

**BYLAWS OF  
THE RAMONA WOMAN’S CLUB, INC.**

**ARTICLE I – NAME**

**The name of this organization shall be:  
“The Ramona Woman’s Club, Inc.”  
Club colors shall be: White and Gold  
Club flower shall be: Shasta Daisy**

**ARTICLE II – OBJECT**

**The object of this Club shall be the cultivation of and interest in intellectual and civic pursuits.**

**ARTICLE III – MEMBERSHIP**

**Section 1**

All women of Ramona and vicinity shall be eligible for membership.

**Section 2**

Honorary membership shall be proposed by the Executive Board, subject to approval vote of the Membership at a Regular Meeting. Honorary members shall pay no dues, but are entitled to all privileges of the Club, except the right to hold office.

**ARTICLE IV – DUES**

**Section 1**

There shall be annual dues. Dues will be set by vote of the Membership.

**Section 2**

Annual dues are payable on the first day of June and become delinquent the first day of August. New member dues shall be prorated at a rate of \$ 2.00 per month, beginning in October.

**Section 3**

Any former member who wishes to rejoin may do so by paying the current annual dues.

## **ARTICLE V – OFFICERS**

### **Section 1**

The President shall preside at all meetings of the Club and of the Executive Board. She shall appoint all Committees not otherwise provided for in these Bylaws. She shall be a member *ex-officio* of all committees, except the Nominating Committee and, in general, have supervision of the affairs of the Club.

### **Section 2**

The First Vice President shall serve as Program Chairman of the Club, shall assist the President and, in the absence of the President, shall discharge the duties of the President; and in the case of permanent absence of the President, the First Vice President shall become PRESIDENT for the unexpired term.

### **Section 3**

The Second Vice President shall be Membership Chairman of the Club and shall preside in the absence of the President and First Vice President. She shall introduce new members and visitors at a Regular Meeting of the Club and be responsible for distribution of the yearbook.

### **Section 4**

The Third Vice President shall be Ways and Means Chairman of the Club and preside only in the absence of the President, First Vice President and Second Vice President. She shall organize moneymaking endeavors for benefit and betterment of the Club and its members.

### **Section 5**

The Recording Secretary shall keep a correct record of all the proceedings of the meetings of the Club and of the Executive Board. She shall keep a roll of members and call the roll when required. She shall supply officers and committees with papers referred to them. She shall keep a list of the Bylaws and Standing Rules of the Club. She shall have charge of all records and papers of the Club, except such as are assigned to others. At the expiration of her term of office, the Secretary shall turn all records and papers over to her successor. If the President and Vice Presidents are absent when the hour arrives for opening the session, the Secretary shall call the meeting to order and have a Chairman *pro tempore* elected at once.

### **Section 6**

The Corresponding Secretary shall conduct the correspondence for the Club except when otherwise provided. She shall perform such duties as prescribed by the Bylaws.

## **Section 7**

The Treasurer shall be bonded if insurance does not cover liability.

- a. The Treasurer shall receive and deposit all funds of the Club and pay all bills by check signed by the President, Treasurer or Recording Secretary and issue receipts for all money received.
- b. At the Regular Meeting of each month, the Treasurer shall make a statement of the financial condition of the Club.
- c. At the end of the fiscal year of the Ramona Woman's Club, she shall present all records for audit.

## **Section 8**

The Parliamentarian, an appointee, shall act as advisor to the President and the Club upon points of Parliamentary Law.

# **ARTICLE VI – COMMITTEES**

## **Standing Committees**

### **Section 1**

- a. A Scholarship Committee of at least three members shall be appointed by the President. These Scholarships are to be called the "Mary Joyce White Scholarship" and "Ellie Whitcomb Scholarship."
- b. These Scholarships shall be awarded each year to students who have attended the Ramona Unified High School not less than two full years, are a graduate of Ramona Unified High School and have accredited scholarship grades. These Scholarships shall be given to a college student in the second year of his or her academic work on the basis of need and accredited grades for the previous year, one-half during the first semester and one-half during the second semester.
- c. The criteria for any additional Scholarship will be at the discretion of the Executive Board.

