

## **HARBOR CLUB LADIES LEAGUE**

### **BY- LAWS**

~~HISTORY: In 1996, a group of ladies living in Harbor Club met for the purpose of planning a social club. The first social club meeting was held in September 1996 at the home of Helen Orlor. In 1997, the name, Harbor Club Ladies League, was adopted and the first Directory was printed. As membership increased, the first slate of officers was elected in 1998. The first officers were: Helen Orlor, President; Joan Bramblett, Co-President; Martha Payne, Secretary; Janie Legg, Treasurer. Under the leadership of the first Board elected in 1998, and the boards elected in each subsequent year, Harbor Club Ladies League has continued to welcome new members and to organize and provide social activities for the ladies living in Harbor Club.~~

Several of the past Presidents of Harbor Club Ladies League, and the 2004 Executive Board, developed these By-Laws, had them reviewed by a legal expert, and presented them to the membership for approval. Those participating in the development of the By-Laws were: Brenda Hill, Val Ledyard, Janie Legg, Jan McCormick, Jan McDaniel, and Helen Orlor.

PURPOSE: The purpose of these By-Laws is to provide a framework for managing the activities of the Harbor Club Ladies League as it continues to grow. This Charter supports the original social concept of the Harbor Club Ladies League, and outlines the following:

Article I: Name, Mission, and Purpose

Article II: Membership and Dues

Article III: Officers and Duties

Article IV: Voting: Executive Board, Business, and Amendments

Article V: Committees

Article VI: Funds

Article VII: By-Laws Authentication

## **ARTICLE I — NAME, MISSION, AND PURPOSE**

### **SECTION 1. NAME**

The name of the organization covered under these By-Laws is the Harbor Club Ladies League. It may be hereafter referred to as the Ladies League in this and other documents, The Harbor Club Ladies League is a not-for-profit organization and operations will not result in a financial gain to the association or any of its members. The name shall not be altered or changed except through the procedures outlined in Article IV — Voting and Amendments.

### **SECTION 2. PURPOSE**

(a) The Harbor Club Ladies League is a not-for-profit organization whose primary purpose is to provide an organized forum to promote member interaction and to support social and educational activities for the members.

(b) None of the activities of the Harbor Club Ladies League shall attempt to influence members on any issues or for any political or religious purposes.

(c) The Harbor Club Ladies League will not engage in any activities that do not support the social, educational or service objectives of the organization and its members.

## **ARTICLE II: MEMBERSHIP AND DUES**

### ***Amendment to HCLL By-Laws EFFECTIVE 10/17/17***

### **SECTION 1. MEMBERSHIP**

(a) Any lady who is a property owner, resident, or member of Harbor Club is eligible for membership and all privileges of the Harbor Club Ladies League, to include holding elective office on the Executive Board. Current members who do not meet the above criteria will continue as members of the organization. Membership will be granted on an annual basis and is contingent upon annual membership dues being paid as defined in the By-Laws.

(b) A person who is eligible, but chooses not to join Ladies League, is allowed to participate in Ladies League meetings as a guest one (1) time. House guests of members are always welcome.

(c) Annual membership dues are recommended by the Executive Board, announced to the membership, and approved by a two-thirds majority of members in attendance and voting at a regular Ladies League meeting as defined in ARTICLE IV.

## **SECTION 2. DUES**

### ***Amendment to HCLL By-Laws EFFECTIVE 10/17/17 – removal of (d)***

(a) Annual dues are changed by a two-thirds vote of the membership in attendance and voting at a regular Ladies League meeting.

(b) Annual dues for eligible members must be paid by the date specified by the Executive Board or the member will be dropped from the membership list.

(c) Dues are not reimbursable.

## **ARTICLE III: OFFICERS AND DUTIES**

### **SECTION 1. EXECUTIVE BOARD AND ELECTED OFFICERS**

(a) The Executive Board of Ladies League is composed of the duly elected officers as described in ARTICLE III. The elected officers are: President, Vice President, Secretary, and Treasurer.

