

# District 11 Women of Today

## Bylaws (June 2009)

### **ARTICLE I NAMES BOUNDARIES AND ADDRESS**

- Section 1. The name of this organization shall be the Women of Today of District 11
- Section 2. The boundaries of District 11 will coincide with the boundaries set by the Minnesota Women of Today.
- Section 3. The mailing address of this organization shall be the address of the current District Director.

### **ARTICLE II PURPOSE**

- Section 1. The purpose of this organization shall be to encourage, foster and support the growth and establishment of Minnesota Women of Today chapters.

Section 2. **MISSION**

“The mission of the Minnesota Women of Today is to help women improve their own lives and the lives of people in the communities around them. This organization shall be a place in which young women are actively encouraged to become involved and hold positions of leadership. The organization shall provide opportunities for all members:

- A. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
- B. To develop and foster skills and talents related to becoming successful individuals, interacting well with other people and becoming capable leaders.
- C. To develop friendships and find personal support in the organization.”

Section 3. **CREED**

The creed of the Minnesota Women of Today shall be:

“We, the Women of Today, are Service, Growth and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.”

### **ARTICLE III           MEMBERSHIP**

Section 1.    The membership of the District 11 Women of Today shall coincide with the Bylaws and Policies of the Minnesota Women of Today.

### **ARTICLE IV           OFFICERS AND DUTIES**

Section 1.    District Director

- A. Shall be elected by District members.
- B. Must have been a member in good standing of the Minnesota Women of Today for one year.
- C. Must have served as local chapter President for a minimum of one year.
- D. Shall preside at all District and District Board meetings held in District 11.
- E. Shall oversee the extensions of new chapters within the District.
- F. Shall act as liaison between Gold Team Buddies and State.
- G. Shall be the District's representative on the State Executive Board.
- H. Shall be the State President's representative in the District.
- I. Shall be required to visit each chapter in her/his district at least two times during the year.
- J. May appoint such standing and special chairpersons and/or committees, as s/he deems necessary.
- K. Shall feel free to submit articles regarding the District to the State *Newslet* editor.
- L. Shall provide agendas for all District meetings.
- M. Shall complete all reports as required by State organization.
- N. Shall verify district membership numbers with Chapter Service Center at least once per trimester.
- O. Shall communicate with Chapter Presidents and State Delegate and District Board members as requested by State organization.
- P. Shall be responsible for any other activities as stated in the State Bylaws and Policies.
- Q. In the absence of an Assistant District Director, the District Director will assume all responsibilities in Section 7 of the Bylaws.

Section 2.    Secretary

- A. Shall be elected by District Chapter members.
- B. Shall record the minutes of all meetings of the District and is responsible for their distribution within 30 days to District Board, Chapter Presidents & State Delegate and District Newsletter.
- C. Shall see that a copy of all minutes is kept in an official Secretary's file.
- D. Shall preside over the District Meetings if neither the District Director nor the Programming VP is able to conduct the Meetings.

- E. Shall perform communication each trimester, written or verbal with Chapter counterpart and hold 1 yearly round table discussion at a District Meeting.

Section 3. Treasurer

- A. Shall be elected by the District Chapter members.
- B. Shall be responsible for all financial transactions of the District.
- C. Shall, at the discretion of the District Director, select the location of the District checking account.
- D. Shall be one of the required signatures on all checks, along with the District Director. Shall give written Treasurers report on District finances at all District Meetings.
- E. Shall meet with the new District Director to help prepare a proposed budget for the district; and present said budget at Summer District Meeting.
- F. Shall notify chapters of the District dues 30 days prior to the due date.
- G. Shall work with the Ways & Means DPM to coordinate fundraiser in the event that additional District funds are needed.
- H. Shall perform communication each trimester, written or verbal with Chapter counterpart and hold 1 yearly round table discussion at a District Meeting.

Section 4. Programming Vice President

- A. Shall be elected by the District Chapter members
- B. Shall conduct the business of the District, in the absence of the District Director.
- C. Shall oversee the programming District managers and report on vacant programming areas at all District Meetings.
- D. Shall coordinate the Chapter and District participation of the State Wide Project.
- E. Shall coordinate and participate in the District Program Managers training.
- F. Shall perform communication each trimester, written or verbal with Chapter counterpart and hold 1 yearly round table discussion at a District Meeting.

