

## GENERAL INFORMATION

*Food Functions, Reservations and Cancellations.* The Calling Committee handles all General Meeting reservations, unless otherwise stated. To find your designated calling committee representative, refer to your name in the membership listing of this yearbook. Your representative is shown in bold type at the top of the section with your name. All other reservations and all cancellations are handled through the reservation chair listed in the yearbook and/or Club Bulletin for that specific meeting. The Department will bill members for reservations not cancelled 24-hours prior to the scheduled time of meetings. Members of the Board of Directors will be billed by the Corresponding Secretary for Board luncheons that are not cancelled by the deadline.

**No reservations or cancellations may be given to the catering service.**

*Honorary and Memorial Gifts.* Honorary and memorial gifts shall accrue to the scholarship account in the Club's General Fund unless otherwise designated. Checks should be sent to the Club Treasurer together with the name of the one being honored and the name and address of the person(s) to whom the Treasurer should send notification of the gift.

*Dues.* Annual dues are due in April. Members who have not paid their dues by June 1 will be dropped from the roll. Notice of payment of dues and information sheet will be sent in March. The completed information sheet should be returned to the Treasurer with a check for dues promptly. A one-time initiation fee of \$30.00 is charged to new members.

Active: \$100.00 Dual JWC/WCR: \$50.00

Associate: \$50.00 Life: 10 times the Active

*Meetings.* General meetings of the club will be held on the second Wednesday of each month of the current club year, except when determined otherwise by the Board of Directors. The Board of Directors will meet on the fourth Wednesday of each month at 11:00 a.m. followed by luncheon at 12:15 p.m., except when determined otherwise by the Board of Directors.

*Department Meetings.* The Departments will meet as listed in the Calendar of Events. All meetings of all departments are open to all club members. Visitors may attend general or departmental meetings upon the invitation of a member of the club provided the names of the visitors are given when the reservation is made.

*Membership.* A candidate for active membership must attend a minimum of one club meeting, either General or Departmental. Application blanks for membership may be secured from the Third Vice-President, who is the Chair of the Membership Committee. The application must be signed by one member as sponsor, plus two members as endorsers, with a letter of recommendation by the sponsor, and returned to the Membership Committee Chair. If approved by two-thirds of the members of the Board of Directors present and voting, the application is submitted to the club at a General Meeting, except those applications approved during the summer when all business is transacted by the Board of Directors. The vote of a majority of members present and voting shall be necessary to admit to membership. The initiation fee and dues for the coming year shall be paid by the candidate upon notification that she has been voted into membership and prior to her presentation to the club. New members accepted into the club between Jan 1 and Mar 31 shall pay dues of one-half the annual membership rate plus the initiation fee.

Names of applicants for transfer from other Federated Clubs may be presented at any Board of Directors meeting if a statement from the President or Treasurer of her club has been received by the Membership Chair stating that she has been a member

in good standing within the past twelve months. She will be accepted for membership upon payment of annual dues. Those presented between Jan 1 and Mar 31 may be accepted upon payment of one-half the annual membership rate.