### ***Amendment to HCLL By-Laws EFFECTIVE 03/19/2013***

*SECTION 1, (a): The Executive Board of Ladies League is composed of the duly elected officers as described in ARTICLE III. The elected officers shall be: 1 or 2 Co-Presidents, 1 or 2 Co-Vice-Presidents, a Secretary, and a Treasurer. The elected officers shall serve 2-year terms.*

### ***Amendment to HCLL By-Laws EFFECTIVE 08/18/2020***

*One Co-President and one Co-Vice President will be elected each year. The Secretary and Treasurer will be elected on alternating years.*

(b) The Executive Board will plan regular and special meetings and deal with all issues related to the business, operation, and management of the Harbor Club Ladies League.

(c) If any officer resigns or is unable to fulfill her term of office, the Executive Board shall appoint a member of Ladies League to complete the unexpired term.

## **SECTION 2. OFFICES AND DUTIES**

(a) The Executive Board will conduct all business of the Harbor Club Ladies League.

(b) The President will schedule and hold Executive Board meetings as required to plan and organize the business of Harbor Club Ladies League, The President presides at all business meetings of the Executive Board and the general membership. The President represents Harbor Club Ladies League at meetings of other organizations in the community as invited and required. The President appoints all committee chairs with the advice and counsel of the Executive Board. The President is authorized to sign checks in the absence of the Treasurer.

(c) The Vice President shall assist the President and preside at meetings or attend meetings in the absence of the President. In the event the President is unable to fulfill her duties, the Vice President shall assume the office of President. The Vice President serves as Program Chair, responsible for planning and organizing all regular meetings of the Harbor Club Ladies League. The Vice President may establish a Program Committee to assist with program responsibilities with the consent of the Executive Board.

(d) The Secretary will record minutes of all meetings of the Harbor Club Ladies League and the Executive Board when called upon by the President. The Secretary will provide copies of the minutes to the Executive Board prior to the next meeting of the Board or the membership. The Secretary is responsible for presenting and filing all correspondence related to Board and General Membership activities.

(e) The Treasurer will collect all monies and pay all bills; sign all checks; maintain a detailed record of the sources and disbursements of funds; maintain detailed financial reports; and file such reports as shall be required by Harbor Club Ladies League and the law. The sources of income to the Ladies League and the disbursement of funds to anyone for anything will be made with the approval of the Executive Board. The Treasurer will present the Treasurer's Report to the Executive Board and at General Membership meetings when called upon by the President. The Treasurer will maintain the current membership list and update it immediately upon the addition of new members. The Treasurer will report new members, and provide directory information in writing, to all current members on a regular basis at the General Membership meetings.

## **ARTICLE IV: VOTING (BUSINESS AND AMENDMENTS)**

### **SECTION 1. VOTING — BUSINESS**

(a) For the Executive Board: A nominating committee shall be appointed by the President 3-4 months before the end of the Ladies League year. The Nominating Committee will present a slate of officers to the Executive Board. A member of the Executive Board cannot be nominated or serve in the same office more than two (2) consecutive years. The slate of nominees will be presented to the general membership at a regularly scheduled meeting three (3) months before the end of the Ladies League year. The election of new officers will be held two (2) months before the end of the Ladies League year, and the nominees will be confirmed by a two-thirds majority of the General Membership attending. Installation of new officers will take place at the last meeting of the Ladies League year.

(b) Only members in good standing (dues paid up-to-date) may be considered for offices of the Harbor Club Ladies League and will be allowed to vote for officers. A two-thirds majority of regular members attending, and voting is required to elect an officer.

(c) For Business Issues: Any issue raised by the membership to be considered by the Harbor Club Ladies League will be presented to the Executive Board at least two (2) months before it is to be presented. If there are extenuating circumstances, the Executive Board may call a special meeting when members have been given due notice. The Executive Board will present the issue at the next General Membership meeting and call for a vote. The issue shall carry with a two-thirds majority of votes by the General Membership attending.