Section 5. Membership Vice President

- A. Shall be elected by the District Chapter members
- B. Shall provide motivation for membership
- C. Shall encourage renewals and new member recruitment
- D. Shall assist with District M-nights.
- E. Shall assist chapter MVPs with renewal calls, mailings, etc.
- F. Shall verify district membership numbers with District Director at least once per trimester and report at all District Meetings.
- G. Shall perform communication each trimester, written or verbal with Chapter counterpart and hold 1 yearly round table discussion at a District Meeting.

- Section 6. Past District Director/Parliamentarian
- A. Shall serve as a member of the District Board as an advisor.
  - B. Shall be listed as the third signature on the bank account and be the second signature in the event that the Treasurer or District Director is not available.
  - C. Shall also act in the capacity of Parliamentarian at all District and District Board meetings.
  - D. Shall notify the District Director when a quorum is reached at the District meetings.
  - E. Shall determine attendance award recipients based on the current number of paid members at the time of the meeting for the purpose of the attendance awards.
  - F. Shall be available to member chapters to explain or find answers for questions regarding parliamentary procedure, Bylaws or Policies and shall be chairman of the Bylaw study committee.
  - G. Shall conduct a Bylaw/Policy meeting prior to Winter District Meeting and shall submit Bylaws and Policies to State Parliamentarian as requested.
  - H. Shall run the elections for the District Officer positions.
  - I. Shall coordinate the chapter donation for District Director's year-end gift.
  - J. Shall coordinate with all District Chapters the compilation of pictures and mementoes for District Directors scrapbook.

- Section 7. Assistant District Director
- A. Can be appointed by District Director at their discretion. This is not a required position.
  - B. Shall coordinate the Chapter Bags at the District Meetings.
  - C. Shall coordinate the First Timers recognition at District Meetings.
  - D. Shall coordinate the District excitement at State Convention.
  - E. Shall assist the District Director with the District CIP Bag received at State convention (if in attendance).
  - F. Shall assist the District Director with the records of awards received at all State Meetings (if in attendance)

- Section 8. District Program Managers
- A. Shall serve as a liaison between the State organization and the local chapters.
  - B. Shall complete a report each trimester as required and give to the appropriate persons/positions.
  - C. Shall keep copies of all written communication to pass on to the following years successor.
  - D. Shall promote participation in the programming area, passing on information from the appropriate State Program Manager.
  - E. Shall perform communication each trimester, written or verbal with Chapter counterpart and hold 1 yearly round table discussion at a District Meeting.

**ARTICLE V                   DISTRICT BOARD**

- Section 1.    The District Board of the organization will be composed of the District Director, Assistant District Director, District Secretary, District Treasurer, Membership VP, Programming VP, and the Past District Director.
  
- Section 2.    The member chapters may override, by a simple majority, any action of the District Board. In any case where the member chapters take affirmative action, such action will govern the District Board.
  
- Section 3.    All members of District 11 serving in the State Executive Board shall be ex-officio members of the District Board, without voting privileges.
  
- Section 4.    The District Director shall preside over all District Board Meetings.
  
- Section 5.    The District Board may approve disbursements of up to \$25 for the “good of the district.”

**ARTICLE VI                   MEETINGS IN GENERAL**

- Section 1.
  - A. The district shall hold meetings each trimester and prior to the State meetings.
  - B. A District orientation meeting shall be held within the first 60 days of the Women of Today year.
  - C. Board Meetings shall be held each trimester prior to the District Meetings.
  - D. Additional meetings of the general membership or special meetings of the District Board may be called by the District Director.
  
- Section 2.    Order of Hosting
  - A. Hosting of the District Meetings shall be done alphabetically at the request of the Director to individual chapters.
  - B. Last District Meeting of the year is to be Hosted by the District Directors’ Chapter.
  
- Section 3.    Voting Procedures
  - A. At all District Meetings a quorum shall consist of the representation of two-thirds (2/3) of the member chapters.
  - B. Each chapter in District 11 has one vote per member chapter in attendance, with the exception of elections and Project (s) of the Trimester.
  - C. Each chapter has two (2) votes when selecting Project (s) of the Trimester.
  - D. Any chapter whose dues have not been paid shall not be allowed to vote.

- Section 4. Parliamentary Procedure
- A. *Roberts Rules of Order, Newly Revised* shall prevail at all meetings except when in conflict with the bylaws.

