

# Professional Women of St. Tammany

## ORGANIZATION BYLAWS

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## ARTICLE I NAME:

Section 1: The name of this organization shall be the

***PROFESSIONAL WOMEN of ST. TAMMANY***

## ARTICLE II MISSION

***Professional Women of St. Tammany strives to educate, promote and support all women in our community through networking, information, scholarships and workshops***

## ARTICLE III LOGO



## ARTICLE IV POLICIES

Section 1. This organization shall be non-sectarian, non-partisan, and non-profit.

## ARTICLE V MEMBERSHIP

Section 1: Membership shall be held by individuals who support the mission and objective of PROFESSIONAL WOMEN OF ST TAMMANY. Membership shall be open to all individuals.

### Section2:

The only criteria for membership shall be per Article VI Section 1, and payment of appropriate dues.

## ARTICLE VI DUES

Section 1: Dues are payable upon application for membership and renewable annually on the first day of the following month.

Section 2: The Board of Directors shall determine annual dues.

## ARTICLE VII FISCAL RESPONSIBILITY

- Section 1: The fiscal year shall commence the 1<sup>o</sup> day of May and shall end the 30 day of April of each year.
- Section 2: An auditing committee consisting of members shall be elected at the annual April meeting. They shall audit the treasurer's records within 30 days after the close of the term in office and shall present a Financial Report to the general membership present at the next regular meeting.

## ARTICLE VIII ADVISORY COUNCIL

- Section 1: The Advisory Council shall consist of the immediate outgoing President, the three prior Presidents, and Founding members. There shall be a maximum of 5 members on the Council.
- Section 2: The Advisory Council shall work to assist all newly elected Officers/Board of Directors in their positions, assist with any updates and changes to the bylaws, assist to maintain the membership (including additions/deletions/emails and invoicing dues).
- Section 3: Term of office shall be for (4) years, excluding founding members. Any member may be removed from the Council with a two-thirds (2/3) majority of membership present and voting at any regular meeting.

## ARTICLE IX OFFICERS/BOARD OF DIRECTORS

- Section 1: The officers shall be the president, a president elect, a Vice President of Programs, a Vice President of Membership, a secretary, a treasurer and VP of Marketing
- Section 2: The elected officers shall constitute a Board of Directors.
- Section 3: Officers shall assume their duties immediately following the April meeting and shall serve for one year or until their successors are duly elected and sworn into office.

## ARTICLE X NOMINATION AND ELECTIONS

- Section 1: Officers shall be elected at the organization's annual meeting in April
- Section 2: To be eligible to serve as an officer a member must:
- a) be in good standing (dues current) SEP
  - b) officially and publicly support the mission of the organization

c) be an active member for a minimum of one year, unless otherwise approved by the board

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Section 3: At the business meeting preceding the annual meeting (March), a nomination committee of at least three (3) members, consisting of 2 members of the advisory council and the President-Elect. The committee shall present to at the annual election meeting (April) a slate of one or more nominees for each office. Nominations may also be made from the floor.

Section 4: Vacancies in office shall be handled as follows:  
a) In the event of death, resignation or incapacity of the president, the president elect shall become the president for the unexpired portion of the term.  
b) In the event of death, resignation or incapacity in all other positions of elected Officers, the president shall appoint a member who meets the criteria in Article X Section 2 and fill the vacancy for the unexpired term.

Section 5: No member shall hold the same office for more than two (2) consecutive terms

#### ARTICLE XI DUTIES OF OFFICERS/BOARD OF DIRECTORS

Section 1: The President shall be the principal officer of the organization and shall: a) preside at all meetings of the local organization.  
b) appoint standing and special committee chairs.  
c) authorize all expenditures in accordance with the financial policies of the organization.

Section 2: The President Elect shall  
a) act as a representative of the president when requested.  
b) serve in such other capacities as assigned by the president.  
c) serve as chair of the webmaster committee.

Section 3: The Vice President of Programs shall  
a) present to the officers and board of directors programs and speakers for the monthly meetings.  
b) arrange and coordinate location of monthly meetings.  
c) serve in such capacity assigned by the president

Section 4: The Vice President of Membership shall  
a) serve as chair for the membership committee.  
b) help to recruit and maintain members of the organization.  
c) keep a complete and accurate list of name, addresses, email and occupation of all members

Section 5: The Vice President of Marketing shall

- a) Create and manage strategies to promote the organization, its events, and initiatives.
- b) Oversee social media, website updates, newsletters, and promotional materials.
- c) Build and maintain relationships with media and community partners.
- d) Track marketing efforts and recommend improvements for growth.
- e) Ensure consistent branding and messaging across all platforms.
- f) Support membership growth and sponsorship opportunities.

