

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

### **Article I. Name**

Section 1. The name of the Club is Londonderry Women's Club, Inc. of Londonderry, NH.

### **Article II. Purpose**

Section 1. **Mission statement:** The Londonderry Women's Club (LWC) has gathered women together to build a better community through giving, sharing and caring in Londonderry since 1970. The members of the club take an active interest in the social and civic welfare of Londonderry in an apolitical forum. The club offers annual scholarships to Londonderry High School Seniors and to adult females of Londonderry who are continuing their education. The members of the Club strive to enhance their lives in Londonderry through friendship and volunteerism.

### **Article III. Definitions**

Section 1. For the purposes of this document, the following definitions shall apply:

- A. Executive Board: The Executive Board shall consist of the President, Vice President, Treasurer, and Secretary.
- B. Board: The Board shall consist of the Executive Board and Committee Chairwomen and shall be the governing body of the Club.
- C. LWC Calendar Year: The part of a year that runs from September 1 to May 31.
- D. Majority: Shall consist of 51% of the membership.
- E. Plurality: The number of votes cast for a proposition receives more votes than any other but does not receive an absolute majority.

### **Article IV. Meetings**

Section 1. There will be at least one Social meeting held each month during the LWC calendar year. Social meetings shall be held on the 3rd Wednesday of the month, with the exception of holidays or scheduling conflicts.

Section 2. There shall be one Business meeting held each month year round on the 1st Wednesday of the month with the exception of holidays or scheduling conflicts. These shall be attended by all Board Members and are open to all Club Members

Section 3. Special meetings may be called by the President whenever necessary.

Section 4. The last Social meeting of the year, at which time Board Members are installed for the coming year, is referred to as the Annual Meeting.

Section 5. Should weather conditions or other unforeseen circumstances necessitate the cancellation of a Social meeting; the Executive Board shall make such decision and post cancellation notice via email. In the event a Business meeting needs to be postponed, it shall be the decision of the President and the woman hosting the meeting. It shall be the responsibility of the President to ensure that the Club Members are notified of a meeting cancellation.

### **Article V. Membership**

Section 1. The Executive Board can grant membership to a non-Londonderry resident. Non-resident members shall pay dues and shall have all the rights and privileges of regular Londonderry Club Members, with the exception of holding an Executive Board position.

Section 2. All new members are required to submit a completed membership form.

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

Section 3. The membership list is the sole property of the Londonderry Women's Club and shall not be sold, distributed or used by any member for purposes other than official Club business without explicit member permission.

Section 4. All members shall have the privilege of receiving the Club Newsette and of voting on Club matters. Absentee ballots will be made available via the Newsette or other email notification.

### **Article VI. Dues and Fees**

Section 1. The annual dues for the Club will be twenty-five dollars (\$25.00) per year beginning with the first general meeting in September. Dues can be paid starting with the March prior to said September meeting.

Section 2. The dues shall be payable to the Londonderry Women's Club (LWC) at the time of application for new membership. Dues for current members are to be paid in full by September 30th.

Section 3. Exemptions to dues being paid by a member is up to the discretion of the President and the Treasurer.

Section 4. Reservations for social events cannot be canceled after the deadline date and are due and payable to the Club Treasurer. (Refunds may be considered in extreme cases as approved by the Executive Board).

Section 5. Non-members may be charged an additional fee (to be determined by the Executive Board) for the privilege of attending social and spin-off functions.

### **Article VII. Board Members**

Section 1. The Board Members of the Londonderry Women's Club shall consist of the Executive Board and the following Chairwomen: Community Outreach, Programs/Membership, Publicity, and Ways and Means.

Section 2. The renewable term of office for each Board Member is one year.

Section 3. It is the duty of the outgoing Board Members to train their replacement. Whether closing out your current role or new to leadership, managing transition between Board Members is critical to the long-term success of our club. Ensuring that new Board Members are prepared and motivated as they assume their roles is a key factor in club quality, ultimately affecting member retention and growth.

