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BARRINGTON WOMAN'S CLUB

BYLAWS

Article I - Membership

Section 1. Any woman residing in the Barrington area is eligible for membership.

Section 2. Membership shall be of five classes: Active, Honorary, Honorary Life, Courtesy and Nonresident.

Section 3. An active member shall have all the privileges of membership.

Section 4. Honorary Members.

a. Honorary membership may be conferred on persons who have given distinguished service to the Club, upon unanimous recommendation of the Board of Governors and by vote of the Club.

b. Honorary members shall have all the privileges of active members and shall be exempt from the payment of annual dues.

Section 5. Honorary Life Members.

a. All past presidents of the Club living outside the Barrington area shall be made honorary life members.

b. Honorary life members shall be exempt from the payment of annual dues. Such members may not vote or hold office.

Section 6. Courtesy members.

a. Courtesy membership may be conferred upon certain members of the community upon unanimous recommendation of the Board of Governors.

b. Courtesy members shall have all the privileges of active members and shall be exempt from the payment of annual dues.

Section 7. Nonresident Members.

a. Members who move away from the Barrington area may become nonresident members by paying one-half the annual dues.

b. Nonresident members may not hold office but otherwise have all the privileges of active membership.

Section 8. For the purposes of these bylaws "the Barrington area" is defined as that area encompassed within a 50-mile radius of the legal limits of the Village of Barrington.

Section 9. Election to membership:

- a. The names of candidates for membership shall be proposed in writing, with the signatures of three sponsoring members.
- b. Names of candidates for admission to membership shall be presented to the Board of Governors at the first regular meeting of that Board following receipt of the written proposal in a. above. A two-thirds vote of the Board of Governors shall elect.
- c. Any woman recently moved into the Barrington area may, by a unanimous vote of the Board of Governors become a member immediately upon payment of initiation fee and dues (without the otherwise required signatures of three sponsoring members) by presenting to the Chairman of the Membership Committee a letter from the Woman's Club with which she was formerly affiliated in good standing.
- d. Notice of election to membership shall be sent by mail to the candidate by the Corresponding Secretary. Upon payment of the initiation fee and dues the annual members card shall be issued by the Corresponding Secretary.

Section 10. Resignation. Any member wishing to withdraw from the Club is required to submit a written resignation to the Membership Chairman. A member shall not be allowed to resign in good standing unless her resignation shall have been filed with the Membership Chairman by August 15 or the dues for the current year shall have been paid.

Section 11. Reinstatement.

- a. An active or nonresident member who has resigned in good standing may be restored to active membership upon payment of the initiation fee and current dues and a two-thirds vote of the Board of Governors.
- b. A nonresident member, on resuming her residence in the Barrington area and wishing to continue membership in the Club, must become an active member.
- c. A nonresident member whose resignation has been accepted may be restored to nonresident membership on application for reinstatement filed with the Membership Chairman, payment of the initiation fee, and a two-thirds vote of the Board of Governors.
- d. A person who has forfeited membership by nonpayment of dues may be restored to membership by the method provided for new members, shall have been paid.

Section 11. Reinstatement.

- a. In order to nonresident member who has resigned to be

ARTICLE II OFFICERS AND BOARD OF DIRECTORS

Section 1. The President shall be the general executive officer of the Club. She shall preside at all meetings of the Club, of the Board of Directors and the Board of Governors. She shall appoint all committee chairmen and department heads unless otherwise provided in these bylaws and shall be an ex-officio member of all committees except the Nominating Committee. In the case of the inability of the President to serve, the Vice-Presidents, in their order, shall assume the duties of the office. (Also see Section 8(d) infra.)

Section 2. The First Vice-President shall be chairman of the Year Book Committee.

Section 3. The Second Vice-President shall be chairman of the Program Committee.

