

The Bylaws of the  
Charbonneau Women's  
Association  
(CWA)

Web site: [CWACHarbonneau.com](http://CWACHarbonneau.com)

As Amended: May 10, 2021

ARTICLE I  
Name and Purpose

- Section 1. This organization shall be known as the Charbonneau Women's Association.
- Section 2. The Charbonneau Women's Association (CWA) is a social, community based organization that strives to create an atmosphere of camaraderie, entertainment and educational opportunities for its members. The Association supports the local community by providing charitable contributions to the Charbonneau Country Club and other non-profit organizations in the surrounding area.

## ARTICLE II Membership

- Section 1. Membership shall be open to anyone who pays annual dues to the Association and resides within the greater surrounding community.
- Section 2. From time to time the Charbonneau Women's Association organizes and/or engages in both on-site and off-site activities and excursions. All members understand and accept that participation in such activities and/or excursions are entirely voluntary and are undertaken at the member's own risk.

## ARTICLE III Officers and Executive Board

- Section 1. The Executive Board
- (a) The elected officers, President, First Vice-President, Second Vice-President, Secretary, Treasurer and the immediate past president shall comprise the Executive Board.
- Section 2. Nomination, Election and Installation of Officers
- (a) In February of each year, the Executive Board shall appoint a Nominating Committee to consist of a Chairperson, who shall be the immediate past-President, one Governing Board member and three members at large.
- (b) Nominations will be presented to the membership at the March meeting at which time additional nominations may be made from the floor.
- (c) Executive officers shall be elected by a majority vote at the March meeting and will serve for a period of one year.
- (d) Officers will assume their duties on June 1<sup>st</sup>.

## ARTICLE IV Governing Board

- Section I. The Governing Board shall consist of the Executive Board members and all committee chairpersons.
- Section 2. A two-thirds majority of the board members present shall constitute a quorum at any meeting of the board.

#### ARTICLE V Duties of Officers

- Section 1. The President
- (a) Preside over all meetings of the members and of the Executive and Governing Boards.
  - (b) With the assistance of the Executive Board, appoint Committee Chairpersons.
  - (c) Serve as ex-officio member of all committees.
  - (d) Call for emergency meetings of the board when deemed necessary.
- Section 2. First Vice President
- (a) Arrange for programs and/or speakers for monthly meetings.
- Section 3. Second Vice President
- (a) Manage catering and food service for monthly meetings.
- Section 4. Secretary
- (a) In accordance with *Roberts Rules of Order* guidelines, keep the minutes of all Board meetings, providing a copy to the President within one week of each meeting.
- Section 5. Treasurer
- (a) Collect dues and maintain records of all receipts and distributions.
  - (b) Be custodian of all monies and deposit them in a bank designated by the Board.
  - (c) Maintain a membership roster with a dated record of dues paid.
  - (d) On request, submit all financial records of the treasury for yearly audit.
- Section 6. Immediate Past President
- (a) Serve as advisor to the President.
  - (b) Attend Board meetings as a full member.
  - (c) Serve as Chairman of the Nominating Committee.

#### ARTICLE VI Meetings and Attendance

- Section 1. General and special meetings shall be held at the discretion of the Governing Board.

Section 2. The Governing Board shall meet once each month, as necessary, prior to the general membership meeting or activity.

- (a) Elected officers and chairpersons unable to attend Board meetings should notify the president and arrange for a substitute to perform their duties or make required reports.

Section 3. General Membership Meetings

- (a) Members whose dues are current may attend any meeting by making a reservation.

(1) A reservation obligates the member for any fees charged for the subject meeting or luncheon.

- (b) Members may invite guests to any monthly meeting by making a reservation for them and paying the required fee.

- (c) Anyone eligible for membership may attend one meeting before joining the Association. Attendance at subsequent meetings will require payment of annual dues.

## ARTICLE VII

### Dues

Section 1. Annual membership fees will be established by the Governing Board with the amount to be reviewed and adjusted each year as necessary.

Section 2. Membership fees are due and payable each September and may be pro-rated for new members who join the Association at mid-year in February.

## ARTICLE VIII

### Amendments and Authority

Section 1. Proposed amendments to these By-Laws may be submitted in writing to the Governing Board for deliberation. Upon approval by a quorum of the Board, said amendment shall be submitted in writing to the membership at least two weeks prior to the next general meeting. A majority vote of all members present at said meeting shall be required to adopt an amendment.

Section 2. *Robert's Rules of Order Revised* shall be the authority at all meetings of the Board and at business meetings of the full membership.

Amended: May 10, 2021