

# **Montgomery County Association of Business Women Bylaws**

## Article 1 – Name and Purpose

### Section 1

The name of the Association shall be Montgomery County Association of Business Women. Hereafter, the term Association shall refer to the Montgomery County Association of Business Women.

### Section 2

The purpose/mission of the Association is to provide a forum for area business women to develop and enhance professional and personal relationships with their peers through education, development and networking. The Association will also provide support for non profit associations in the community. (amended 3.11.08)

## Article 2 – Membership

### Section 1

Application for membership shall be open to any Montgomery County business woman who is sponsored by a member in good standing. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted upon a majority vote of the board.

### Section 2

The amount required for annual dues shall be \$50.00 each year, unless changed by a majority vote of the members at a regular, scheduled meeting. Members pay dues annually. (amended 3.11.08)

### Section 3

Any member may resign by filing a written resignation with the Executive Secretary. Resignation shall not relieve a member of unpaid dues or other charges accrued. A member can have their membership terminated by a majority vote of the membership.

## Article 3 – Meetings of Members

### Section 1

The Association shall meet on the fourth Tuesday of each month from 11:30am to 1:00pm.

### Section 2

Special meetings may be called by the Executive Director of the Association.

### Section 3

Notice of the regular meetings will be printed and given to each member.

## Article 4 – Board of Directors/Executive Board and Association officers

### Section 1

The officers of the Association shall constitute the Executive Board. The board shall have no more than 12 members. The board is responsible for the policies and procedures for the Association. (amended 3.11.08)

### Section 2

All board members shall serve a one-year term, but are eligible for re-election. The founding officers of the Association shall remain on the board after their term is complete unless a letter of resignation is sent to the Executive Secretary of the Association. (amended 3.11.08)

### Section 3

The board shall meet at least quarterly at an agreed time and place.

### Section 4

Board members will be elected by a majority of the nominating committee present at the August meeting. New board members will take office in September.

### Section 5

When a vacancy on the board exists, the Executive Secretary must receive nominations from the nominating committee. The board will vote and the vacancies will be filled only to the end of the particular board member's term.

### Section 6

Resignation from a board member must be in writing and received by the Executive Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining board members. (amended 3.11.08)

### Section 7

Special meetings of the board shall be called upon by the request of the Executive Director.

### Section 8

There will be six officers of the Association consisting of the Executive Director, Executive Secretary/Treasurer, Public Relations Coordinator, Diplomat Team Coordinator, Advertising Coordinator and Photography Coordinator. (amended 3.11.08)

Each officer must sign the acceptance of position responsibilities.

The Executive Director prepares the agenda, conducts meetings and ensures that all board positions are filled and all policies and procedures are conducted properly. The Executive Director handles concerning issues of the Association. The nominating committee is under her office. The Executive Director will give special reports to the Association when necessary. (3.11.08)

The Diplomat Team Coordinator ensures that the Diplomats are at each event to meet and greet members and guests. She also ensures that members are called concerning their attendance at the events of the Association. She gives a report to the Association when necessary. (3.11.08)

The Advertising Coordinator ensures that all members are aware of the advertising opportunities with the Association. She also takes care of acquiring the ads from members and non members. She gives a report to the Association when necessary. (3.11.08)

The Public Relations Coordinator ensures that all media communication and support for non profit agencies is handled for the Association. She gives a report to the Association when necessary. (3.11.08)

The Photography Coordinator ensures that all pictures are taken for all the events of the Association and that the pictures are posted to the web site of the Association. She gives a report to the Association when necessary. (3.11.08)

The Executive Secretary/Treasurer manages the books and prepares audit material. The fundraising/finance committee is under her office. The Executive/Treasurer will give the treasury report and the financial statement reports at the board meetings. The Executive Secretary/Treasurer communicates through mail and e-mail to the membership concerning the Association. The membership committee is under her office. She gives a report to the Association when necessary. She records the minutes of the board meetings. (3.11.08)

## Article 5 – Committees

### Section 1

The board shall create other committees as needed that have not been listed in article 4 – section 8. The Association officers will appoint committee directors for their respective committees. (amended 3.11.08)

### Section 2

The Treasurer is the chair of the finance committee, which includes the board members and the Executive Director. Their responsibility is to develop and review fiscal

procedures, fundraising plans, and the annual budget. Any major change in the budget must be approved by the board. The board must approve the budget. Annual reports shall be submitted to the board showing income, expenditures, etc. The financial records of the Association are public information and shall be made available to the membership, board members and the public. The board approves all financial decisions. (amended 3.11.08)

## Article 6 – Executive Secretary

### Section 1

The Executive Secretary assists the Executive Director in handling all business of the Association.

### Section 2

The Executive Secretary coordinates all communication from and to the Association. The newsletter committee and the membership committee are under her office. She gives a report to the Association when necessary.

## Article 7 – Executive Director

### Section 1

The Executive Director shall be the founder of the Association. The founder of the Association is Carol Gooch. The Executive Director will attend regular meetings, board meetings, report on the progress of the Association and answer questions of the board members. The Executive Director shall pay all the bills of the Association. The Executive Director shall have general supervision of the affairs of the Association.

### Section 2

If the Executive Director is unable to attend a meeting, an officer of the Association will be appointed to attend the meeting.

## Article 8 – Amendments

### Section 1

These bylaws may be amended when necessary by majority vote of the board. Proposed amendments must be submitted to the Executive Secretary to be sent out with regular announcements.