#### HOUSE RULES

1. The Clubhouse will be open Tuesday to Thursday from 9 a.m. to 4 p.m. with a competent hostess on duty. Club members wishing to use the building at other times may wish to contact the House Chair for assistance in making arrangements for its use.
2. No hanging may be placed on the walls, or large pieces of furniture moved in the Clubhouse, except by written permission of the House Chair.
3. No property belonging to the Woman's Club may be used off the premises.
4. No food or drink tables may be set up in the Foyer or the Parlors without the written permission of the House Committee Chair.
5. No club floral arrangements in the Foyer, Maddrey Parlor or Presidents' Parlor shall be moved without permission of the House Chair.
6. Butler service may be used in the Parlors.
7. Only food or refreshments prepared on club premises or arranged for by the Woman's Club Reception Facility may be served in the Clubhouse.
8. The side entrance leading from the Ruth Moring Garden into the Maddrey and Presidents' Parlors shall remain locked at all times except when functions are being held on that side of the club building.
9. The 36 chairs made for the Hudson-Page Room and the Stevens Dining Room, and the 5 placed in the Ballentine-Bullard Room (a total of 41 chairs) are not to be moved from those areas unless permission is obtained from the House Chair.
10. Gifts intended for the Clubhouse are made through the House Committee and accepted by the Board of Directors.
11. Before any item can be loaned to the Club, the Terms as outlined in the Woman's Club Memorandum of Understanding concerning the club's acceptance must be agreed to in writing and signed by the House Chair and the lender.
12. The Clubhouse and grounds are available for functions catered by the Woman's Club Reception Facility.
13. Members of the Woman's Club do not receive a discount on services performed by the Woman's Club Reception Facility.
14. Members of the Junior Woman's Club of Raleigh are entitled to the same privileges and subject to the same rules as members of the Woman's Club of Raleigh.
15. As of January 1, 1997, the price of lunch for regularly scheduled meetings of the Woman's Club will be \$10.00, including tax and gratuity. This price applies to the following: General meetings, Department meetings, Board of Directors' meetings and the Bridge club. Any other Woman's Club meal function will be priced according to the Woman's Club Reception Facility price structure.
16. Permission to use an oversized tablecloth for the large dining room table by Sisters' or a club member must be obtained from the House Chair. The party using the cloth would be liable for use and laundering.
17. Smoking is prohibited in the Phoenix Room and adjoining storage area.

## BYLAWS

### ARTICLE I - NAME

The name shall be "The Woman's Club of Raleigh, Incorporated."

### ARTICLE II - OBJECT

The object shall be the intellectual, philanthropic, social and civic betterment of the community.

### ARTICLE III - AFFILIATION

The club and its members shall be members of the General Federation of Women's Clubs, NC (GFWC-NC) and the General Federation of Women's Clubs (GFWC).

### ARTICLE IV - MEMBERSHIP

*Section 1.* Membership shall be of these classes: active, associate, life, honorary and honorary life. All classes shall have full membership privileges.

*Section 2.* A candidate for active membership, after attending a minimum of one club meeting (either general or departmental), shall present to the Membership Chairman an application signed by one member as sponsor plus two members as endorsers, with a letter of recommendation by the sponsor. If approved by two-thirds of the members of the Board of Directors present and voting, the application shall be submitted to the club at a general meeting, except those applications approved during the summer when all business is transacted by the Board of Directors. The vote of the majority of members present and voting shall be necessary to admit to membership. Sponsors and endorsers shall be responsible for assisting the members that they endorse in participating actively in the program of the club. The initiation fee and dues for the coming year shall be paid by the candidate upon the notification that she has been voted into membership and prior to her presentation to the club. A member of another club affiliated with the GFWC-NC or GFWC who wishes to join the club may do so without payment of initiation fee or endorsers, provided she makes available to the Membership Chairman a statement from the president or treasurer of her club that she has been a member in good standing within the past twelve months.

*Section 3.* Any member in good standing in the Junior Woman's Club of Raleigh may:

a. Become a member of the Woman's Club of Raleigh within two years after graduation from the Junior Woman's Club of Raleigh without payment of initiation fee.

b. Become a member of the Woman's Club of Raleigh and shall be assessed one-half of the annual dues for the year in which she joins.

c. Hold GFWC-NC dual membership, (age 40-45 as stated in the GFWC-NC Bylaws), and shall be assessed one-half the annual dues during the five year period.

*Section 4.* Associate membership shall be available to members who have held membership in this club for twenty-five years or more and have reached 70 years of age, or who are now residing out-of-state. Associate membership dues shall be one-half of the active membership dues per year.

*Section 5.* Life membership shall be conferred upon members who pay a one-time life membership fee.

*Section 6.* Honorary membership is conferred by the Board of Directors for a specified duration. Honorary life membership shall be conferred automatically upon all past presidents; in all other cases, honorary and honorary life membership shall be conferred only after a recommendation of the Board of Directors and vote of the membership.

