



CONSTITUTION:

(re-proposed 2-8-99)
(revised 2/10/02, 8/2/04,
4/2010, 3/2018, 10/2020)

ARTICLE I: NAME

The name of this organization shall be the Hartwell Service League (hereinafter the "club"), and it shall be a member of the Northeast Georgia Federation of Women's Clubs, the Georgia Federation of Women's Clubs, and the General Federation of Women's Clubs.

ARTICLE II: OBJECT

The object of this club shall be to: promote education and literacy in both children and adults; encourage human experience through cultural awareness and appreciation of art and music; remind its members that we are part of a larger society and each of us is responsible for creating a better quality of life; improve our personal well-being; become stewards of the earth; and, lend a helping hand to all civic movements for the benefit of our town and community.

ARTICLE III: MEMBERSHIP

Section 1

Any woman living in Hart County who is a registered voter shall be eligible for membership.

Section 2

Charter Members: Those members who joined when the club was organized and who signed the original By-Laws.

Active Members: Those members who pay dues and assume the responsibilities of the club.

Honorary Members: Those members whom the club wishes to honor. Dues shall not be expected of them.

Section 3

A prospective member shall be presented by an active member in good standing that will serve as her sponsor/mentor. The prospective member shall be voted on by the membership after her third visit. When confirmed, she will be added to the Membership Roster, or placed on the Waiting List if a slot is unavailable.

Section 4

Each active member shall pay annual dues of \$40.00 to be paid at the **January meeting**. If, after one written reminder from the Treasurer, the dues have not been paid by the March meeting, it will be assumed that the member wishes to be removed from the roster. The Treasurer will send a registered letter to the member to notify her that her name has been removed.

Section 5

A member wishing to terminate her membership shall send her resignation to the Membership Chairman (First Vice-President).

ARTICLE IV: OFFICERS

Section 1

The elective officers of this

club shall be: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary/Sunshine Fund, and Treasurer.

Section 2

The Past President shall be appointed as the Parliamentarian of the club.

Section 3

The elective and appointive officers shall serve a two-year term.

Section 4

Officer elections shall be held in November of each odd year, with installation following in January. A Nominating Committee of three members shall be appointed by the President at the October meeting for such purpose. Any member in good standing (except the President) may serve on the Nominating Committee. It shall be the duty of the Committee to nominate one candidate for each office and to submit this slate of officers to the membership at the November meeting. Additional nominations may be made from the floor. The election shall be by voice vote. If there is more than one nominee for any office, voting for that office shall be by ballot.

In the case of a national emergency, state emergency, or any type of event (manmade or natural) that could potentially put members in danger, the President, with the consent of the majority of the Executive Board, may order that elections be held my mail or electronically.

Section 5

January shall be the meeting for developing annual plans for each Community Service Program area. In even years, the new officers shall be installed and assume their duties immediately after the installation. Any papers or property pertaining to an office should be given to the new officer within two weeks after installation.

Section 6

No member shall hold more than one office at the time.

Section 7

In the event of a vacancy in an elective office, it is filled in this manner: If it is the office of President or First Vice-President, the Vice-President moves up and the vacancy of any other office is filled by an election at the next meeting. Nominations shall be from the floor. If only one person is nominated for the office, the vote may be by voice; otherwise, it must be by ballot.

BY-LAWS:

ARTICLE I: DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the Club and Executive Board. She shall appoint all Chairs of Departments and Committees. She shall be an ex-officio member of all committees except the Nominating Committee.

Section 2

The First Vice-President shall perform the duties of the President in her absence. She shall be Chair of Membership. Interested

parties for membership are presented to the First Vice-President. She shall furnish Georgia Federation of Women's Clubs with the names and addresses of all officers at the beginning of each new year. She shall keep a permanent record of all members' attendance. She shall notify members when their third absence occurs.

Section 3

The Second Vice-President shall perform the duties of the First Vice-President in her absence. She shall be Program Chairman, Community Service Programs (CSP) Coordinator, and responsible for annual CSP reporting.

Section 4

The Recording Secretary shall keep and report the records of the club. She shall keep an accurate record of the proceedings of all meetings of the club. The minutes of the meetings shall be kept as permanent records.

Section 5

The Corresponding Secretary shall keep and record all correspondence of value and write all correspondence which the club requires. She shall present to the membership all correspondence which is received for information purposes.

Section 6

The Treasurer is custodian of all HSL funds within the club. She shall collect all dues, pay all bills by check when approved by the President, and give a monthly statement of account (with copies to the President and

Recording Secretary). She shall deposit funds in a bank approved by the Executive Board. She shall send out notices for delinquent dues, as needed. She shall keep an accurate list of members in good standing. She shall send District dues and Georgia Federation of Women's Clubs dues prior to December 1st of each year. Her books shall be audited every two years before the annual meeting held in even years.