## **ARTICLE VII DISTRICT FUNDS**

- Section 1. Chapter Dues Fund
- A. Each chapter of this district shall be assessed \$50.00 for the District's Chapter Dues Fund, to assist the District Director, Membership Vice President and Programming Vice President with her/his expenses during her/his term of office.
  - B. This amount is due payable to the District Treasurer at the Summer District Meeting.
  - C. After 30 days, statements may be sent out by the District Treasurer to delinquent chapters.
  - D. Any newly organized chapter coming into the district after May 1<sup>st</sup> will not share in this expense for that year.
  - E. Profits from the District meetings shall be incorporated into this fund and shall be payable within two weeks following the District meeting.
- Section 2. Speaker and Awards Fund
- A. Each member chapter of District 11 shall contribute \$10.00 to this fund, due payable to the District Treasurer by the Summer District Meeting.
  - B. This fund is to be used to defray the expense of mileage and/or fee of guest speakers.
  - C. If the guest speaker is a State Program Manager or Officer, mileage shall be paid in accordance with State Policies, if requested.
  - D. Any amount exceeding \$15.00 for a guest speaker must be approved by the District Board.
  - E. Gifts and awards, at the discretion of the District Director and/or District Board shall be paid from this fund.
  - F. At the discretion of the member chapters, these funds may be used for district projects.
- Section 3. Extension Fund
- A. Any money raised for the purpose of extending new chapters in the District shall be kept in the "District Extension Fund."
  - B. All money shall be in the District checking account, with balance records kept on a separate ledger.
- Section 4. Financial Reports
- A. At the Spring District Meeting, the Treasurer shall submit a complete financial report, which will be kept on file by the Secretary and incoming District Director.

**ARTICLE VIII      REVISION OF BYLAWS**

Section 1.      Revision of the bylaws may be accomplished by a two-thirds (2/3) vote after one reading of the intended changes at the meeting previous to the actual voting, or by written notice at least ten days prior to the meeting.

**ARTICLE IX        SUSPENSION OF BYLAWS**

Section 1.      The bylaws may be suspended by a two-thirds (2/3) vote of those chapters present, providing there is a quorum.

**ARTICLE X        FINAL AUTHORITY**

Section 1.      The Minnesota Women of Today Bylaws and Policies shall have final authority over the District 11 Women of Today.

**ARTICLE XI       DISSOLUTION OF THE DISTRICT 11 WOMEN OF TODAY**

Section 1.      Upon dissolution of the district, any remaining assets, after the payment of existing debts, are to be given to organizations organized exclusively for charitable, educational or scientific purposes as shall at that time qualify as exempt under Section 501 (c) (3) of the Internal Revenue Code. This does not pertain to redistricting.

## District 11 Women of Today

### Policies (June 2009)

1. The US and Minnesota Women of Today's Creed and Pledge of Allegiance shall be recited and an inspiration given at each District Meeting.
2. The District Director's gavel shall be passed on to the newly elected District Director at the Spring District Meeting.
3. DISTRICT MEETINGS
  - A. Registration fees at District Meetings shall not exceed \$10.00.
  - B. Time, place and date of District Meetings shall be at the discretion of the host chapter and the District Director.
  - C. Advance registration must be confirmed with the host chapter on or before the reservation date set by the hosting chapter. The chapters' unused reservations will be billed accordingly.
  - D. Registration fees:
    1. The District Director, Assistant District Director, District Treasurer, District Secretary, Membership Vice President(s), Programming Vice President and Parliamentarian (or alternates) shall not pay for registration at District Meetings.
    2. The Hosting Chapter shall pay the registration fee of any invited guest(s) from the funds collected. The District Director must notify Hosting chapter of any invited guests.
    3. Hosting chapters shall present an expense report to the District Director and the District Treasurer within two weeks after the District Meeting.
    4. All profits from a District Meeting shall be payable from the Hosting chapter to the District 11 Ways & Means fund within two weeks of the District Meeting. Any losses shall be absorbed by the Hosting chapter.
  - E. The following awards shall be presented at each District Meeting at the discretion of the District Board. Expenses will be paid from the awards budget.
    1. Member of the Trimester/New Member of the Trimester

2. District Program Manager/Local Program Manager of the Trimester
3. Project(s) of the Trimester (voted on by chapters at the District Meeting by secret ballot)
4. Two attendance awards: one to the chapter with the largest percentage of their membership present; and one to the chapter with the most according the following point system:

0-15 members	3 points/member present
16-25 members	2.5 points/member present
26 and over	2 points/ member present

Chapter Membership shall be determined by the number of paid members to the State Organization at the time of the District Meeting. The chapter receiving the first award is not eligible for the second.