*Section 7.* Any member resigning through written communication with the Treasurer may be readmitted to membership within a time limit of five years, without payment of initiation fee. She must make application through the Membership Committee for reinstatement and shall be admitted upon approval of the Board of Directors. Members moving away may retain membership by payment of annual dues or may request a letter of transfer to another Federated club from the Membership Chairman.

*Section 8.* Annual dues for the following club year are due in April. Any member failing to pay her dues after two notices from the Treasurer shall be dropped from the roll as of June 1.

*Section 9.* Any member of the club may be removed from membership by a two-thirds vote, her name having been presented with charges in writing at two consecutive meetings of the club and the member having had the opportunity to defend herself.

#### ARTICLE V - OFFICERS

*Section 1.* Officers of the club shall be President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. The nominees for President, President-Elect and First Vice-President shall have served on the Board of Directors and the nominee for First Vice-President shall have served as chairman of a department. No member shall hold more than one elective office at the same time, with the exception of serving as a member of the nominating committee. No officer except the President, Treasurer and Assistant Treasurer shall be eligible to succeed herself unless she is filling the unexpired term of her predecessor.

*Section 2.* The President shall be Chairman of the Board of Directors. She shall preside over the meetings of the Board of Directors and of the membership. In consultation with the respective chairmen, she shall appoint the members of the standing committees. She shall appoint such special committees as may be deemed by the Board of Directors to be necessary to conduct the business of the club. She is empowered to call meetings of the Board of Directors and of the club at her discretion. She shall be an ex-officio member of all committees, except the nominating committee. She is responsible for all reports which may be requested and/or prepared detailing the activities of the club and its components.

*Section 3.* The President-Elect shall perform such duties as may be requested by the president. She shall be authorized to plan and prepare the program of work for her administration as president and she shall attend one or more meetings of the Board of Trustees and the Finance Committee at the invitation of the Chairman.

*Section 4.* The Vice-Presidents, in order, shall perform the duties of the president in her absence. The First Vice-President shall be Chairman of Departments and shall be the liaison between the club department chairmen and the GFWC-NC (including the district) and the GFWC Department Chairmen. She shall be responsible for the annual reports of the departments and shall serve on the Yearbook Committee to coordinate the calendar with the program of the departments. The Second Vice-President shall be chairman of the social committee. She shall be responsible for the regular social functions of the club and such additional functions as may be requested by the Club President. She shall be in charge of the decorating of the clubhouse for the Christmas season. The Third Vice-President shall be Chairman of the Membership Committee. She shall distribute and process application forms of candidates for membership and shall present these applications to the Board of Directors and to the membership in accordance with the Bylaws. She shall be responsible for the presentation and orientation of new members. She shall assist the Club Treasurer and the Editor of the Club Bulletin in keeping the membership roster up-to-date.

*Section 5.* The Recording Secretary shall prepare minutes of all business and general meetings of the club and of the Board of Directors and shall read them as required. She shall make available ballots when needed.

*Section 6.* The Assistant Recording Secretary shall perform duties as requested by the Recording Secretary.

*Section 7.* The Corresponding Secretary shall give notice of the meetings of the Board of Directors and of the Executive Committee and shall conduct and preserve the correspondence of the club. She shall serve as Chairman of the Yearbook Committee.

*Section 8.* The Treasurer shall collect all dues, hold and pay all club money in accordance with the current budget. She shall secure the approval of the Finance Committee Chairman for expenditures that are not included in the club budget. She shall be responsible for an accurate set of books, these books to reflect all money collected, source of income and disbursement of funds according to budget. She shall make a report of the club's financial status at each monthly meeting of the Board of Directors and at the general meetings of the club, as requested by the president or membership. She shall render a written report for the fiscal year ending May 31. This written report shall be available to club members in the clubhouse for one month. She shall acknowledge honorary and memorial gifts. She shall notify in writing, at the proper time, all members delinquent in their dues. The Treasurer shall be bonded and her books audited by a Certified Public Accountant.

