

## **IWC SOUTH LIMBURG – By-Laws**

### **1. NAME:**

- a. The organization shall be known as the INTERNATIONAL WOMEN'S CLUB OF SOUTH LIMBURG, and shall be, herein, referred to as IWC South Limburg and/or the Club.

### **2. PURPOSE:**

- a. The primary goal of the IWC SOUTH LIMBURG shall be to help expatriate ladies and those who have lived abroad for some time, to adjust to life in the South Limburg area and to provide an atmosphere of friendship and support. The participation of the Dutch ladies toward this goal is especially encouraged.
- b. This purpose is non-denominational, non-political and non-commercial in nature.

### **3. ORGANISATION:**

- a. The business of the IWC SOUTH LIMBURG shall be administered by a board, composed of members of the Club.
- b. The board shall make all decisions regarding the activities and business of the IWC South Limburg.
- c. The official language of the Club shall be English.
- d. An official Club year shall mean September to June of the following calendar year.

### **4. BOARD:**

- a. The Board members shall be elected from among the members in good standing of IWC South Limburg. There shall be a minimum of 5 Board members comprising the following positions: President, Vice President, Treasurer, Secretary, plus one other member. The following positions may be incorporated into the Board or organized separately: Newsletter Editor, Membership Chairman, Welcome Chairman, Activities Coordinator, Groups Coordinator and Webmaster. This shall be presented to the members and approved by the members at the AGM. The total board positions should be an odd number. The President shall be fluent in English, preferably have been a member of the Club for at least two years and have Board experience. At least one Board member shall be fluent in Dutch.
- b. The term of office for each position shall be two Club years.
- c. In case of a vacancy occurring in any office, the Board shall appoint a member in good standing to that office for the remainder of the term being served. The total term of office for any one position may not exceed two full terms. A minimum of 5 board members constitutes quorum for a meeting and is required for the voting procedure to be valid.

### **5. NOMINATIONS AND ELECTIONS:**

- a. The Board shall appoint a Nomination Committee, which shall herein be referred to as NC, in January of an election year. The NC shall consist of three Club members, one of whom should have had previous Board experience, but they should not be members of the existing Board, nor may members of the NC be candidates for elections themselves.
- b. In the January/February or February newsletter, and at the February meeting of the Club, the names of the NC shall be announced together with the vacancies to be filled on the Board.
- c. The Club members shall be asked to submit in writing the names of suitable candidates for consideration by the NC. These candidates shall be a proportional representation of the various nationalities of the Club. The NC shall then evaluate the willingness and ability of these members to run for office and report back to the Board.
- d. All Board members shall step down at the end of their first term and shall be asked by the NC of their intention to seek a second term. The seeking of second terms shall be encouraged to ensure a degree of continuity in the Board.
- e. In the April Newsletter, the NC will present the candidates with a personal profile of each nominee.
- f. Elections for open positions will be held at the Annual General Meeting. For positions where there is only one candidate the members will be asked to elect this candidate by acclamation. If there should be more than one candidate for one Board position the members will vote by secret ballot. Elections shall be by secret ballot cast at the Annual General Meeting in May. A simple majority of the members voting shall constitute election.

### **6. BOARD MEMBERS' DUTIES:**

- a. PRESIDENT: shall preside at meetings and coordinate all general activities of the Club.
- b. VICE-PRESIDENT: assists the president and the other Board members when required.
- c. TREASURER: shall be responsible for all financial records of the Club, the collection of annual subscriptions, regular payments, the annual financial statement in May and drawing up a budget proposal.
- d. SECRETARY: shall keep minutes of the Board meetings, the AGM (Annual General Meeting), other General Meetings and conduct the correspondence of the Club.
- e. NEWSLETTER EDITOR: shall take responsibility of the editing, printing and circulating of the monthly newsletter.
- f. MEMBERSHIP CHAIRMAN: shall maintain the Club membership list, keep all records pertaining to memberships and pass on information of new members to the Board.

- g. WELCOME CHAIRMAN: shall facilitate the orientation of new members and organize the regular welcome get-togethers.
- h. ACTIVITIES COORDINATOR: shall organize monthly activities, the Summer Party and the Christmas Party.
- i. GROUPS COORDINATOR: shall coordinate the activities of group leaders, communicate between board and group leaders, inform group leaders about new members and plan bar duty roster.
- j. WEBMASTER: shall maintain and update the website of the Club.