- A. Each outgoing Board Member must turn over all official material no later than the June Board meeting and provide copies of official materials to the Secretary.
  - 1. These materials should include but not be limited to: forms, procedures, contracts, etc. The Treasurer will need additional time to conclude the transfer of materials and duties. The incoming and outgoing Treasurer will work together during this time period.
- B. Suggested transition plan May-July:
  - 1. Organize meeting for outgoing and incoming Board Members:
    - a) Review goal achievement over the past year to understand where our club has been, and to help identify where it is going.
    - b) Address any pressing business that may impact the incoming chairwoman.
    - c) As needed, dedicate time for outgoing Board Members to work with incoming Board Members.
  - 2. Identify what needs to transition:
    - a) Create a calendar and checklist to ensure understanding and accountability.

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

- b) Identify key items that need to be addressed and who should address them.
- c) Look at any issues or decisions made in the current board that will affect incoming Board Members.
- 3. Mentor the incoming Board Members and share your knowledge and experience:
  - a) Share best practices for the role.
  - b) Share the benefits of leadership and how the experience will help the incoming chairwoman and the club.

Section 4. In the event a Board Member wishes to resign, she may do so by notifying the President or Vice President. The President or Vice President shall request the Nominating Committee to select at least one member whose name shall be placed before the general membership via email. No one member shall be allowed to hold more than one Board position unless the Club is unable to fill all Board positions.

Section 5. In the event that a Board member is unable to fulfill her stated duties, the Executive Board may take appropriate action.

Section 6. Conflict of Interest Policy: Any possible conflict of interest on the part of any member of the Board shall be disclosed in writing to the Board and made a matter of record and also when the interest involves a specific issue before the Board. Where the transaction involving a board member exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year; a two-thirds vote of the disinterested members is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested members and publication in the newspaper is required. The minutes of the meeting shall reflect that:

- A. a disclosure was made
- B. the member with conflict abstained from voting
- C. the actual vote took place

Section 7. Every new member of the Board will be advised of this policy upon entering the duties of her office, and shall verbally acknowledge an understanding of, and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area.

Section 8. Duties and responsibilities of Executive Board Members and Committee Chairwomen are outlined in the Ancillary Agreement to the Londonderry Women's Club By-Laws, Duties and Responsibilities of Executive Board Members and Committee Chairwomen. This document is held by the Secretary and Vice President.

### **Article VIII. Election of Board Members**

Section 1. At the March board meeting, the Nominating Committee shall present a list of candidates for the position of President, Vice President, Secretary, Treasurer, and the following Chairwomen: Community Outreach, Programs/Membership, Publicity, and Ways and Means. At this time additional nominations for each board position may be made from the floor.

Section 2. At the April meeting, if an election is necessary, it will be held by secret ballot or email vote. If there is only one nominee for any position, it shall be in order to move that the Secretary cast the elective ballot for said nominee.

Section 3. The May meeting shall be an annual banquet planned by the Program Committee honoring the outgoing and incoming Board members.

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

### **Article IX. Duties of Other Committees**

#### Section 1. By-Laws Committee shall

- A. consist of at least three members who have been active Business Meeting attendees, one of which is the Vice President and the others appointed by her
- B. be responsible for review and revisions of the By-Laws
- C. make up to date By-Laws available by the June Business meeting

#### Section 2. Nominating Committee shall

- A. be composed of at least two members appointed by the President by the January Business meeting
- B. submit a slate of Board Members at the March general meeting prior to their election in April
- C. be responsible for installation ceremony
- D. prepare ballots if necessary

#### Section 3. High School Scholarship Committee

- A. See By-Laws in Article XIX, Section 1

#### Section 4. Londonderry Women's Club Adult Female Scholarship Committee

- A. See By-Laws in Article XIX, Section 2

Section 5. Other Projects: Optional activities are left to the discretion of the Board. The Executive Board shall approve operating expenses for these activities.

### **Article X. Spin-off Groups**

Section 1. These are a special interest groups headed by Club Members. Should funds be needed for Spin-off functions, it will require approval by the Executive Board.

### **Article XI. Corporation**

Section 1. The Club and/or its members shall not be held responsible for lost or stolen articles.

### **Article XII. Disbursement of Funds**

Section 1. Operating and all committee expenses in excess of what is reasonable, based on past records of spending, shall need approval by a majority of the Board. The President, with the incoming Board, shall review this provision at the June meeting.

Section 2. Based on available funds, the Executive Board shall be given one hundred fifty dollars (\$150.00) maximum as a contingency fund for a special emergency cost between meetings.

Section 3. Any unforeseen community donation in excess of \$150 will need the approval of a plurality of the general membership.

