



**ALPHA CHAPTER
CONSTITUTION AND BY-LAWS**
Highland Lakes Women's Club By-Laws Revised April 6, 2010

ARTICLE I – NAME

Section 1. The name of the club shall be Highland Lakes Women's Club, Alpha Chapter.

ARTICLE II – PURPOSE

Section 1. The purpose of the club shall be to promote fellowship and a feeling of neighborhood pride within the Highland Lakes community; to promote beautification of our community.

ARTICLE III – MEMBERSHIP

Section 1. There shall be one class of membership, namely, active.

Section 2. The club shall be limited to single-family dwelling residents of Highland Lakes.

ARTICLE IV – DUES

Section 1. The fiscal year shall be June 1 to May 31.

Section 2. Dues shall be twenty dollars (\$20) for active members per year payable at the first meeting of the fiscal year.

Section 3. New member dues are payable upon admission to the club.

Section 4. All money received from the club dues shall be spent only for projects of the club.

Section 5. Money received from club dues shall not be spent on alcohol for any club meeting or function due to legal ramifications.

Section 6. The books of the Treasurer shall be audited at the close of the year by the incoming Treasurer and one other appointed member.

ARTICLE V – ELECTION OF OFFICERS

Section 1. The officers of the club shall include: President, Vice-President, Secretary, and Treasurer.

- Section 2. Officers are elected to serve one year and may succeed themselves in the same capacity only one term if elected.
- Section 3. Should an officer resign her term of office, the President shall appoint some member of the club to assume the office temporarily until the vacancy can be filled by special election at the next regular meeting.
- Section 4. Officers shall be nominated and elected at the last meeting of the fiscal year.

ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1. *The President* shall preside at all meetings and perform all the usual duties pertaining to the office. She shall appoint all committees and be ex-officio member of all Standing Committees.
- Section 2. *The Vice-President* shall coordinate club sponsored social activities, preside in the absence of the president, and perform other duties pertaining to her office.
- Section 3. *The Secretary* shall keep and record minutes of all proceedings, conduct all correspondence pertaining to the club, and keep an accurate record of all members.
- Section 4. *The Treasurer* shall handle all finances of the club, keep an itemized account of all receipts and disbursements, and pay out the same only on order of the President. She shall present a written report at each regular club meeting.

ARTICLE VII – STANDING COMMITTEES

- Section 1. Standing Committees of the Club may be organized at the discretion of the officers as needed.

ARTICLE VIII – SPECIAL INTEREST GROUPS AND SOCIAL ACTIVITIES

- Section 1. Special interest groups and social activities shall be self-sustaining. No club funds will be budgeted for these groups or activities.

ARTICLE IX – MEETINGS

- Section 1. The meetings shall be held at 7 p.m. on the first Tuesday of the month. At least four meetings shall be scheduled each fiscal year. The months selected for the meetings shall be at the discretion of the officers. Meetings shall be held in members' homes.

STANDING RULES

1. Members are encouraged to participate in club-sponsored activities and projects.
2. Refreshments should be kept very simple. Hostesses shall provide beverages only. Co-hostesses shall bring one item each.