Section 4. a. The Recording Secretary shall keep a correct record of all meetings of the Board of Directors, the Board of Governors and all general meetings.

b. She shall send to the Recorder of Deeds of Cook County a certificate (under the seal of the Club) giving the names and the term of office of those elected to the Board of Directors at the regular elections and of those elected to fill vacancies in that body. She shall be custodian of the Articles of Incorporation and the seal of the Club.

Section 5. a. The Corresponding Secretary shall attend to the correspondence and send out required notices of all Board meetings and general meetings.

b. She shall order and have on hand all necessary stationery.

c. She has responsibility for ordering printing of membership cards.

Section 6. a. The Treasurer shall be custodian of the funds of the Club and, subject to the order of the Board of Directors, shall collect and pay out all moneys belonging to the Club. She shall submit an up-to-date financial report at the Annual Meeting. The Treasurer's audited report for one year shall be printed in the Year Book of the next following year. She shall issue membership dues receipts upon payment of dues and shall keep an accurate

record of members' names and addresses, notifying Membership Chairman of any changes.

b. The Treasurer shall send notices of dues payable and delinquency notices (see Article IV herein).

c. The Treasurer shall be a member of the Finance Committee.

Section 7. Advisors. There shall be three advisors appointed by unanimous vote of the existing Board of Directors for a one-year term of office commencing the following year. One of these advisors shall be the last preceding president of the Club. No advisor shall remain in that office for more than three consecutive years.

Section 8. Board of Directors.

a. The first Board of Directors of this Club shall hold office until the May 1967 Annual Meeting. After that meeting the Board of Directors shall consist of the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer (collectively known as the officers), and three advisors.

b. The Board of Directors shall have full control and management of the affairs, funds and property of the Club, and shall transact all business referred to it by the Club.

c. The Board of Governors shall consist of the Board of Directors, Department heads and chairmen of standing committees, and shall be responsible for such management of Club affairs as shall be delegated to it by the Board of Directors. Where these bylaws state that Board of Governors' action is required, it shall be presumed that the Board of Directors delegated authority to so act.

d. Should the office of the President become vacant, the First Vice-President shall serve until the next Annual Meeting, at which time the office shall be filled in the prescribed manner by election. In case of the inability of the First Vice-President to serve as President, the Second Vice-President shall serve until the next Annual Meeting. Should both the First and Second Vice-Presidents be unable or unwilling to serve as President, the Board of Directors shall have the power to fill the vacancy by appointment.

e. All other vacancies on the Board of Directors or the Board of Governors shall be filled by the Board of Directors.

Section 9. Every officer within two weeks after the expiration of her term of office shall deliver to her successor all records and other property of the office and shall receive a receipt therefor.

ARTICLE III DEPARTMENTS

Section 1. The departments of the Club shall be: Arts and Crafts, Collectors, Conservation, Government and Foreign Policy, Home Arts, Literature and Recreational Activities. The organization of further departments for work or study, not inconsistent with the purposes of the Club, may be authorized by the Board of Directors.

Section 2. Chairmen of Departments shall be appointed by the President. Each department head shall choose a committee of sufficient size to assist her in formulating and carrying out plans for the work of her department.

Section 3. Departmental meetings in homes will be limited to members only unless otherwise specified by announcement.

ARTICLE IV DUES AND FINANCE

Section 1. The initiation fee of \$2 and the annual dues of \$10 shall accompany all applications for membership.

Section 2. a. The annual dues of \$10 are due and payable June 1.

b. The Treasurer shall send to the members, with the notice of the Annual Meeting, a call for the dues for the ensuing year.

c. Cards of membership shall be issued to all members upon payment of annual dues. These cards entitle each member to bring a yearly total of two guests to general meetings without obtaining guest tickets.

d. Members elected to the Club at the February and March meetings of the Board of Governors shall pay one-half the annual dues.

e. Members delinquent in dues on August 1 shall be notified by mail by the Treasurer that membership privileges have been suspended and that if dues are unpaid on August 15, membership shall be forfeited.