Section 4. All requests for community donations shall be submitted at a Business Meeting.

Section 5. The Scholarship Fund is to be maintained by the Club until such time as the Club dissolves. In the event of Club dissolution, the Executive Board will further investigate other organizations to maintain the annual scholarship disbursements in the Londonderry Women's Club name

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

### **Article XIII. Annual Gifts**

#### **Section 1. Scholarship:**

- A. High School scholarships shall be awarded annually provided Scholarship Fund income or fundraising income is available. The number of scholarships and their designated dollar amounts shall be reviewed and approved annually by the President, Treasurer and High School Scholarship Committee.
- B. School Scholarship Committee.
- C. One Adult Female Scholarship shall be awarded annually, if an eligible candidate can be found, in the amount of five hundred dollars (\$500).

#### **Section 2. Community Project:**

- A. Allocated funds shall be dispersed to community projects annually.
- B. Ideas for the projects shall be communicated to members.
- C. These projects shall be chosen via email by a plurality vote of Club Members by April.

Section 3. President's Gift: The Executive Board, minus the President, will determine appropriate gift based on availability of Club funds.

### **Article XIV. Amendments**

Section 1. These By-Laws may be amended at any time by plurality vote of the members. Written notice of the proposed amendments must be given thirty (30) days prior to vote in the Newsette. Once notice is given, if there are any clarifications or other non-substantive changes to be made to these amendments, they may be made without any additional written notice prior to a vote. If approved, amendment(s) will take effect immediately.

### **Article XV. Order of Business**

Section 1. Reports of Officers: President (opens meeting), Vice President, Secretary, Treasurer, and the following Chairwomen: Community Outreach, Programs/Membership, Publicity, and Ways and Means.

Section 2. Reports of Spin-off Committee Chairwomen.

Section 3. Business: Unfinished (old), new, announcements, adjournment.

### **Article XVI. Scholarships**

#### **Section 1. Scholarship Funding**

- A. Monies for all scholarships will be co-mingled and maintained in a Scholarship Fund segregated from the operating expenses of the Club. The principle balance of this fund must remain untouched. The income from this fund will only be used to pay out scholarships.
- B. The Scholarship Fund is to be maintained by the Club until such time as the Club dissolves. In the event of Club dissolution, the Executive Board will further investigate other organizations to maintain the annual scholarship disbursements in the Londonderry Women's Club name.
- C. In the event the Scholarship Fund is not self-sustaining, the annual scholarships can be omitted that year.
- D. Scholarship funding can also come from the proceeds of a fundraiser if the Ways and Means Committee has raised enough money to support this along with other Club operating expenses and obligations.

#### **Section 2. High School Scholarship By-Laws**

- A. LWC Scholarship Committee and Term
  1. The Committee shall consist of two (2) Londonderry Women's Club Members
  2. The term of membership is two (2) years

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

3. Each year the Committee shall consist of one (1) Experienced Member and one (1) New Member.
  4. Each year a new member is appointed by the President and the Experienced Member
  5. Members shall not serve more than two (2) terms in succession.
  6. A member may not have a student in the Londonderry High School during her term.
  7. A member may not have any ties to any Londonderry High School students during her term, i.e.: babysitter, etc.
  8. The Experienced Member shall serve as Committee Chairwoman.
  9. In the event a delegate is unable to fulfill her term, an appointment shall be made by the President for the remainder of the term and shall not count as one (1) term as the appointment is less than one (1) year (July to July). The President and existing committee member shall determine new delegates by the end of July. The President shall contact and formally announce the new delegate to the general membership.
- B. Scholarships and Disbursement:
1. Scholarships shall be awarded annually provided Scholarship Fund income or fundraising income is available.
  2. The number of scholarships and their designated dollar amounts shall be reviewed and approved annually by the President, Treasurer and High School Scholarship Committee.
  3. Scholarship checks shall be made payable to both the recipient and the school.
  4. Scholarship checks shall be issued in two installments during the recipients' college freshman year.
  5. The Secretary shall invite the recipients to the August Business meeting to receive their first checks.
  6. The second check shall be issued in December.
- C. Application:
1. Standardized application forms are available through the Londonderry High School Guidance Department.
  2. Essay questions are heavily weighed and must accompany the application forms.
  3. All information provided by the applicants shall be under the control of the Londonderry Guidance Department who shall protect the identity of the applicant.
  4. Once the Committee has made its selections, completed application forms shall be destroyed.
  5. Scholarship recipients shall be announced at the Londonderry High School Commencement exercises.
- D. Selection Criteria
1. Recipients shall be Londonderry residents graduating from high school who meet the Committee's stated criteria and have been accepted at an accredited post-secondary school.
  2. The Committee shall evaluate the following areas
    - a) Student essays
    - b) Class rank
    - c) Work experience
    - d) Financial need
    - e) Community Service
    - f) Extra-Curricular Activities
- E. Selection Process
1. In December or January, the Committee shall receive a questionnaire from the Londonderry High School Guidance Department regarding the scholarship.