The above mentioned duties are not always board positions.

**7. MEMBERSHIP:**

- a. Ladies shall be admitted to the IWC South Limburg as members in the following categories:
  - i. Regular International: natives of countries other than The Netherlands, who are residents, either temporarily or permanently, of The Netherlands and/or the South Limburg areas. (This shall be interpreted to include residents of nearby Belgium and Germany.)
  - ii. Dutch International: those who are Dutch nationals but have lived abroad for more than two years. Other applicants will be reviewed on a case-by-case basis by the Board.
  - iii. Naturalized Foreigners: those who are originally from a foreign country and consider the Netherlands their home, will have their applications reviewed on a case-by-case basis by the Board.
  - iv. Corresponding Members: previous members residing outside the duties and activities area of the Club who wish to receive a monthly newsletter to stay informed as to the Club activities. The annual subscription for a corresponding member shall be half the normal annual subscription.
  - v. Guests: members in good standing shall be allowed to bring a guest to a meeting. A guest may not attend more than two meetings per Club year.
  - vi. Quotas: only in circumstances beyond our control will a single nationality be represented by more than 33% of the total membership.
  - vii. Honorary Membership: Any person may be made an honorary member by the Board, if such person has rendered notable service to the Club. An honorary member shall not be required to pay a membership fee.

**8. ANNUAL SUBSCRIPTIONS:**

- a. **In order to be considered a member in good standing of the IWC South Limburg**, subscriptions must be paid no later than October 1st, or as soon as possible after the issue of a membership form. Members who have not paid before this date will consequently not appear on the membership list. Said members will not receive a newsletter until they have paid.
- b. The amount of the annual subscription shall be determined by the Board of the IWC South Limburg.
- c. Members intending to resign before January 31st need only pay one-half of the annual subscription fee. Members who have paid the full annual subscription and subsequently resign before January 31st will be reimbursed the amount of one-half of the annual subscription.
- d. Members who paid their annual subscription will receive a monthly newsletter during the Club year, with the exception of July and August, advising them of the Club's activities and including any information deemed important by the Board.

**9. APPLICATION PROCEDURE:**

- a. Any person eligible to join the Club may obtain an application form from the Welcome Chairman. After completing the form, she returns it to the Treasurer as soon as possible.
- b. Membership becomes official upon receipt of the subscription.
- c. Anyone applying for membership after January 1st and up until April 30th of any year, will be expected to pay two thirds of the annual subscription for that year.

**10. DISCLAIMING RESPONSIBILITY:**

- a. Members of the IWC South Limburg who take part in any of the Club's activities do so at their own risk. The IWC South Limburg cannot accept liability for any form of damage, injury, etc., sustained during, or in connection with, the activities of the Club.

**11. AMENDMENTS OR REVISION OF THE BY-LAWS**

- a. Any regular member or Board member seeking one or more amendments or revision of the by-laws must submit a proposal to the Board for consideration and comment.
- b. Such a proposal consists of the original text typed so that both the words to be deleted and the words to be added are clearly indicated.
- c. A brief reason or explanation must be given below the by-law to be amended unless the amendment is truly self explanatory.

- d. The member may have her proposal published in the Newsletter and on the website immediately after the Board's approval. If the Board rejects the proposal it may still be published on the website in the member section only for discussion.
- e. To be considered for adoption, the proposal must be published in the Newsletter 14 days before the members' meeting, where it will be adopted or rejected by a general members' vote at the AGM.
- f. Voting can be done by a show of hands if there is no objection. Any objection must be made at least 7 days before the members' meeting so that the Board can provide ballots with exact text of the amendments.
- g. If ballots are used, the President will appoint at least two non-Board members to count them at the members' meeting.
- h. Each amendment will be discussed at the members' meeting before it is voted on, at which time the members may amend the amendments.
- i. At least 30% of the members must vote in person or by proxy to make the vote valid. Then a simple majority of the members voting will determine whether the amendment is adopted.
- j. If an amendment is adopted, only the exact words of the amendment as it was voted on can be placed in the By-laws.
- k. The new version of the by-laws will take effect from the date of publication on the IWC website. The Board is responsible for having done this within four weeks after the voting.
- l. In exception to point 11.k, if adopted amendments that affect elections are not published before the appointment of the NC, they will not apply to the following elections.

12. ***QUESTIONS NOT COVERED BY THESE BY-LAWS:***

Any questions not covered by these by-laws shall be decided by the Board.