Section 3. a. Guest fees for all meetings shall be determined by the Board of Directors. Persons eligible for membership in the Barrington Woman's Club may come as guests of members to only two general meetings in any Club year.

b. Guest tickets may be obtained from the Treasurer, if additional are needed, for a fee determined by the Board of Directors.

Section 4. Club members engaging in Club activities and philanthropies shall solicit contributions and donations to such activities and philanthropies only when authorized by the Board of Directors.

Section 5. The fiscal year of the Club shall be a 12-month period ending June 30.

ARTICLE V MEETINGS AND QUORUMS

Section 1. The Annual Meeting shall be held on the third Wednesday in May. This date can be changed by vote of the Board of Directors if circumstances arise warranting it. The Club year shall extend from Annual Meeting to Annual Meeting.

Section 2. Club meetings shall be held monthly on the third Wednesday from October to May, December being optional. This date can be changed by vote of the Board of Directors if circumstances arise warranting it.

Section 3. Business matters requiring immediate attention may be transacted at any regular meeting of the Club. When business of unusual importance is to come before the Club, individual notification shall be sent and business specified.

Section 4. Special meetings of the Club may be called by the President or the Board of Directors by individual notification. Such notification shall be sent at least 5 days before the date of the proposed meeting.

Section 5. Meetings of the Board of Directors and Board of Governors shall be called by the President. At the first meeting of the Board of Governors after the Annual Meeting, that Board shall consider the minutes of the Annual Meeting and the May Board of Governors meeting. A minimum of six meetings of the Board of Governors shall be held during the year.

Section 6. The following quorums are hereby established: for club meetings, 1/10 of the membership entitled to vote; for meetings of the Board of Directors, a majority of the members; for meetings of the Board of Governors, a majority of the members.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. a. The Nominating Committee shall have at least 9 members. The President shall appoint the Chairman thereof and shall introduce that appointee at the January general meeting. The Nominating Committee Chairman shall choose one member of her committee from the Board of Directors and one from each Department, with the approval of the Department Head.

b. The Nominating Committee shall not be discharged until the Annual Meeting and that Committee shall have the power to fill any vacancy which may occur by resignation or otherwise among the nominees proposed by the committee or officers-elect prior to installation.

c. No one shall be eligible for the office of President who has not served one year on the Board of Governors.

Section 2. a. The Nominating Committee shall select a slate of officers and present the slate to the Club membership at the February general meeting.

b. The vote shall take place at the March general meeting. The vote shall be taken by ballot when two or more names of candidates are presented for one office, and a simple majority vote shall elect.

c. All officers elected for the following year shall assume their duties at the close of the Annual Meeting in May.

ARTICLE VII COMMITTEES

Section 1. The activities of the Club shall be carried on through departmental, special, and standing committees.

Section 2. Departmental committees shall carry on the regular activities of the Club (see Departments, Article III).

Section 3. Special committees may be created by the President with the approval of the Board of Directors, either to act independently or to cooperate with an existing committee.

Section 4. a. Standing committees shall carry on the administrative work of the Club.

b. The Club shall have the following standing committees: Civics, Finance, Friendship, Membership, Reception, Nominating, Philanthropy, Program, Public Relations, Revisions, Scholarship Fund, Ways and Means, Year Book, Social and House.

Section 5.

Section 5. The Civics Committee shall investigate and seek out community needs and improvements, and make recommendations to the Board of Governors. It shall assist the Ways and Means Committee.

Section 6. The Finance Committee shall have at least five members, including the Treasurer, one Advisor and the Philanthropy Chairman. This committee shall have supervision over the finances of the Club. It shall prepare the annual budget, apportioning to each department and committee the amount to be available for carrying out the work of each. This budget shall be submitted to the Board of Governors at its April meeting, revised if necessary and submitted for final adoption at the first meeting of the Board of Governors after the Annual Meeting.

Section 7. The Membership Committee shall have no less than eight members and the chairman shall try to have the various sections of the community represented on her committee. The chairman may take any prospective member once to any Club meeting without payment of the guest fee. This committee shall arrange to have all new members introduced to the officers and members of the Club.