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

2. The Chairwoman shall respond to said questionnaire by the end of January.
3. The Chairwoman shall remain in contact the Londonderry Guidance Department to receive the completed application forms.
4. The Committee shall keep open the lines of communication between the Londonderry High School Guidance Department and the Scholarship Committee.
5. All Club correspondence shall be referred to The Londonderry Women's Club, PO Box 817, Londonderry, NH 03053.
6. The Londonderry Guidance Department shall be requested to provide the Londonderry Women's Club with the name, address, telephone number and the proper name of the school each recipient shall be attending.
7. The above information for each recipient shall be submitted to the Secretary and the Treasurer.
8. The Committee shall review and evaluate all LWC Scholarship applications and choose the recipients and alternates.
9. The Committee shall determine the top five (5) candidates, listing them in order of points earned from highest to lowest.
10. The Londonderry Guidance Department shall be notified in writing of the Committee's top three (3) choices at most plus at least two (2) alternates.

### **Section 3. Adult Female Scholarship By-Laws**

#### **A. Committee and Term:**

1. The Committee shall consist of two (2) Londonderry Women's Club Members
2. The term of membership is two (2) years
3. Each year the Committee shall consist of one (1) Experienced Member and one (1) New Member.
4. Each year a new member is appointed by the President and the Experienced Member
5. Members shall not serve more than two (2) terms in succession.
6. In the event a delegate is unable to fulfill her term, an appointment shall be made by the President for the remainder of the term and shall not count as one (1) term as the appointment is less than one (1) year (July to July). The President and existing committee member shall determine new delegates by the end of July. The President shall contact and formally announce the new delegate to the general membership.

#### **B. Scholarship and Disbursement:**

1. One Adult Female Scholarship will be awarded annually provided a candidate that meets the criteria and eligibility requirements can be found and provided the funding exists.
2. The amount of the scholarship will be five hundred dollars (\$500).
3. If and when possible, this said scholarship amount may change to a larger amount when funds are available and with the vote of the Executive Board at the time of the distribution.
4. The Committee Chairwoman is responsible for contacting the recipient in writing with a letter of acceptance and making arrangements to award her the money.
5. The Committee Chairwoman is responsible for contacting the other applicants in writing with letters of denial.
6. The scholarship recipient will be announced and paid in December.
7. The scholarship check will be made payable to the recipient and issued in one installment.

#### **C. Application guidelines:**

1. The Adult Scholarship Applications will be publicized in local newspapers by the Publicity Chairwoman.
2. These will be made available at the Londonderry Leach Library by the beginning of August of each year.

# **Londonderry Women's Club By-Laws**

## **Calendar Year 2017-2018**

3. Applications are to be mailed to Londonderry Women's Club, PO Box 817, Londonderry, NH 03053.
4. Applications will be accepted until the end of September.
5. The Chairwoman will be responsible for collecting submitted applications from the Treasurer

### D. Selection Criteria:

1. Female
2. At least twenty-three (23) years of age.
3. Be a current resident of Londonderry
4. Must have completed a minimum of half of their credits toward their named degree or certificate, in their current field of study from an accredited, secondary institution or program, and be enrolled in further study.

### E. Selection Process:

1. Make scholarship applications available at the Leach Library by first of August
2. The Chairwoman will collect the submitted applications from the Treasurer
3. The Committee Members are to make every effort to ensure applicant anonymity.
4. The Committee shall evaluate the following areas
  - a) Student essays
  - b) Class rank when applicable
  - c) Grade Point Average when applicable.
  - d) Work experience
  - e) Financial need
  - f) Community Service
  - g) Extra-Curricular Activities
5. Select a recipient by the December Business meeting