*Section 9.* The Assistant Treasurer shall be familiar with the finances of the club and with its records and with its procedures. She shall perform such duties as may be requested by the Treasurer.

*Section 10.* An officer leaving the city for more than thirty (30) days shall place her records with the Recording Secretary. An officer unable to attend a meeting of the Board of Directors shall send her report.

*Section 11.* All officers shall prepare annual reports of their work by the

last business meeting of the club year; and said reports shall be filed in the archives of the club.

#### ARTICLE VI - MEETINGS

*Section 1.* The club year shall be June 1 - May 31.

*Section 2.* General meetings of the club shall be held on the second Wednesday of each month, exclusive of July, August, and September unless otherwise ordered by the Board of Directors.

*Section 3.* Fifty members present at a general meeting shall constitute a quorum.

*Section 4.* Special meetings of the club may be called by the President or at the written request of 50 members of the club. Except in case of emergency, notice and purpose of the meeting must be given to the membership in writing at least one week prior to the meeting.

*Section 5.* All reservations and cancellations are to be handled through the Reservations Committee listed in the current yearbook or by club member(s) designated in the Club Bulletin to handle reservations for a specific meeting.

*Section 6.* Members who do not cancel reservations at least 24 hours prior to the scheduled meeting time will be billed for their reservations.

#### ARTICLE VII – NOMINATIONS AND ELECTIONS

*Section 1.* A Nominating Committee of five shall be elected from the floor at the February general meeting to serve for twelve months until the following February general meeting when their successors have been elected.

*Section 2.* The duties of the Nominating Committee shall be:

*a.* To meet immediately following their election for the purpose of electing a chairman.

*b.* To select a slate of nominees for the Board of Directors and the Board of Trustees prior to the January general meeting. The chairman shall present this report of the committee at the January general meeting, have it published in the February Club Bulletin and shall present it at the February general meeting.

*c.* To assist the Board of Directors and the Board of Trustees in filling vacancies that occur in an elected office prior to the next election. At that time, any vacancy shall be filled by election for the unexpired term.

*Section 3.* Members of the Board of Directors shall be elected at the February general meeting and shall assume their duties at the final meeting of the club year. The following shall be elected in even years for a two-year term: Second Vice-President, Third Vice-President, Recording Secretary, and Assistant Recording Secretary; Chairmen of the following Departments: Education, Home Life, International Affairs, and Special Projects; Chairmen of the following committees: Antiques Show, Club Bulletin and Finance. The following shall be elected in uneven years for a two-year term: First Vice-President, Corresponding Secretary, Treasurer and Assistant Treasurer; Chairmen of the following Departments: Conservation, Night, Public Affairs and The Arts; Chairmen of the following Committees: House, Ways and Means, Grounds, Publicity. The

President-Elect shall be elected in uneven years for a term of one year prior to assuming the presidency in the following even year for a two-year term.

*Section 4.* One member of the Board of Trustees shall be elected each year for a five-year term. She shall be elected at the February general meeting and assume her duties at the final meeting of the club year.

#### ARTICLE VIII - BOARD OF DIRECTORS

*Section 1.* The Officers, Chairmen of Departments, Chairmen of Standing Committees, Chairman of the Board of Trustees, and the President of the Junior Woman's Club of Raleigh, or her representative, shall constitute the Board of Directors.

*Section 2.* The Board of Directors shall transact all business subject to the orders of the club and none of its acts shall conflict with action taken by the club. During the summer interim, the Board shall transact all business, submitting a written report of same at the October general meeting.

*Section 3.* The Board of Directors shall meet monthly. The President shall be the Chairman of the Board. A quorum shall be a majority of the members.

*Section 4.* Special meetings of the Board may be called by five members with a minimum of three days notice.

*Section 5.* The Board of Directors is empowered to employ necessary personnel for the club.

