponsored by a WAC member in good standing.

ARTICLE V

DUES

All members, including the Executive Board, must pay dues. Dues are payable at the September 1 meeting. In order to attend the Year-End Dinner, note that current member dues are payable no later than December 31 of each year. Any new members must pay dues upon joining.

ARTICLE VI

FISCAL RESPONSIIITY

The fiscal year shall commence on September 1 and shall end on August 31.

ARTICLE VII

OFFICERS

Section 1

The officers shall be a President, a Vice-President, a Treasurer, and a Secretary and shall serve as the Executive Board.

Section 2

The term of office shall be two years, from September 1 through August 31.

Section 3

Incoming officers shall assume their duties beginning at the September 1 meeting. Prior to the September meeting, incoming and outgoing Treasurers shall balance out the account and work together for a smooth transition, as needed, until September meeting.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1

Officers shall be elected at the WAC membership meeting in April, on odd-numbered years.

Section 2

Only WAC members in good standing shall be eligible for election to office.

Section 3

Every two years, on odd-numbered years, at the January membership meeting, a Nominating Committee of at least three members shall be formed. The Nominating Committee shall present a slate of one or more nominees for each office at the March membership meeting. Nominations may also be made from the floor at the April membership meeting.

Section 4

Vacancies in office shall be handled as follows:

- (a) In the event of resignation, incapacity or death of the President, the Vice-President shall become the President for the remainder of the term;
- (b) Vacancies in office, other than President, shall be appointed by the Executive Board for the remainder of the term.

ARTICLE IX

DUTIES OF OFFICERS

Section 1

The President shall be the principal officer of the WAC and shall:

- (a) Preside at all membership meetings of the WAC and the Executive Board.
- (b) Appoint standing and special committee chairs.
- (c) Serve as ex-officio member of all committees except the Nominating Committee.
- (d) Authorize payment of expenses and billing for payment.
- (e) Sign checks presented by the Treasurer for payment. A second officer's signature is required.
- (f) Have use of discretionary funds of \$300 per meeting year, with the approval of the Executive Board.

Section 2

The Vice President shall:

- (a) Perform the duties of the President in the absence of the President.
- (b) Become President for the remainder of the term in case of resignation, incapacity or death of the President.
- (c) Serve in such capacities as assigned by the President.
- (d) Collect dues from all members.
- (e) Keep a list of the names, addresses, and phone numbers of all members.
- (f) Sign checks presented by the Treasurer for payment. A second officer's signature is required.
- (g) Coordinate Committee Chairs for fund-raising activities.

Section 3

The Treasurer shall:

- (a) Have responsibility for all monies of the WAC and provide a financial report at all membership meetings.
- (b) Pay all bills upon written authorization of the President and approval of the Executive Board.
- (c) Preserve in a permanent file an itemized record of all WAC's expenditures and receipts.
- (d) Establish and maintain an account in an insured financial institution for the WAC. Ensure the proper authority is obtained (two officer-signers) on all checks. All officers are authorized to sign checks and there must be two (2) signatures on every check.
- (e) Reimburse for expenditures by check as approved by the Executive Board upon presentation of receipts from each committee chair.
- (f) Ensure all monetary donations go to an organization recognized under Internal Revenue Service Code for 501(c)3 charitable organizations or be related to military or Veteran organizations. Items needed for community organizations may be purchased as approved by members via a vote.
- (g) Ensure at least 25% of donations be for charities relating to Veterans and Armed Forces.
- (h) Ensure all donations in memory of an individual coming from the general fund shall be limited to \$50.
- (i) Deliver all tangible records, electronic materials, documents, passwords, administrative tools and other items relating to WAC, to the incoming Treasurer within ten (10) days after the election at the April meeting.

Section 4

The Secretary shall:

- (a) Record and maintain accurate minutes of the WAC membership meetings and the Executive Board meetings.
- (b) Keep a record of each member's attendance at meetings.
- (c) Create and handle all correspondence for the WAC.
- (d) Preserve in a permanent file all records of the WAC and the Executive Board.

