

**BYLAWS OF
DELAWARE VETERANS WOMEN'S ACTIVITY CLUB (WAC)
As Amended – May 3, 2022**

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

Wives of Delaware Veterans Post #1 members, female members of the Delaware Veterans Pool, and female friends of WAC members are eligible for membership into the WAC organization. They must be sponsored by a WAC member in good standing.

ARTICLE V

DUES

All members, including the Executive Board, must pay dues. Dues for returning members are payable at the first meeting in September. In order to participate in the election of officers or attend the Year-End Dinner, current member dues are payable no later than December 31 of each year. Any new members must pay dues upon joining and can attend the Year-End Dinner. New members that pay dues by December 31 are eligible to participate in the election of officers.

ARTICLE VI

FISCAL RESPONSIBILITY

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

Each term of office shall be for two years starting June 1 and ending on May 31 of the second year of the term.

Section 3

Incoming Officers shall assume their duties beginning on June 1.

Section 4

Starting June 1 incoming and outgoing Treasurers shall balance out the account and work together for a smooth transition. All duties of the Treasurer shall be turned over to the incoming Treasurer by June 1. All tangible records, electronic materials, documents, passwords, administrative tools, and other items pertaining to the WAC treasury shall be turned over to the incoming Treasurer no later than July 1.

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 as of December 31 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, death, inability to attend meetings or unwillingness/failure to perform the duties of the President, the Vice-President shall become the President for the remainder of the term;
- (b) Vacancies in office, other than President, due to resignation, incapacity, death, inability to attend meetings or unwillingness/failure to perform their duties, shall be appointed by the Executive Board for the remainder of the term.

ARTICLE X

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, or the inability of the President to attend meetings or unwillingness/failure to perform her duties.
- (c) Serve in such capacities as assigned by the President.
- (d) Once dues have been paid provide a membership card to members.
- (e) Actively maintain a current list of the names, phone numbers, addresses, email addresses, and birth month/day of all paid members to ensure members are able to receive all WAC communications.
- (f) Sign checks presented by the Treasurer for payment. A second officer's signature is required.

Section 3

The Treasurer shall:

- (a) Have responsibility for all monies of the WAC and ensure deposits are made within the month received.
- (b) Collect dues, provide a receipt to all members, and keep a current list of paid members.
- (c) Pay all bills upon authorization of the President and approval of the Executive Board, including reimbursements upon presentation of receipts from each committee chair.
- (d) Preserve in a permanent file an itemized record of all WAC expenditures and receipts.
- (e) 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.
- (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, *and a minimum of 20 votes are needed*. Shall make requested donations within the month received and send directly to the organization.
- (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) Ensure all profits received from various functions held by the WAC are dispersed to 501(c)3 organizations or are used for community needs.
- (j) Provide a financial report at all membership meetings.
- (k) Complete Del Vets Post 1 Expense Report after WAC functions/fundraisers and submit to Del Vets Post 1 Treasurer.
- (l) Shall provide to Del Vets Post 1 Commander/E-Board the monthly financial reports once they have been prepared, as well as a calendar year accounting of all WAC charitable contributions including the check number, date of check, amount, and organization, and any additional financial reports as requested.

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.
- (e) Sign checks presented by the Treasurer for payment. A second officer’s signature is required.

ARTICLE X

STANDING COMMITTEES

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

Section 1

The standing committees of the WAC shall be:

- Sunshine
- Social Media
- Book Club
- Nomination Committee (only formed every two years for election purposes)
- Bylaws Committee (details below)

The Committee Chairs for all functions 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 meeting shall be held on the first Tuesday of the month and will begin promptly at 7:15pm 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.

Bylaws Committee: Diane Onorato, Sylvia Briscoe, Karen Freville, Peg Derle