



# By-Laws

P.O. Box 1055  
Tomball, Texas 77377

# **BY-LAWS**

Responsibilities of Members,  
Officers, Chairpersons and Committees

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# **TOMBALL BUSINESS AND PROFESSIONAL WOMEN**

## **BYLAWS**

### **ARTICLE I – NAME**

The name of this organization shall be the Tomball Business and Professional Women, hereafter referred to as TBPW.

### **ARTICLE II – OBJECT**

The object of this Organization shall be to extend network opportunities to business and professional women; to help women achieve their goals both personally and professionally by providing a place for exchange of ideas, educational programs, and support for one another; and to promote women in business by helping one another while giving back to the community and others in need.

### **ARTICLE III – MEMBERS**

#### **SECTION 1. CLASSES OF MEMBERS**

- A. Individual Membership – Allows one (1) individual.
- B. Corporate Membership – Allows a maximum of three (3) individuals.

#### **SECTION 2. MEMBERSHIP ELIGIBILITY**

- A. Membership shall be open to women who are actively employed and who work or live in Tomball, or the surrounding areas of Harris, Montgomery and Waller Counties, and who support the purposes of the Organization.
- B. Applicants shall submit a written application to the Membership Committee Chairperson along with membership dues.

#### **SECTION 3. MEMBERSHIP DUES**

- A. Individual membership dues will be \$75.00 annually, payable in advance on or before January 1<sup>st</sup> of each year. The Treasurer shall then notify members two months in arrears, and those whose dues are not paid within one month thereafter shall be automatically dropped from membership in the Organization.

- B. Corporate membership dues will be \$125.00 annually, payable in advance on or before January 1<sup>st</sup> of each year. The Treasurer shall then notify members two months in arrears, and those whose dues are not paid within one month thereafter shall be automatically dropped from membership in the Organization.
- C. New membership dues will be prorated based on the month that the new member joins the Organization.

#### SECTION 4. HONORARY LIFE MEMBERSHIP

- A. Honorary life membership is extended to individuals who have made exceptional contributions to the Organization and must be approved by the majority of membership.
- B. Honorary life members shall have none of the obligations of membership in the Organization, but shall be entitled to all the privileges except those of making motions, of voting and of holding office.

#### SECTION 5. MEMBER RESPONSIBILITIES

Each member will be entitled to privileges of membership, and is expected to serve on at least one committee.

#### SECTION 6. TRANSFER OF MEMBERSHIP

- A. Individual membership may be transferred to another person in the same business entity by notifying the Membership Chairperson in writing.
- B. Corporate memberships may add or delete individuals of a corporation, not to exceed a total of three (3), by notifying the Membership Chairperson in writing.

#### SECTION 7. RESIGNATION

- A. Any member desiring to resign shall submit her resignation in writing to the Membership Chairperson.
- B. Membership dues will not be refunded.

### **ARTICLE IV – OFFICERS**

#### SECTION 1. OFFICERS AND DUTIES

##### A. PRESIDENT

1. The President shall be the principal officer of the Organization and shall preside at all regular meetings and Executive Board meetings.

2. The President shall appoint officer vacancies and Committee Chairpersons with the approval of the Executive Board.
3. The President shall serve as ex-officio member of all committees except the Nominating Committee.
4. The President shall have signature privileges on the checking account to act in the Treasurer's absence.
5. The President shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### B. PRESIDENT ELECT

1. The President Elect shall serve in such capacities and act as representative as assigned by the President.
2. The President Elect shall arrange for meeting facilities and catering for regular meetings.
3. The President Elect shall be responsible for notifying the membership of regular meeting time and locations and maintain reservations for such.
4. The President Elect shall be responsible for communicating regular meeting meal reservations to the Treasurer in writing.
5. The President Elect shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### C. VICE PRESIDENT OF PROGRAMS

1. The Vice President of Programs shall serve in such capacities and act as representative as assigned by the President.
2. The Vice President of Programs shall serve as the Program Committee Chairperson.
3. The Vice President of Programs shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### D. VICE PRESIDENT OF MEMBERSHIP

1. The Vice President of Membership shall serve in such capacities and act as representative as assigned by the President.
2. The Vice President of Membership shall serve as the Membership Committee Chairperson.