Section 8. The duty of the Philanthropy Committee shall be to make recommendations to the Board of Governors concerning distribution of funds to charitable organizations, and to assist the Ways and Means Committee. The Chairman of the Philanthropy Committee shall be a member of the Finance Committee.

Section 9. The Program Committee shall have no less than ten members, including each department head or her representative. Its responsibility shall be to plan the programs for the regular Club meetings. The Second Vice-President, who is Program Chairman, immediately upon her election shall select her committee, appoint a co-chairman, and proceed to arrange the programs for the ensuing year. She shall be responsible for all business arrangements with speakers or entertainers selected to furnish the Club programs. The chairman shall keep a scrapbook of programs with helpful notations for future chairmen to use.

Section 10. The Public Relations Committee shall be responsible for keeping our general membership and the public informed of the purposes and plans of the Club as formulated. This committee shall keep a scrapbook of all printed publicity.

Section 11. The Reception Committee shall keep members name tags up-to-date and in good condition and have them available at each

general meeting.

Section 12. It shall be the duty of the Revisions Committee to review the Articles of Incorporation and the Bylaws annually, to make recommendations to the Board of Directors and to prepare any changes proposed by that Board.

Section 13. The Social and House Committee shall have at least eight members. The chairman shall secure a meeting place for the general meetings of the Club. She shall see that the necessary chairs and tables are at hand for officers and guests. She shall have charge of the Club silver which shall be used only for general meetings of the Club. The Club silver shall not be loaned for private use. Each member of the Social & House Committee (other than the chairman) shall serve as hostess at one general meeting and shall appoint her own committee for that day. Any contracts arranged by this committee shall be signed by a member of the Board of Directors.

Section 14. The Year Book Committee shall secure bids from various printers and give the contract for printing the year book on the basis of quality and price. The First Vice-President, who is Year Book Chairman, shall be responsible for the accuracy and general appearance of the year book.

Section 15. All officers, department heads and standing committee chairmen shall submit a written report at the Annual Meeting.

ARTICLE VIII SCHOLARSHIP FUND

Section 1. The Scholarship Fund shall be raised and maintained by the Barrington Woman's Club for the purpose of giving financial assistance for further education to a graduate or graduates of a District 224 High School. The amount of the award may vary according to the amount available.

Section 2. The Scholarship Committee shall administer the scholarship fund. This committee shall consist of the chairman and co-chairman of the committee and the Board of Directors of the Club.

Section 3. The Chairman of the Scholarship Committee shall receive and keep an accounting of scholarship funds but the distribution of such funds is to be approved by the Board of Directors on recommendation of the Scholarship Committee. Checks issued against the Scholarship Fund shall be signed by the Treasurer or President.

Section 4. The Scholarship Committee shall be responsible for drawing up a set of rules covering qualifications of applicants, method and time of making applications, membership of a selection committee to judge applicants, amount awarded, and other pertinent matters. This set of rules shall be approved by the Board of Governors. It should be reviewed and approved by the Scholarship Committee by January 1. It should be reviewed and approved by the Board of Governors by March 1. A current copy of these rules shall be kept on file by the Scholarship Committee and by the Recording Secretary. A copy should be sent annually as soon as approved to each principal of a High School in Illinois High School District 224. The recommendation of the selection committee should be reported to the May meeting of the Board of Governors for its approval.

Section 5. The scholarship awards are given without obligation on the part of the holder. It is to be hoped, however, that if and when financially able the recipient of an award will make an equivalent contribution to the Barrington Woman's Club Scholarship Fund for the use of other deserving students.

ARTICLE IX AMENDMENTS

Power to modify, alter or amend the Articles of Incorporation and these Bylaws is vested in the Board of Directors.

ARTICLE X PROCEDURE

All questions of order not provided by these Bylaws shall be decided by Roberts' Rules of Order, Revised.