### **SECTION 2. AMENDMENTS**

(a) Amendments to these By-Laws may be proposed by any member in good standing, signed and in writing, to the Executive Board. The Executive Board will publish the recommendation one (1) month prior to presenting it to the General Membership attending the regular meeting.

(b) Only members in good standing (dues paid in full and up-to-date) shall vote and a two-thirds majority of those attending and voting is required to pass the amendment.

(c) Results of the vote will be certified by the Executive Board and announced by the President.

## **ARTICLE V: COMMITTEES**

### **Section 1. COMMITTEES AND COMMITTEE CHAIRS**

(a) The Committee Chairs for all standing committees shall be appointed by the President and approved by the Executive Board. The Committee Chair shall be a member in good standing and willing to serve for the Harbor Club Ladies League year or for one special event/occasion as designated. Should a Committee Chair resign for any reason, the President and Executive Board may fill the vacancy, as they deem necessary.

#### ***Amendment to HCLL By-Laws EFFECTIVE 10/17/17.***

(b) Standing Committees of the Harbor Club Ladies League are: Activities, Christmas Toys, Member Directory, Program Hostess, Publicity, New Member Mentor, Welcome, and Outreach.

#### ***Amendment to HCLL By-Laws EFFECTIVE 10/17/17.***

(c) All operating requirements of Committees must be presented to the President at the end of the year for inclusion in the next year's Harbor Club Ladies League budget.

(d) All funding will be budgeted at the beginning of the year, and any additional funding required by the committee will be submitted in writing to the Treasurer as requested and/or as far in advance as possible. Changes will be approved by the Executive Board.

(e) All receipts for funds disbursed to the committee will be reported to the Committee Chair and given to the Treasurer as soon as possible after the funds are spent.

## **ARTICLE VI: BUDGETING AND FUNDS**

### **SECTION 1. BUDGETING**

(a) The Executive Board will develop a budget based upon (1) the dues income projected for the coming year, (2) the disbursements to committees from the preceding year, and (3) the special activities planned for the coming year.

(b) Requirements for all committee chairs will be considered in the budget.

(c) Committee expenditures will be presented to the Treasurer on a regular basis and budget balances will be reported by the Treasurer to the Executive Board, and as required at regular meetings of the General Membership.

(d) Funds disbursed WILL NOT EXCEED the amount designated and covered in the budget for any activity without the approval of the Executive Board.

## SECTION 2. FUNDS

(a) Funds of the Harbor Club Ladies League will be expended only by order of the Executive Board. No members may incur any indebtedness in the name of the Harbor Club Ladies League without the approval and authorization of the Executive Board.

(b) Requests for funding must state what is to be funded and the reason funding is required. Receipts for all expenditures will be kept, annotated as to their purpose, and signed by the member who requested the funds.

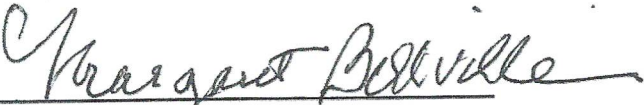
(c) All receipts will be presented to the Treasurer for accounting purposes.

(d) Two (2) members in good standing will be appointed by the President and approved by the Executive Board to audit the Treasurer's records at the end of the Treasurer's term to insure they are correct before they are presented to the incoming Treasurer. The audit shall be completed, and records turned over to the new Treasurer within two (2) weeks following the installation of the new Executive Board.

## ARTICLE VIII: BY-LAWS AUTHENTICATION

THESE BY-LAWS, *with 4 AMENDMENTS*, WERE ADOPTED AT THE REGULAR MEETING OF THE HARBOR CLUB LADIES LEAGUE ON NOV 19, 2019.

Signed:

  
Maggie Bellville, President

  
Peg Bilkert, Co-Vice-President

  
Sandra Schmid, Secretary

  
Nell Lynch, Co-Vice-President

  
Teresa Schulz, Treasurer