

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

Article I

The name of the organization shall be the Santa Fe Woman's Club and Library Association (hereafter designated as the "Club").

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. Levels of membership and respective dues shall be determined by the Board of Directors.

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

Section 3. Appointees or wives of the Governor and Mayor will be extended honorary membership during the terms of office of the Governor and Mayor.

Section 4. All annual members shall pay dues to the Treasurer annually by January 1st.

Section 5. Members who do not pay dues by March 1st will be dropped from the roll. A new member who joins after June 30th shall pay half the annual dues for membership through December 31st.

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

Article IV

Meetings

Section 1. Meetings of the Club 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 membership meeting of the Club.

Article V

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 hold 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 at least one name for each office at

the February Board meeting in each even-numbered year. The Nominating Committee shall also present one candidate for each of the two Member-at-Large positions.

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

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. Any member present may request a secret ballot vote.

Section 6. Duties of Officers

The President shall preside at meetings of the Club and the Board of Directors. She shall prepare an agenda for all such meetings. She shall oversee the duties of the Building Manager. She shall appoint Chairs of all committees and the Parliamentarian. She shall be 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 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 VI Board of Directors

Section 1. The management of the Club shall be the responsibility of the Board of Directors. The Board shall be composed of twelve (12) members: elected Officers of the Club, the Rental Coordinator, the Chair of the Building and Grounds Committee, the Parliamentarian, and two (2) Members-at-Large. Each Board Member shall have one vote.

Section 2. The Board of Directors shall meet prior to each luncheon meeting. 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. In a situation of urgency, the Board of Directors may make motions, second motions, debate issues and vote on motions by electronic means, as long as all members of the Board of Directors have equal access to all parts of the process and the process does not conflict with New Mexico State laws.

Section 5. 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. The approved budget shall be presented for adoption by the membership at the Annual Membership Meeting in March.

Section 6. The records of the financial accounts of the Club are open and available for inspection.

Article VII Committees

Section 1. There shall be a Rental Coordinator and the following Committees: Budget and Finance, Building and Grounds, Scholarship, Fundraising, Luncheons, Programs, Publicity, and Nominating. 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 Club must be processed through the Treasurer of the Club.

Section 3. Duties of the Rental Coordinator and Committees

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

The Budget and Finance Committee shall submit a budget covering the general expenses of the Club for the following year. It 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. It shall act as custodian of all properties of the Club and assist the President in the supervision of the Building Manager.

The Scholarship Committee shall cooperate with local institutions of learning to select students who meet the qualifications to receive the Club's scholarships.

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

The Luncheon Committee shall organize and provide lunch at each membership meeting.

The Program Committee shall arrange a variety of programs for monthly meetings and announce upcoming programs in advance.

The Publicity Committee shall release all publicity for the Club through various media outlets.

The Nominating Committee shall present a slate of at least one name for each office at the February Board Meeting in each even-numbered year. It shall also present one candidate for each of the two Member-at-Large positions.

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

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.

Section 4. Special committees may be appointed by the President with the approval of the Board of Directors:-

**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 meeting of the membership after the changes have been proposed to the members at least 14 days prior to the meeting at which they will be considered.

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 2020