

**BYLAWS**  
OF THE  
**MAGNOLIA POINT**  
**WOMEN'S CLUB**

— MAY 2007 (REVISED SEPTEMBER 2007)—

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**ARTICLE I—NAME AND PURPOSE**

**THE NAME OF THE CLUB** is the Magnolia Point Women's Club.

**THE CLUB'S PURPOSE** is to provide the women of Magnolia Point a nonprofit, educational, cultural, and service-oriented club dedicated to serving their diverse interests and to better the community in which we live by helping others. The profits from the Club will be given to qualified organizations for the improvement of life of the underserved in our community.

**ARTICLE II—MEMBERSHIP**

**MEMBERSHIP** is open to any resident, property owner or Country Club member in the Magnolia Point Golf and Country Club community who supports Magnolia Point Women's Club's purpose.

**ARTICLE III—MEETINGS**

**GENERAL:** The Club meets at the time and place scheduled by the President or, in the President's absence, the President Elect. Club meetings include:

- **General Meetings.** The Club regularly meets on the second Wednesday of each month.  
Installation of officers will take place at the May meeting at the regular meeting site.
- **Special Meetings.** The President may call and conduct Special Meetings on short notice to discuss and pursue timely topics.

**QUORUM:** At least 30 members, two of whom are officers, must be present at a General Meeting or respond to an email request, to constitute a quorum. Without a quorum, the Club can meet via a general meeting or email, but it cannot transact Club business. In some instances when time is of the essence, the President or President Elect may submit a proposal to the general membership via email. A quorum is necessary to make a change.

**ARTICLE IV—OFFICERS, THEIR ELECTION, AND VACANCIES**

**OFFICERS:** The Club has six elected Officers:

- President
- President Elect
- Vice President for Programs
- Vice President for Membership
- Secretary
- Treasurer

**TERM:** The term of office is one year for all officers. Officers will generally change but may be reelected for a subsequent term.

**NOMINATION, ELECTION, AND INSTALLATION:** The Club's Nominating Committee, upon approval by the Executive Board, will present a slate of prospective officers during the March Meeting. A slate of officers is defined as one candidate for each office. Members vote on the slate of nominees at the April Meeting. The newly elected officers are installed during the May Meeting.

**OFFICER VACANCIES:** Officers may be unable to complete their term because of voluntary resignations or other reasons. If so, a replacement Officer must be elected by the membership at the next April Meeting. However, until such election, the President with approval of the Executive Board, may appoint any member of the Club to fill the vacancy.

## ARTICLE V—DUTIES OF OFFICERS

**THE CLUB'S OFFICERS** fulfill these duties:

- **The President** presides over all Club meetings and meetings of the Executive Board and, with the advice and consent of the Executive Board, appoints such committees as may be necessary to support the Club's objectives.
- **The President Elect** serves with the President, assisting with general duties and replacing the President in her absence. She will assume the Presidency when the President's term is completed.
- **The Vice President for Programs** arranges programs for the Club's monthly meetings.
- **The Vice President for Membership** registers new members, collects membership dues and transfers them to the Treasurer, maintains the membership roster and ensures that it is kept current, and informs the Communications Committee Chairman of all roster changes.
- **The Secretary** keeps the minutes of all Club meetings, reports news of upcoming events to Club publications, and maintains the Club's Bylaws.
- **The Treasurer** receives and disburses all Club funds as directed, maintains the Club's financial records and reports financial status at monthly meetings.

## ARTICLE VI—COMMITTEES

**GENERAL:** The President, with the advice and consent of the Executive Board, may appoint both standing committees and special (*ad hoc*) committees. There is no limit to the number of committees that the President may appoint.

- **Standing Committees.** The President may appoint permanent standing committees to pursue, track, and regularly report on inherent and continuing interests of the Club's membership.
- **Special Committees.** From time-to-time, the President may appoint and task temporary committees to meet for a specified short term and present recommendations to the Executive Board on specific matters that concern the Club.

**REVIEW AND AFFIRMATION:** Each year, immediately after the installation of new officers, the President must schedule a meeting of the Executive Board to review and reaffirm the purpose and structure of each standing committee. With the advice of the Executive Board, the President may alter or disband any committees to fit the Club's current needs.

- HOSPITALITY
- FUNDRAISING
- SUNSHINE
- COMMUNICATIONS
- HISTORICAL
- HELPING HANDS
- NOMINATING
- CHARLES E. BENNETT SCHOOL
- DAY TRIPS
- SCHOLARSHIP
- CHARITY

**THE HOSPITALITY COMMITTEE** is the liaison between the Club and new residents. The Committee makes welcome visits to those who move into our community, and extend invitations to residents who haven't yet joined Magnolia Point Women's Club.