### **Section 2**

- a. A Property Management Committee of three members shall be appointed by the President.
- b. The Property Management Committee shall be responsible for the Clubhouse of the Ramona Woman's Club, Inc., the equipment and furnishings therein, to keep all in good condition and serviceable at all times. The Rental Chairman shall be an *ex officio* member of this committee.

- c. The interest derived from the Property Management Investment Account may be placed in the Property Management's working account to use in the upkeep of the Clubhouse and/or for the perpetuity of the Ramona Woman's Club.

## **ARTICLE VII – EXECUTIVE BOARD**

### **Section 1**

- a. The Executive Board shall consist of ten (10) voting members: President, First, Second and Third Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and three Directors.
- b. The Directors shall consist of three past officers (including the prior President) nominated by the Nominating Committee.
- c. The Parliamentarian, a non-voting appointee, shall advise the President.

### **Section 2**

It shall be the duty of the Executive Board to attend to all matters of business relating to the Club and to invest the Club's monies.

### **Section 3**

Executive Board members are expected to attend all Board Meetings and fulfill their duties.

## **ARTICLE VIII – MEETINGS**

### **Section 1**

The regular meeting of the Club shall be held at "The Ramona Woman's Clubhouse" the first Thursday of each month from October to June inclusively. The time and place may be temporarily changed by a majority vote of the Executive Board.

### **Section 2**

The Annual Meeting shall be held at the Regular meeting in October.

### **Section 3**

Special meetings may be called by the President, the Executive Board, or upon written request of fifteen members. A written notice setting forth the purpose of the Special Meeting shall be sent to each member of the Club.

#### **Section 4**

Fifteen (15) members shall constitute a quorum at a meeting of the Club and six (6) members a quorum at a meeting of the Executive Board.

### **ARTICLE IX – NOMINATIONS AND ELECTIONS**

#### **Section 1**

Officers and Directors shall be elected for the period of one year.

#### **Section 2**

At a regular meeting in March, a Nominating Committee of five (5) members shall be composed of three (3) past officers appointed by the Executive Board (excluding the current President) and two (2) nominations from the floor. After presentation of a slate of officers, the Nominating Committee will be dismissed with thanks. If a slate is incomplete, it shall be referred to the Executive Board.

#### **Section 3**

All Officers and Directors (except the Parliamentarian, who shall be appointed by the President) shall be elected by ballot at the regular meeting in April and installed at the regular meeting in June. If there is only one candidate for an office, election may be by voice vote. A majority vote shall elect.

#### **Section 4**

Vacancies in office shall be appointed by the Executive Board, except in the case of the President, which provision is covered in Article V, Section 2.

#### **Section 5**

No Officer or Director shall hold the same office more than two consecutive years, except upon approval of the Executive Board.

#### **Section 6**

The Installing Officer shall be selected by the incoming President.

### **ARTICLE X – PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order” Revised, shall govern all proceedings of the Club and its Executive Board in all cases not provided for in these Bylaws and Standing Rules.

## **Amendments to Bylaws**

Bylaws may be adopted, amended, repealed, or revised at any regular meeting of the Club by a majority of those voting, a quorum being present, provided the new bylaws or amendments were submitted in writing and read at the previous meeting.

## **Standing Rules**

Rule 1. Standing Rules shall contain only such rules of a continuing nature as may be adopted by a majority vote at any meeting without previous notice. After the rules have been adopted, to amend or rescind them requires a two-thirds (2/3) vote, unless there is previous notice; then a majority vote is required.

Rule 2. The regular meeting of the Club shall be at 1:00 PM on the first Thursday of each month from October to June, inclusive.

Rule 3. The regular meetings of the Executive Board shall be held once each month, the day and time to be set by the President.

Rule 4. (a.) Upon presentation of a written request, signed by ten members of the Club, the Executive Board may authorize the formation of a Section.

(b.) All members of Sections must be members of "The Ramona Woman's Club, Inc."

(c.) Any Section may request up to \$ 25.00 per year from the Club as needed to conduct the affairs of said Section.

(d.) Any unbudgeted expenditures over \$ 100.00 will require Board approval.

Rule 5. Each year a gift shall be approved by the Executive Board and presented to the outgoing President of the Club as a token of appreciation from all the Club members.

Rule 6. The President shall be allowed \$ 15.00 per month to cover incidental expenses pertaining to her office.

Revised by Bylaw Review

May 2012