- F. The following year-end awards shall be presented at the Spring District Meeting at the discretion of the District Board. Expenses will be paid from the awards budget.
    1. Outstanding Chapter President
    2. Outstanding State Delegate
    3. Outstanding District Program Manager
    4. Outstanding "First Year" Woman
    5. Outstanding "Woman of Today"
  - G. Door Prizes: may be provided by the host chapter.
  - H. Each chapter will be asked to contribute 1 Lucky Buck basket at each District Meeting for Ways & Means. The value of the Basket should be between \$15.00 - \$20.00. The Hosting chapter is exempt.
  - I. The District Director shall use her/his budget to provide 2 gifts to be used as awards for attendance at each District Meeting.
  - J. Joint District Meetings must be approved by the District Board.
  - K. Chapters not attending State Meetings shall absorb the cost of having the Chapter Information Packet (CIP) mailed to them, or make other arrangements.
4. ELECTION POLICIES
- A. Nominating Committee

1. Nominating Committee for election of the District Director, District Secretary, District Treasurer, Programming Vice President, and Membership Vice President shall consist of the District 11 Parliamentarian and up to 3 volunteers (asked to serve at the Winter District Meeting).
  2. Members of the Nominating Committee shall not run for office or actively campaign for any candidate prior to the Spring Meeting.
  3. The committee shall solicit interest for the District Program Manager positions.
  4. Nomination forms shall be available to all members at the Winter District Meeting.
  5. Qualifications, duties of office and campaign rules shall be available at the Winter District Meeting.
- B. A candidate shall not announce his/her candidacy prior to the Winter District Meeting and shall have declared her intent to the current District Director.
- C. The campaign expenses of the District Director candidate shall not exceed \$30.00, excluding mileage. The report of all expenses incurred shall be submitted to the nominating Committee before the meeting. These expenses shall be stated at regular cost and include items donated.
- D. A candidate's campaign manager may request chapter visitations or the candidate may be invited by the chapters. Campaign letters may be sent out to chapters or individual members.
- E. Nominating speech, seconding speech, acceptance speech and demonstration shall not exceed 15 minutes. Suggested time: Nominating – 5 minutes; Seconding – 2 minutes; Demonstrations – 5 minutes; Acceptance – 3 minutes.
- F. Nominations shall be accepted from the floor by a member and or chapter and seconded by another member and/or chapter.
- G. Nomination Process:
1. Nominations shall be made by roll call of chapters.
  2. Chapters may pass or defer to another chapter until a nomination is made.

3. Following the nomination, the speech shall be called for, followed by demonstration and acceptance speech.
  4. Other chapters shall be called immediately and alphabetically to determine if there are other candidates to be nominated,
- H. If there is more than one candidate for the District Director office, a secret ballot shall be cast to determine the winner. A simple majority is required to elect.
- I. Each chapter receives one vote. In the event of a tie, a five-minute caucus shall be called, after which each chapter shall cast 1 vote for each chapter member present up to 3 votes.
- J. The chairperson of the Nominating Committee shall conduct the election. Votes shall be counted by the outgoing District Director and the Parliamentarian.
- K. In the event there is no District Director Candidate at the Spring District Meeting:
1. A special election meeting shall be called no later than two days prior to Annual Convention
  2. Each chapter shall have one representative present to cast their vote.
  3. If there is no candidate for District Director following Annual Convention, the District shall follow the State's recommendations.
- L. The District Director is elected at the Spring District Meeting prior to State Annual Convention, but does not assume office until the new State President is sworn in at the Annual Convention Business meeting.

## 5. MISCELLANOUS

- A. Minutes of the District Meetings shall be made available at the following District Meeting.
- B. The District Director must visit each chapter in the district at least twice during the year. If any chapter requests more than two visitations they shall be prepared to assume the District Director's mileage at the rate of \$0.19 per mile.
- C. If any chapter requests visitations by District Program Managers they shall be prepared to assume the District Program Manager's mileage at the rate of \$0.19 per mile.

D. The preceding policies may be amended at a District Meeting by a majority of the chapters registered and in attendance, provided there is a quorum present.