

**SANTA FE WOMAN’S CLUB & LIBRARY ASSOCIATION
BYLAWS**

Article I

The name of the Club shall be the Santa Fe Woman’s Club and Library Association

Article II

Objectives of this Club shall be charitable as defined by Section 501(c)(3) of the Internal Revenue Code

Article III

Members

Section 1. Membership shall be of two classes: Regular and Life. The Governor’s and Mayor’s wives will be extended honorary membership during the terms of office. In the absence of a wife, the Governor or Mayor may appoint a woman of his or her choosing as an honorary member.

Section 2. Persons submitting an application for membership shall be admitted upon payment of the established dues.

Section 3. Life members shall be exempt from payment of annual dues. Life membership dues are determined by the Board of Directors

Section 4. All members, excepting Life and Governor’s and Mayor’s wives, or appointee of Governor and Mayor, shall pay to the Treasurer annual dues by January 1st. Dues are determined by the Board of Directors. A new member who joins after June 30th, shall pay half the annual dues for membership until January 1st.

Section 5. Members who do not pay their dues by March 1st will be dropped from the roll.

Section 6. The fiscal year shall be from January 1st through December 31st inclusive.

Article IV

Officers

Section 1. The Officers of the Club shall be President, two Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. Any member who has served on the Board of Directors at any time may hold the office of President. Any member may be elected to any other office.

Section 2. The President may not hold office longer than two consecutive terms.

Section 3. The Nominating Committee shall present a slate of one name for each office at the February Board meeting in each even numbered year. The Nominating committee shall present two (2) names for the Board members-at-large to the Board of Directors

Section 4. At the regular meeting in March of even numbered years, all officers and two (2) Board members-at-large, shall be elected by vote of the members. Nominations may be made from the floor. Officers shall continue in office until the successors have been installed at the May meeting.

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Section 5. The majority of all votes obtained by a show of hands of the members present shall be necessary to elect the officers and board members at-large.

Section 6. The President shall preside at all meetings of the Santa Fe Woman’s Club and Library Association and of the Board of Directors. The President shall prepare an agenda for all such meetings.

Management of the Building Manager with the exception of building maintenance and rental issues, will be the responsibility of the President.

The President shall appoint chairs of all committees and the Parliamentarian. The President is an ex-officio member of all committees, except the Nominating Committee

The First Vice-President, in the absence of the President, shall perform the duties of the office of President.

The Second Vice-President, in the absence of the President and the First Vice-President, shall perform the duties of the office of President. The Second Vice-President shall oversee membership and recruitment of new members.

The Recording Secretary shall keep a record of the proceedings of all regular and special meetings of the Club and the Board of directors. She shall have custody of all records, books and letters pertaining to her work. She shall be responsible for reading the minutes of the previous month at the following Board Meeting.

The Corresponding Secretary shall conduct all correspondence.

The Treasurer shall take charge of and keep an account of all funds of the Club. She shall pay all bills of the Club and all extraordinary bills approved by the Board of Directors. She shall be a member of but not Chair of the Budget and Finance Committee.

The Assistant Treasurer shall assist the Treasurer and assume the Treasurer’s duties when necessary. She shall send delinquent dues notices by February 15th.

Section 7. Vacancies in any office shall be filled by majority vote of the Board of Directors.

**Article V
Meetings**

Section 1. Regular meetings of the Santa Fe Woman’s Club and Library Association are generally held on the third Monday of each month from September through May or as determined by the Board of Directors or as influenced by prospective rentals.

Section 2. A quorum of twenty (20) members shall be necessary for a vote by the membership at a regular meeting of the Santa Fe Woman’s Club and Library Association.

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**Article VI
Board of Directors**

Section 1. The management of the Santa Fe Woman’s Club and Library Association shall be the responsibility of the Board of Directors. There shall be twelve (12) board members composed of the regularly elected Officers of the Club, the Rental Coordinator, the Chair of Building and Grounds Committee, the Parliamentarian, and two (2) Board members-at-large.

Section 2. The Board of Directors shall meet prior to the monthly luncheon meetings.

A quorum of six (6) members of the Board shall be necessary for the transaction of business by the Board of Directors

Section 3. Special meetings of the Board of Directors may be called, by telephone or e-mail, by the President. Any Board member may request a special board meeting to be called by the President.

Section 4. At the February meeting of the Board of Directors the Chair of the Budget and Finance Committee shall present an annual budget for approval by the Board.

Section 5. The records of the financial accounts of the Santa Fe Woman’s Club are open and available at any time for inspection by the Board Members, or any club member.

**Article VII
Committees**

Section 1. There shall be a Rental Coordinator and the following Committees: Budget and Finance, Building and Grounds, Scholarship, Fundraising, Publicity, Luncheons, and Programs. There should be the following Committees: Library, Telephone, and Newsletter.

Section 2. Each committee shall have a chair. Each chair may appoint a co-chair and/or committee members. The sums (of money) raised by any committee in the name of the Santa Fe Woman’s Club and Library Association must be processed through the Treasurer of the Club

Section 3. The Budget and Finance Committee shall submit a budget covering the general expenses of the club for the following year. They shall act in an advisory capacity to the Board of Directors.

The Building and Grounds Committee shall oversee the building and premises and keep them in good condition . They shall act as custodian of all properties of the Club and assist the President in the supervision of the Building Manager.

The Rental Coordinator shall be responsible for accepting and scheduling rentals of the club house including rentals of equipment and security needs. The Rental Coordinator works closely with the Building Manager and the club Treasurer.

The Scholarship Committee shall cooperate with local institutions of learning to select students who

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meet the qualifications to receive the Club’s scholarships. They must monitor their academic standing for the continuation of such scholarships, and keep an ongoing communication with the students.

The Library Committee shall act as liaison between the Santa Fe Woman’s Club and Library Association and the Friends of the Library of the Santa Fe Public Library.

Fundraising Committees shall be responsible for planning the fundraising activities of the Club. Fundraising activities requiring the expenditure of funds shall be approved in advance by the Board of Directors by the submission of a budget for an event.

The Luncheon Committee shall organize and provide monthly luncheons for the Club prior to the regular meeting.

The Program Committee shall provide a program for regular monthly meetings and see that proper information is submitted in advance to the Newsletter Committee to inform the membership of the event.

The Publicity Committee shall release all publicity for the Club through the various publicity media, such as flyers, newspapers, radio, and television.

The Telephone Committee shall make calls to the membership as directed by the president.

The Newsletter Committee shall oversee the publishing and distribution of the Club's monthly newsletter through email, regular mail, or posting.

Section 4. Special committees may be appointed by the President with the approval of the Board of Directors, as needed by the Club.

**Article VIII
Parliamentary Authority**

The meetings of the Club and the Board of Directors shall be governed by the rules contained in “Robert’s Rules of Order Newly Revised”.

**Article IX
Amendment to the Bylaws**

The Bylaws may be amended by a majority vote of all members present at a general meeting after the changes have been proposed to the members present.

Article X

If this organization should be dissolved, its assets shall be distributed to another organization or organizations qualified under Section 501(c) (3) of the Internal Revenue Code. No assets may be distributed to individual members.

Revised : March 2017