3. The Vice President of Membership shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### E. SECRETARY

1. The Secretary shall take and record accurate minutes of the proceedings of all meetings of the Organization and the Executive Board.
2. The Secretary shall conduct the correspondence of the Organization.
3. The Secretary shall preserve in a permanent file all records and letters of value to the Organization and its officers.
4. The Secretary shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### F. TREASURER

1. The Treasurer shall pay all bills upon authorization of the Executive Board.
2. The Treasurer shall keep an itemized record in a secure file of all financial activities of the organization for a period of seven (7) years.
3. The Treasurer shall serve as the Finance Committee Chairperson.
4. The Treasurer shall deliver all books, records and papers to the Financial Review Committee Chairperson within ten (10) days after the expiration of the term of office.
5. The Financial Review Committee will deliver the records to the new Treasurer before the next regular meeting.

#### G. PARLIAMENTARIAN

1. The Parliamentarian shall ensure that the Bylaws of the Organization are followed, using the authority of *Robert's Rules of Order*.
2. The Parliamentarian shall serve as the Bylaws Committee Chairperson.
3. The Parliamentarian shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers, and other property belonging to the Organization.

#### H. DIRECTORS

1. One of the two Directors shall be the immediate Past President.
2. Both Directors shall represent the general membership to the Executive Board.
3. Both Directors shall attend Executive Board meetings.

## SECTION 2. NOMINATING PROCEDURE AND TIME OF ELECTIONS

### A. NOMINATING COMMITTEE

1. At the September regular meeting, the Organization shall elect a Nominating Committee of at least three (3) members. The Nominating Committee shall consist of at least two (2) Past Presidents.
2. The Nominating Committee shall present to the members at the regular meeting in November a slate of one or more nominees for each office. Nominations may also be made from the floor.

B. ELECTION DATE – Officers shall be elected at the regular meeting in November.

## SECTION 3. BALLOT ELECTION AND TERM OF OFFICE

A. The officers shall be elected by ballot to serve the Organization for a term of one year or until their successors are elected, and their term of office shall begin at the close of the regular meeting in December.

B. No member shall hold the same office for more than two (2) consecutive terms.

C. An officer may hold no more than one (1) office at a time.

## SECTION 4. REMOVAL FROM OFFICE

Officers may be removed from office after missing three (3) consecutive regular meetings and/or regular Executive Board meetings, by a majority vote of the Executive Board.

## **ARTICLE V – MEETINGS**

### SECTION 1. REGULAR MEETINGS

Regular meetings will be held on the third Tuesday of each month except as designated by a majority vote of the general membership.

### SECTION 2. ANNUAL MEETING

The annual meeting is to be held in January of each year at which time reports summarizing the previous year's activities shall be given by the prior year's officers.

### SECTION 3. SPECIAL MEETING

Special meetings are to be held as deemed necessary by the majority of the Executive Board.

SECTION 4. QUORUM

One-third (1/3) of all members shall constitute a quorum.

**ARTICLE VI – EXECUTIVE BOARD**

SECTION 1. COMPOSITION

The officers of the Organization, including the Directors, shall constitute the Executive Board.

SECTION 2. BOARD DUTIES AND POWERS

- A. The Executive Board shall supervise the affairs of the Organization.
- B. The Executive Board shall make recommendations for the Organization.
- C. The Executive Board shall approve expenditures of the Organization. The general membership must approve expenditures over \$500.00.

SECTION 3. EXECUTIVE BOARD MEETINGS

Unless otherwise ordered by the Board, the Executive Board meetings will be held on the first Tuesday of each month.

**ARTICLE VII – COMMITTEES**

SECTION 1. PROGRAM COMMITTEE

- A. The Vice President of Programs shall serve as the Program Committee Chairperson with at least two (2) other members.
- B. It shall be the duty of the Program Committee to secure programs and introduce speakers that will enhance and benefit all members. Suggestions from all members are encouraged.
- C. It shall be the duty of the Program Committee to present each program speaker with a thank you note and gift after their program presentation.
- D. It shall be the duty of the Program Committee to present quarterly networking programs.

SECTION 2. MEMBERSHIP COMMITTEE

- A. The Vice President of Membership shall serve as the Membership Committee Chairperson with at least two (2) other members.
- B. It shall be the duty of the Membership Committee to promote, expand, stabilize and orient the membership.
- C. The Membership Committee shall keep an updated list of names, occupations, addresses, and contact information of all members and convey such information to the President Elect, Treasurer, Secretary and Media Committee Chairperson.