*Section 6.* Vacancies on the Board of Directors occurring during the year shall be filled by the Board assisted by the Nominating Committee.

*Section 7.* Past presidents of the club shall constitute an Advisory Board which shall meet with the Board of Directors upon the invitation of the president. Each member shall have a vote in such meetings.

#### ARTICLE IX - EXECUTIVE COMMITTEE

The officers of the club shall constitute an Executive Committee, which may transact business between meetings of the Board of Directors. Action taken shall be reported at the next meeting of the Board of Directors.

#### ARTICLE X - BOARD OF TRUSTEES

*Section 1.* There shall be a Board of Trustees consisting of five elected members. In addition, the President and Treasurer shall be members, ex-officio. One Trustee shall be elected each year for a five year term.

*Section 2.* The Board of Trustees shall have charge of all the properties and investments of the club and funds pertaining thereto, and shall have supervision over the borrowing and lending of money. It shall negotiate, review and approve all long-term rental and/or lease contracts. The members shall make an annual tour of the building and grounds and submit a written report to Board of Directors at its first meeting of the club year.

*Section 3.* The Board of Trustees shall administer the Capital Improvement Fund. It shall insure the maintaining of a balance in this fund account that is determined by the trustees, in consultation with a Certified Public Accountant, to be sufficient for such major repairs and replacements to club properties as may be anticipated.

*Section 4.* The Board of Trustees shall meet immediately following the last general meeting of the club year for the purpose of organizing. The incumbent Chairman shall preside until her successor is elected. The

following officers shall be elected for a one-year term: Chairman, Vice-Chairman and Secretary. The Chairman or her representative shall submit a monthly report to the Board of Directors.

*Section 5.* Any member having served a full term on the Board of Trustees may not be re-elected until one full year after completing her term on this board.

#### ARTICLE XI - DEPARTMENTS

*Section 1.* The program of work of the club shall be conducted through the following departments: Conservation, Education, Home Life, International Affairs, Night Department, Public Affairs, Special Projects and The Arts.

*Section 2.* The Chairman of each department shall appoint officers and chairmen, including program chairmen where called for, as needed to carry on the work of the department. She shall see that a record of the work of her department is kept in permanent form. She shall present a yearly report of the work of the department at the last Board of Directors meeting of the club year. A copy of this report shall be attached to the minutes of the meeting of the Board of Directors.

*Section 3.* Each department shall be responsible annually for a departmental meeting where its work is presented to the club, and for a program at one or more general meetings. The department may hold other meetings and form such plans as its program and interests demand.

*Section 4.* No Department Chairman shall be eligible to succeed herself unless she is filling out the unexpired term of her predecessor.

#### ARTICLE XII - COMMITTEES

*Section 1.* There shall be the following standing committees: Antiques Show, Club Bulletin, Finance, Grounds, House, Membership, Nominating, Publicity, Social, Ways and Means, and the Yearbook.

*Section 2.* The President shall appoint the members of the Standing Committees in consultation with the Chairman.

*Section 3.* The President shall appoint Special Committees as may be necessary to conduct the business of the club, with the approval of the Board of Directors.

*Section 4.* No club member may serve more than two terms on any one committee, except by virtue of office, until a period of one year has elapsed.

*Section 5.* The Antiques Show Committee shall coordinate the activities of the Antiques Shows, act in an advisory capacity to the Chairman, and establish policies and procedures for business-like operation of the shows. The Chairman shall serve on the Finance Committee by virtue of office. There shall be a minimum of nine (9) members of the committee, with staggered terms of two years each. The Antiques Show Committee and its Chairman are exempted from Article XII, Section 4 of these Bylaws.

*Section 6.* The Editor of the Club Bulletin shall serve as Chairman of the Club Bulletin Committee which shall also include the Circulation Manager and the members which prepare the bulletin for mailing. The Club Bulletin Committee and its Chairman are exempted from Article XII, Section 4 of these Bylaws. The Club Bulletin will be published monthly, except during the summer months.