Section 6: The Secretary shall:

- a) take and record accurate minutes of the proceedings at all meeting of the organization, Board of Directors and Officer meetings.
- b) conduct the correspondence of the organization.
- c) preserve in a permanent file all records and letters of value to the organization and its officers

Section 7: The Treasurer shall:

- a) serve as chair of the finance committee
- b) possess experience or educational background in accounting or finance to facilitate accurate recording of all financial transactions and to operate an accounting information system
- c) have knowledge of applicable compliance or reporting requirements of non-profit entities
- d) have charge of all monies of the local organization and shall have available a financial report at all meetings
- e) collect all monies from whatever source and give proper receipt
- f) pay bills upon authorization of the president and or Officers/Board of Directors, if not already approved or authorized in the annual budget
- g) keep itemized record, in a permanent file, of all receipts and expenditures
- h) deliver to the successor within 30 days after expiration of term of office ALL books, records and papers.

Section 8: Each officer, except treasurer, shall deliver to the successor immediately after expiration of term all accounts, records, books, paper, and other property belonging to the organization.

## ARTICLE XII MEETINGS

Section 1: Regular meetings shall be held the second (2nd) Tuesday of each month unless otherwise ordered by the organization's Officers/Board of Directors.

Section 2: No member shall have more than one vote, and voting by proxy shall be in writing only. Return via email is acceptable.

## ARTICLE XIII STANDING COMMITTEES

- Section 1: The standing committees of the organization shall be Finance, Membership, Webmaster, Public Relations, Personal Development (Phenomenal Women), Women's Choice Awards and Scholarship
- Section 2: To be eligible to serve as a chair or as a member of the standing committee a member must:  
a) be in good standing (dues current).  
b) officially and publicly support the mission of the organization.
- Section 3: Committee chairs shall be appointed for a term of one year and may be re-appointed for additional years. There is no term limit for committee chairs.
- Section 4: The finance committee will consist of the treasurer, committee members and President Elect. The duty of the finance committee is to have general supervision in all expenditures, assist in establishing annual budget with the newly elected officers and develop sound financial policy.
- Section 5: The membership committee shall be composed of the vice president of membership and members appointed to promote the organization, welcome new members and expand membership.
- Section 6: The webmaster committee shall be composed of the president elect and other appointed members. The duty is to maintain and update the organization's website.
- Section 7: The public relations committee shall be composed of a chair and members. It shall be the duty of the public relations committee to present all programs, activities and events to the news media. The committee shall document and take photographs at all functions and activities and keep a permanent file on all articles and memorabilia.
- Section 8: The personal development committee (Phenomenal Women) shall be composed] of a chair, one co-chair and members. It shall be the duty of the personal development committee to coordinate an annual program/workshop.
- Section 9: The scholarship committee shall be composed of a chairperson, and members. It shall be the duty of the scholarship committee to coordinate the application, grading, and selection process.
- Section 10: The awards and honors committee (Women's Choice Awards) committee shall be composed of a chairperson and members. It shall be the duty of the committee to coordinate the nomination, evaluation, and selection process for award recipients. The committee will also oversee the planning and execution of

the awards ceremony, ensuring the event aligns with the mission and values of the organization.

Section 11: The Board of Directors shall create other committees and appoint members as needed for desired programs, projects, or fundraising activities.

#### ARTICLE XIV PARLIAMENTARY PROCEDURES

The rules of Parliamentary procedure are the Robert's Rules of Order that shall govern all proceedings of the organization.

#### ARTICLE XV AMENDMENTS

Section 1: Amendments to these by laws may be proposed by the board of directors.

Section 2: All proposed amendments shall be sent in writing or email to every member. Members have at least fifteen (15) days to cast their vote before an amendment can be adopted.

Section 3: All proposed amendments shall be presented to the Officers/Board of Directors prior to presentation to the membership.

Section 4: The bylaws may be amended by two thirds (2/3) vote of members present and voting at any regular meeting.

Section 5: Members in good standing who are unable to be present at the voting meeting can submit their vote in writing prior to the meeting (email is acceptable to a designated board members).

#### ARTICLE XVI DISSOLUTION

Upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to another local non-profit organization. None of the assets will be distributed to any members, officer or trustee of this organization. A two-thirds (2/3) vote of members attending the meeting to dissolve will vote on which non-profit to distribute remaining funds.