### SECTION 3. FINANCE COMMITTEE

- A. The Treasurer shall serve as the Finance Committee Chairperson with at least two (2) other members.
- B. It shall be the duty of the Finance Committee to have general supervision of all expenditures and to assist the Organization in developing sound fiscal policies.

### SECTION 4. FINANCIAL REVIEW COMMITTEE

- A. A Financial Review Committee of three (3) members shall be elected at the November regular meeting.
- B. The Financial Review Committee shall review the Treasurer's records within ten (10) days after the close of the Treasurer's term of office, and shall report in writing to the organization at the January regular meeting.

### SECTION 5. BYLAWS COMMITTEE

- A. The Parliamentarian shall serve as the Bylaws Committee Chairperson with at least two (2) other members.
- B. The Bylaws Committee shall ensure that the Organization's Bylaws adhere to *Robert's Rules of Order* and remain an accurate reflection of the needs of the Organization.
- C. The Bylaws Committee shall follow the directives of the Executive Board and observe the functionality of the Organization's Bylaws, making recommendations for changes to the Bylaws should the need arise.

### SECTION 6. MEDIA COMMITTEE

- A. The Media Committee shall consist of at least three (3) members.
- B. It shall be the duty of the Media Committee to publicize programs and activities of the Organization through available news media reaching throughout the community.

- C. It shall be the duty of the Media Committee to prepare a monthly newsletter to keep members informed of programs and activities of the Organization.
- D. It shall be the duty of the Media Committee to maintain and keep updated the Organization's website, making sure that the site is user friendly and an attractive reflection of the Organization.

#### SECTION 7. WAYS AND MEANS COMMITTEE

- A. The Ways and Means Committee shall consist of at least twelve (12) members.
- B. The Ways and Means Committee shall consist of a steering committee comprised of four subcommittees as follows:
  1. **Location Committee** – Responsible for every aspect dealing with the location of each fundraiser of the Organization, including, but not limited to, reserving the site, working with personnel at the site, set up, take down and the printing, distribution and collection of funds for admission tickets.
  2. **Vendor Committee** – Responsible for obtaining, confirming, assisting and recognizing participants and underwriters for each fundraiser, assuring that necessary accommodations are met.
  3. **Auction Committee** – Responsible for obtaining auction items at each fundraiser, recognition of donors, establishing auction item values and incremental bidding scales, and for the distribution of winning items and the collection of those funds.
  4. **Raffle Committee** – Responsible for obtaining large raffle item(s) for each fundraiser, having tickets printed, issued and collected, delivery of winning items to appropriate recipient(s) and recognition of raffle item(s) donors.
- C. It shall be the duty of this committee to plan and execute projects to raise money to provide the Organization with funds for special projects.
- D. The Ways and Means Committee shall designate the use of money raised prior to the commencement of the project.
- E. The Ways and Means Committee shall be allotted an amount of 25% of the revenues generated by the Organization's previous major fundraiser, not to exceed \$1,000, for the procurement of large raffle item(s).
- F. The Ways and Means Committee shall be responsible for the documentation of funds received for each aspect of the fundraiser with the submission of funds to the Treasurer no later than ten (10) days following the fundraising event.

#### SECTION 8. HOSPITALITY COMMITTEE

- A. The Hospitality Committee shall consist of at least five (5) members.

- B. The Hospitality Committee shall be responsible for the correspondence to the Organization's members with appropriate cards at times of special importance, such as, but not limited to, member birthdays, hospital stays and expressions of sympathy.
- C. The Hospitality Committee shall be responsible for the greeting of members and guests at each regular meeting, providing an overall aspect of goodwill in the Organization.
- D. The Hospitality Committee shall be responsible for the set up and take down of tables and decorations before and after each regular meeting.

#### SECTION 9. SCHOLARSHIP COMMITTEE

- A. The Scholarship Committee shall consist of at least five (5) members.
- B. The Scholarship Committee shall relate with school personnel regarding applications and procedures pertaining to scholarships.
- C. The Scholarship Committee shall communicate with the Media Committee regarding the publicity of scholarships available, application instructions and the announcement of winners.
- D. The Scholarship Committee shall select the designated winners of each \$1,000 scholarship to be paid to the educational institute of choice.

#### **ARTICLE VIII – PARLIAMENTARY ORDER**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

#### **ARTICLE IX – BYLAW REVISIONS**

Bylaws may be revised or amended at any regular meeting and shall require approval by two-thirds (2/3) of the members present and voting, provided the amendment has been submitted the previous regular meeting.