Section 7

The Parliamentarian shall assist the President by giving advice on parliamentary procedure between meetings and by answering parliamentary inquiries during meetings when requested to do so by the President.

Section 8

At the termination of office, each officer shall surrender all materials, books, and other supplies belonging to the club to her successor within two weeks after the installation of new officers.

ARTICLE II: MEETINGS

Section 1

The regular meeting shall be held the second Tuesday night of the month, unless otherwise ordered by the elective officers. Notification of any change may be sent via electronic means and shall be provided to the membership at least three days prior to the regularly scheduled meeting, except in emergency situations.

Section 2

Special meetings may be called by the President.

Section 3

In order to conduct business of the club at either a regular or special meeting, a quorum must be present. A quorum is considered to be 51% of all active members.

Section 4

The January meeting shall be the Annual meeting.

Section 5

In the case of a national emergency, state emergency, or any type of event (manmade or natural) that could potentially put members in danger, the President, with the consent of the Executive Board, may order that an electronic meeting be held as a substitute for a regular, Executive Board, or a special meeting.

ARTICLE III: EXECUTIVE BOARD

Section 1

The Executive Board shall be composed of the elective officers and the Parliamentarian.

Section 2

The Executive Board shall meet at the pleasure of the President.

Section 3

The Executive Board shall make plans for the club.

ARTICLE IV: COMMITTEES, DEPARTMENTS & DIVISIONS

Section 1

The club may have as many Standing and Special Committees as deemed necessary by the President or Executive Board.

Section 2

The club shall have as many departments and divisions as are necessary to meet the requirements of the club programs and projects. The club shall be guided by the program of work suggested by the Georgia Federation of Women's Clubs and the General Federation of Women's Clubs.

ARTICLE V: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall govern this club in all cases to which they are applicable, and are not inconsistent with these By-Laws, and any special rules of order that the Club may adopt.

ARTICLE VI: AMENDMENTS TO BY-LAWS

These By-Laws may be amended by a 51% vote of members in good standing that are present at any regular meeting which has a quorum, provided that notice of the proposed amendment was given at the previous regular meeting or sent to every member 15 days prior to the meeting at which a vote on the amendment is to be taken.

STANDING RULES:

1. The membership of the Hartwell Service League shall not exceed 49 members.

2. **Members are expected to work each club fundraiser and attend 9 of the 12 scheduled meetings per club year.** Members shall notify the First Vice-President in advance when

unable to attend a regular meeting - **missing consecutive meetings is strongly discouraged.** A minimum of 35 service hours shall be required of each member per club year. Service hours are acquired through work on CSP projects, club fundraisers and other community activities. A record of service hours shall be kept by the Second Vice-President. The Second Vice-President shall notify the Executive Board of members not complying with Standing Rule number 2. The Executive Board may vote to terminate the member's membership with a two-thirds vote if she fails to support the club with her attendance and service hours for club fundraisers.

3. If a member has missed 4 meetings without submitting a reason to the First Vice-President AND has less than 35 service hours, it is assumed that she wishes to be removed from the roll.

4. Voting delegates for district and state meetings shall be the President (or a designated alternate) and one delegate selected by the President.

5. The Immediate Past President shall be appointed the Parliamentarian.

6. Georgia Federation of Women's Club members that wish to transfer membership to Hartwell Service League have priority over all others if there is a Waiting List.

7. It is the responsibility of the sponsor/mentor to inform a prospective member of the requirements/expectations of

membership, along with club rules, prior to voting a prospective member into the membership. The sponsor/mentor will provide information and guidance to the prospective/new member for at least one year.

8. Prospective members are required to read the Constitution, By-Laws, and Standing Rules, and to attend 3 meetings. They are encouraged to complete 10 hours of service for CSP or community projects. Prospective members completing these requirements are eligible to be voted into the membership and placed on the club roster when an opening occurs.

9. Standing Rules are effective for all members who are on roll January 1st. The Club Year runs from January 1st to December 31st.

10. Extenuating circumstances regarding any Standing Rule should be addressed to the Executive Board by the individual member in writing.

11. The annual Pre-Fourth Arts and Crafts Festival serves as the July monthly meeting. The Summer Social serves as the August monthly meeting. The Christmas Party serves as the December monthly meeting.

12. The Annual Budget will be recommended by the Executive Board and presented to the club for approval at the February meeting.

The End