ARTICLE X

STANDING COMMITTEES

Committee chairs shall be established at the October meeting for a term of one (1) year and may be reappointed. No member shall serve more than three (3) consecutive years on the same committee.

Section 1

The standing committees of the WAC shall be:

Bylaws Committee (details below)

Membership Committee (to liaise with Del Vets membership)

Sunshine

Nominating Committee

Annual September Fund-Raising Dinner Committee (chair appointed at May meeting)

Fund-Raising Committee

The Committee Chairs will have the authority to set prices and decide on other details.

Bylaws

The Executive Board, the Bylaws Committee or any member in good standing may propose amendments to the bylaws. All proposed amendments to the bylaws shall be presented to the members at a regular membership meeting one (1) month prior to a vote on their adoption. The bylaws may be amended by a two-thirds (2/3) vote of the members present and at any regular membership meeting.

ARTICLE XI

MEETINGS

Section 1

Monthly WAC membership meetings shall be held on the first Tuesday of the month and will begin promptly at 7:15 pm in the Delaware Veterans Post #1 Hall.

Section 2

At least 20 members must be present to constitute a quorum.

ARTICLE XII

DISSOLUTION

Upon dissolution of the WAC, all its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to charities for Veterans or Active Duty service men and women or the Delaware Veterans Post #1, Inc. by vote of existing members. None of the assets shall be distributed to any member, officer, or trustee of the WAC.

ARTICLE XIII

2015 PROPOSED AMENDMENTS

Executive Board replaces Executive Committee throughout this document.

Article II – OBJECTIVES

(a) To serve veterans, military organizations, and community organizations.

Article V - DUES

Dues amount removed to avoid having to revise bylaws, if members vote to change the amount.

Article VI – FISCAL RESPONSIBILITY

The fiscal year shall commence on September 1 and shall end on August 31.

Article VII - OFFICERS

Section 2

The term of office shall be two years, from September 1 through August 31.

Section 3

Incoming officers shall assume their duties beginning at the September 1 meeting. Prior to the September meeting incoming and outgoing Treasurers shall balance out the account and work together for a smooth transition, as needed, until September meeting.

Article VIII – NOMINATIONS AND ELECTIONS

Section 1

on odd-numbered years

Section 3

Every two years, on odd-numbered years

Section 4

(b) Vacancies in office, other than the President, shall be appointed by the Executive Board for the remainder of the term.

Article IX – DUTIES OF OFFICERS

Section 1

(e) A second officer's signature is required.

Section 2

(g) Coordinate committee chairs for fund-raising activities.

Section 3

(c) Preserve in a permanent file an itemized record of all WAC's expenditures and receipts.

(d) Establish and maintain an account in an insured financial institution for the WAC. Ensure the proper authority is obtained (two officer-signers) on all checks. All officers are authorized to sign checks and there must be two (2) signatures on every check.

(e) Reimburse for expenditures by check as approved by the Executive Board upon presentation of receipts from each committee chair.

(f) Ensure all monetary donations go to an organization recognized under Internal Revenue Service Code for 501(c)3 charitable organizations, be related to military organizations, or Veteran organizations. Items needed for community organizations may be purchased as approved by members via a vote.

(g) Ensure at least 25% of donations be for charities relating to Veterans and Armed Forces.

(h) Ensure all donations in memory of an individual coming from the general fund shall be limited to \$50.

(i) Deliver all tangible records, electronic materials, documents, passwords, administrative tools and other items relating to WAC, to the incoming Treasurer within ten (10) days after the election at the April meeting.

Section 4

(d) Preserve in a permanent file all records of the WAC and the Executive Board.

Article X – STANDING COMMITTEES

Committee chairs shall be established at the October meeting for a term of one (1) year and may be reappointed.

Section 1

Bylaws Committee (details below)

Membership Committee (to liaise with DeIVets members)

Annual September Fund-Raising Dinner Committee (chair appointed at May meeting)

Fund-Raising Committee

The Committee Chairs will have the authority to set prices and decide on other details.

Bylaws

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Article XII – DISSOLUTION

By vote of existing members.

Bylaws Committee:

Mary Harrington

Jackie Durborow

Karen Sieber