**THE FUNDRAISING COMMITTEE** organizes fundraising events for the Club and provides publicity and relevant information about such events.

**THE SUNSHINE COMMITTEE** is responsible for sending cards and flowers to Club members who are ill or for any other reason deemed appropriate under the circumstances. If a member is hospitalized, flowers will be delivered. For the death of a member, flowers or a donation in the amount of \$100 will be sent. For the death of a relative living in the home of a member, flowers or a donation in the amount of \$50 will be sent.

**THE COMMUNICATIONS COMMITTEE** is responsible for publishing the Club Newsletter and notifying members by e-mail or telephone of monthly meetings, special meetings, and other events of interest.

**THE HISTORICAL COMMITTEE** is responsible for maintaining a scrapbook of the Club's activities and records, including lists of Club programs and speakers.

**THE NOMINATING COMMITTEE** is responsible for preparing and presenting the slate of new officers for election. The Committee presents the slate at the Club's March Meeting.

**THE CHARLES E. BENNETT SCHOOL COMMITTEE** is responsible for liaison with the Charles E. Bennett School to provide year-round assistance to those having special needs.

**THE DAY TRIP COMMITTEE** is responsible for selecting and scheduling Club trips to various points of interest.

**THE SCHOLARSHIP COMMITTEE** is responsible for finding qualified applicants for Club scholarships, conducting interviews, and making awards.

**THE CHARITY COMMITTEE** is responsible for receiving requests from general members to support a charitable organization, collecting information, interviewing candidates, conducting team meetings and preparing a proposal to the Executive Committee.

**THE HELPING HANDS COMMITTEE** is responsible for assisting members and/or their families in the event of illness or death. Assistance may extend beyond the membership when deemed

necessary. Leaders of this group will contact the family to determine how we can be of assistance.

Detailed guidelines for some committees may be found on the Magnolia Point Women's Club website.

## **ARTICLE VII—EXECUTIVE BOARD**

**COMPOSITION:** The Club's Executive Board is composed of the Club's elected officers, the immediate past president, and the chairmen of all standing committees.

**BOARD MEETINGS:** Board Meetings: The Executive Board meets at the call of the President. The President will conduct a budget meeting in June. **The balance in the general fund as of April 30th will dictate the amount to be considered for charitable donations and scholarships. At the budget meeting, the Board will determine (1) the number of scholarships to be awarded and (2) the amount of money available to the Charity Committee.** The Charles E. Bennett account and all monies contained therein are separate and apart from the general fund and are used exclusively for Charles E. Bennett School in Green Cove Springs, Florida.

**QUORUM:** At least eight Executive Board members, two of whom are officers, must be present at an Executive Board meeting to constitute a quorum. Without a quorum, the Board can meet, but it cannot transact business. When time is of the essence, the Executive Board may spend up to \$250 without approval by the general membership.

## **ARTICLE VIII—DUES**

**THE CLUB'S ANNUAL DUES** The Club's annual dues will be reviewed in March by the Board. Any recommendations for change will be presented at the March meeting and voted on at the April meeting. Dues are payable on May 1. Individuals who become members after January 1 will have their dues prorated through April 30.

## **ARTICLE IX—AMENDMENTS**

**ANY CLUB MEMBER MAY PROPOSE** an amendment to these Bylaws at any general meeting. The Secretary or President will publicize such proposed amendments to the full membership via a regular club meeting or email. A two-thirds vote of those Club members who attend the *next* general meeting is sufficient to adopt the proposed amendment.

## **ARTICLE X—POLITICAL CANDIDATES**

**CLUB POSITION ON POLITICAL CANDIDATES AND ELECTED OFFICIALS ARE AS FOLLOWS:**

Magnolia Point Women's Club will not endorse any candidate.

Magnolia Point Women's Club will not donate funds to a political candidate.

Political candidates will not be invited to speak at a general meeting.

Magnolia Point Women's Club sponsored events will not include political candidates unless it is approved by the Executive Board via a regular or electronic meeting. Any event approved by the Executive Board must include invitations to all candidates in a debate or similar forum, allowing equitable sharing of political positions. Elected officials may be invited to speak at general meetings and other club sponsored events.

## **ARTICLE XI—DISSOLUTION**

**Upon dissolution of the Club, any assets remaining after all debts are paid will be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code.**