*Section 7.* The Finance Committee shall consist of ten members: the Chairman, the Treasurer, the Assistant Treasurer, the Chairman of the Board of Trustees, the Chairman of the Ways and Means Committee, the Chairman of the Antiques Show Committee, the Chairman of the Special Projects Department and two members-at-large appointed by the President. This Committee shall prepare a budget prior to the beginning of each club year and shall present it to the Board of Directors prior to June 1. It shall have charge of special funds, but the expenditure of these funds must be approved by the Board of Directors. The Committee shall make recommendations to the Board of Directors regarding membership dues, initiation fees and other member dues. All requests for money or appropriations not included in the budget shall be made to this committee and presented to the Board of Directors for action. It shall recommend annually to the Board of Directors the distribution of any unexpended and surplus year-end funds after the annual audit. This committee shall be responsible for long range planning.

*Section 8.* The Grounds Committee shall have supervision of the clubhouse grounds and shall formulate rules governing the grounds to be approved by the Board of Directors. These rules shall be printed in the yearbook and changes shall be included in the Club Bulletin.

*Section 9.* The House Committee shall have supervision of the club building and shall formulate rules governing the use of the building, to be approved by the Board of Directors. These rules shall be published in the Yearbook and changes shall be included in the Club Bulletin. At such times as the Club has employees, these employees shall be supervised by this committee, their employment contracts (including duties and salaries) having been approved by the Board of Directors. The Chairman of the House Committee shall have served previously on the House Committee.

*Section 10.* The Third Vice-President serves as Chairman of the Membership Committee. This committee assists the Chairman in carrying out her duties as detailed in the Bylaws, Article IV and V.

*Section 11.* The responsibilities of the Nominating Committee are detailed in Article VII of the Bylaws.

*Section 12.* The Publicity Chairman shall work through the news media (newspapers, radio and television) to publicize information which would be of benefit to the club and of interest to the public. The Chairman shall plan with the Publicity Chairmen of the departments in order to receive news releases in ample time for use by the media. The Publicity Chairman shall maintain complete records covering the activities carried out during the club year.

*Section 13.* The Second Vice-President serves as Chairman of the Social Committee which is responsible for planning and carrying out the regular social functions of the club and any special functions requested by the President.

*Section 14.* The Committee on Ways and Means shall devise ways and means projects in addition to membership dues and fees and those income-producing projects listed in the current General Fund Budget. This income will provide funding for projects undertaken by the Club.

*Section 15.* The Yearbook Committee includes the Corresponding Secretary as chairman, the President, First Vice-President, Recording Secretary and Treasurer. This committee shall compile, have printed and distribute the yearbooks by the September meeting.

ARTICLE XIII - FINANCES

*Section 1.* The financial transactions of all Club activities shall be carried out through the Treasurer.

*Section 2.* The fiscal year shall be June 1 - May 31.

*Section 3.* Dues for membership, including annual active member dues, associate dues and life membership dues, and initiation fees, shall be set by the Board of Directors for the next fiscal year and submitted to the membership for approval. However, the Board of Directors may make adjustments to the annual dues upon a uniform policy basis for persons who become members of the Club after the beginning of the Club's fiscal year. Upon failure to the Board of Directors to set dues for the next year, dues shall remain in effect for the succeeding year. All dues shall be published in the Club Bulletin and Yearbook.

ARTICLE XIV - DELEGATES

At the February general meeting, announcement shall be made of the place and date of the next convention of the GFWC-NC. It shall be announced further that any club member desiring to be a delegate or alternate to the Convention shall so advise the Recording Secretary prior to the February meeting of the Board of Directors. Delegates and alternates to the Convention shall be elected at the March general meeting, a slate having been recommended by the Board of Directors. Nominations may be made from the floor.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended at any general meeting of the club by a two-thirds majority vote, notice of the proposed amendment(s) having been given to the membership in writing thirty (30) days prior to the vote.