

# CONSTITUTION AND BY-LAWS

## WOMEN'S SALES AND ADVERTISING CLUB OF BELLEVILLE

Chartered – October 6<sup>th</sup>, 1970

Amendments re Notice of Motion – General Meeting May10, 2011

Last amended May 10,2011 and Jun 14,2011

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### ARTICLE I NAME

The Organization shall be known as the Women's Sales and Advertising Club of Belleville.

### ARTICLE II PURPOSE

- 1) The purpose of this Club shall be to bring together, at intervals, those persons in Belleville and vicinity, who are engaged in the development and advancement of the best in their professions in its many phases.
- 2) To promote a wider understanding of the principles of business, by bringing to the Club speakers of repute who can contribute to the education, growth, and success of the members, as would benefit the general public to the widest extent possible.
- 3) To promote good fellowship, a friendly spirit, and free exchange of ideas to the end that mutual benefits may result to all concerned; by providing such social activities as may bring about this objective.
- 4) To affiliate with such National and International organizations as may be determined by the Board of Directors, and approved by the Members.

### ARTICLE III MEMBERSHIP

- 1) The Club Membership may be limited to a number to be determined by the Board at its regular September meeting. This number shall be recorded by the Recording Secretary and announced to the Club by the President at the regular meeting in September.
- 2) Any women in good standing in the community, residing in Belleville or the surrounding territory, whose place of business is in Belleville or the surrounding territory, who is actively employed in a business ie: public relations, publicity, health care, child care, teaching, doctors, lawyers, etc. a person dealing with the general public in a business

capacity, including retirees, shall be eligible for membership.  
Proposed and voted May 1989, Revised and voted May 2003.

## **ARTICLE IV    OFFICERS**

### **Section 1**

The Executive Officers of this Club shall be a President, Immediate Past President, First Vice President, Second Vice President, a "Secretary", and a Treasurer.

The Officers shall be elected by ballot at the Board of Director's Executive Annual Meeting, held prior to the Annual Meeting and Elections each year to service a minimum term of one year in each office. It is understood that the position of Second Vice President moves to First Vice President and First Vice President moves to President. If First Vice President is unable to assume these duties, then Second Vice President may be moved up, however the President may also remain. This is to be determined by the Board of Directors.

## **ARTICLE V    BOARD OF DIRECTORS**

### **Section I**

There shall be elected annually from the active membership of the Club, five members who shall meet with the Executive Officers of the Club to formulate plans, and decide all purposes and procedures of the Club. These five members, together with the Executive Officers of the Club, shall constitute the Board of Directors. They shall be elected at the Club's Annual Meeting, and shall serve a minimum term of one year in that office. Their term shall commence directly following the June meeting.

### **Section II**

Vacancies during the fiscal year among the members of the Board, may be filled by appointment by the Board of Directors, such officers or Board members to serve only until the next Annual Meeting. An exception may be made if a vacancy occurs during the Club year in the office of President. The First Vice President, or if unable, the Past President, may succeed to the office.

### **Section III**

All members of the Club in good standing are eligible for election to the Board of Directors.

## **ARTICLE VI MEETINGS**

### **Section I**

The Club shall meet regularly on the second Tuesday of each month from September to June inclusive, at places designated by House Committee and approved by the Board. June meeting may be held on a date to be determined by the Board of Directors and at a different location.

### **Section II**

The regular May meeting shall be the Annual Meeting for the hearing of reports from all Directors and standing committees and for electing the Board of Directors. This is a closed meeting for members only.

### **Section III**

Special meetings of the Board of Directors shall be called at the discretion of the President.

## **ARTICLE VII AMENDMENTS**

Any proposed amendments to this Constitution may be submitted in writing at any regular meeting of the Club, or by special meeting called for the purpose. Such proposed amendments must be signed by three active members of the organization before being submitted to the meeting, and shall be read to the meeting by the **Secretary**. After such notice, it may be voted on at the next Annual Meeting, and shall become part of the Constitution only if approved by two-thirds majority of the members present, and voting at said Annual Meeting. Any proposed amendment if approved by majority of the Club, will be acted upon immediately following the June meeting and incorporated into the Constitution.

## **BY-LAWS**

### **BY-LAW #1**

The Club's office and chief place of business shall be in the vicinity of Belleville, Ontario and area at such place as the Board may determine.

### **BY-LAW #2- Membership**

#### **Section I**

Application for membership must be made on the approved application form and accompanied by the initiation fee and submitted to the Membership Chair, who shall after the necessary investigation of the applicant, present it, along with the report and recommendations of the membership Chair to the Board for consideration and decision.

#### **Section II- Cancellation Policy**

Any member may resign from the Club, upon giving notice to any Board member, of such intention, providing all arrears of dues and fees to the Club are paid.

Any member who after having paid an annual membership fee, finds they are unable to continue with regular attendance, may apply to the Board to have her membership cancelled. The resignation will be effective immediately

A cancellation fee of two months membership dues will be levied. In the event cancellation is due to death or serious illness, the Board may use its discretion to waive the cancellation fee.

#### **Section III- Substituton Policy**

Any member fully paid up may be allowed to use a female substitute to represent herself at up to three meetings, while she is away. This delegate does not have to pay and is not a guest.

### **BY-LAW #3**

#### **Section I**

Membership dues shall be as determined by the Incoming Board of Directors.

**Section II**

Annual dues are payable on or before the first meeting in September or may be paid in two equal installments at the September and October meetings.

**Section III**

Any member whose dues have not been paid within fifteen days after the October meeting, shall be notified by the Treasurer, that unless such dues are paid prior to the November meeting, they are deemed to no longer be a member.

**Section IV**

Guests shall be admitted to two Club meetings only. Members may bring as many guests as they wish but only one person may attend a maximum two meetings and then this guest will make a decision to become a member.

**Proposed by the Board and Executive April 18/11 to be voted on May 10/11 by the general membership.**