

YOUNG MATRONS' CIRCLE FOR THE TALLULAH FALLS SCHOOL, INC.

BY-LAWS

ARTICLE I – NAME

Section 1. This organization shall be known as the YOUNG MATRONS' CIRCLE FOR THE TALLULAH FALLS SCHOOL, INC., doing business as THE CIRCLE FOR CHILDREN.

ARTICLE II – OBJECT

Section 1. The purpose of this organization shall be to give aid and encouragement and promote the welfare of children in Georgia, which may include the students at TALLULAH FALLS SCHOOL.

ARTICLE III – ORDER OF BUSINESS

Section 1. The order of business at any regular or special meeting of this organization shall be:

Call to Order by President

Minutes of the Last Meeting

Reports of Officers

Reports of Committee Chairmen

Disposition of Old Business

Disposition of New Business

Elections

Adjournment

ARTICLE IV - MEMBERSHIP

Section 1. Membership in this organization shall be by invitation only in the fall of each year. Each person proposed for membership must be sponsored by one member who is in good standing and who personally knows the applicant. The sponsor is to complete and file with the Vice President, Membership, an application for membership. A member may sponsor two people in any one year. The President shall not sponsor a new member during the term of her presidency.

Each application must be approved by the Membership Committee before said candidate is elected for membership. The Membership Committee shall determine the number of new members elected in any one year, not to exceed forty-five (45).

Said candidates when elected to membership, will be sent an invitation and on payment of the yearly dues and the initiation fee and the signing of the membership pledge, will be accepted as members of this organization. Any person elected and not complying with the foregoing requirements within one (1) month from the time of her notification of election, shall be considered as having declined the invitation to become a member and her election

shall be void. Each member, by signing the membership pledge, indicates her willingness to attend the orientation course, to give a minimum of three (3) years' active service and to support all The Circle's projects.

Former members of this organization who wish to be reinstated must comply with the following rules:

- A. Those members who resigned in good standing, i.e., with current dues paid, may be reinstated on payment of yearly dues.
- B. Members who were dropped from membership for non-payment of dues as stated in ARTICLE IV, Section 3, may be reinstated upon payment of yearly dues after requesting reinstatement from the President and receiving approval of the Executive Officers.

The yearly dues paid by a member reinstated after January 1st shall be considered payment of dues for the next fiscal year beginning July 1st.

The Membership Committee shall consist of the President; the Vice-President, Membership; and three (3) members appointed by the President.

The Membership Committee shall hold meetings as needed to consider the election of new members.

Section 2. Membership in this organization shall entitle members to participation in all the affairs of the organization, hold office, and vote at any regular meeting or special meeting. The three classifications of members are:

- A. An active membership in this organization shall entitle members to participate in all affairs of the organization, hold office, and vote at any regular or special meeting. A member must attend two (2) meetings a year (honor system). Any active member may change her status by written notification to the Treasurer.
- B. A sustaining membership shall not entitle its members to hold office except in an advisory capacity, or vote at any regular or special meeting, but she will give support to all activities and projects and will receive mailings and communications. At any time a sustaining member may change her status by written notification to the Treasurer.
- C. A life membership in this organization may be established after ten (10) years of service by the payment of not less than three hundred dollars (\$300.00) at any given time.

Section 3. Yearly dues shall be payable for active and sustaining members for the fiscal year July 1st through June 30th and payable thirty (30) days after receipt of bill. The Treasurer shall mail notices concerning dues by September 1st. Annual dues may be raised by a majority vote of the Executive Board.

The Treasurer shall send a second notice by February 1st to any member who has failed to pay her dues by that time. Any member whose dues have not been paid for the year by the close of the fiscal year shall upon written notice be dropped from the membership roll effective June 30th.

ARTICLE V – OFFICERS

Section 1. The officers of this organization shall be a President; First Vice President; Vice President, Annual Event; Vice President, Membership; Vice President, Auction/Project; Recording Secretary; Corresponding Secretary; General Treasurer; Project Treasurer; and not less than eight (8) or more than twelve (12) directors.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization and the Executive Board and shall be ex-officio member of all standing committees with voting privileges in the event of a tie.

Section 2. The First Vice President shall automatically succeed to the Presidency the following term, and she shall in the absence or disability of the President, fulfill the duties of the President and perform all other such duties as may be required of her by the President. In the absence or disability of the President and First Vice President, the Nominating Committee (ARTICLE VIII - ELECTIONS, SECTION 2) shall obtain a replacement.

Section 3. Vice President, Annual Event. The Vice President, Annual Event, will be responsible, under the direction of the President, for all activities regarding the annual fund-raising event. This includes, but is not limited to, securing the date, time and place of the event and overseeing all matters related thereto. In addition, the Vice President, Annual Event, will direct the activities of the Annual Event Committee under ARTICLE IX - COMMITTEES. In the absence or disability of the Vice President, Annual Event, the Co-Chair of this committee, with the approval of the Executive Officers, shall fulfill the duties of the Vice President, Annual Event.

Section 4. Vice President, Membership. The Vice President, Membership, shall be responsible, under the direction of the President, for all activities regarding membership. This includes, but is not limited to, planning activities and information of the Membership Committee; securing the date, time and place for the Fall New Member Party, the annual pilgrimage, and new member orientation. In the absence or disability of the Vice President, Membership, the Nominating Committee (ARTICLE VIII - ELECTIONS, SECTION 2) shall obtain a replacement.

Section 5. Vice President, Auction/Project. The Vice President, Auction/Project, will be responsible, under the direction of the President, for all activities regarding the auction or project associated with the annual event. This includes, but is not limited to, obtaining auction items from members, securing funds for the purchase of auction items, and purchase of items. In the absence or disability of the Vice President, Auction/Project, the Co-Chair of the Auction Committee, with the approval of the Executive Officers, shall fulfill the duties of the Vice President, Auction/Project.

Section 6. Recording Secretary. The Recording Secretary shall record and maintain minutes of all Executive Board Meetings and General Meetings of this organization. In the absence or disability of the Corresponding Secretary, the Recording Secretary shall fulfill her duties and perform such duties as may be required of her by the President.

Section 7. Corresponding Secretary. The Corresponding Secretary shall maintain the Executive Board roster for this organization and shall carry on all correspondence on behalf of the organization. In the absence or disability of the Recording Secretary, the Corresponding Secretary shall fulfill her duties and shall perform such other duties as may be required of her by the President.

Section 8. General Treasurer. For a period of two (2) years, the General Treasurer shall collect and record all dues of the organization and deposit them in such depository as shall be designated by the Executive Board. She shall expend monies upon the direction of the Executive Board, shall maintain the bookkeeping program for the General Treasury, give General Treasury reports at the Board and General Meetings, and give quarterly reports to the Auditor. Upon the absence or disability of the General Treasurer, the Nominating Committee (ARTICLE VIII – ELECTIONS, SECTION 2) shall select an alternate General Treasurer.

Section 9. Project Treasurer. For a period of two (2) years, the Project Treasurer shall collect, record, and deposit all project monies of the organization. She shall maintain the bookkeeping program for the Project Treasury, give Project Treasury reports at the Board and General meetings, and give quarterly reports to the Auditor. In the event of absence or disability of the Project Treasurer, the Nominating Committee (ARTICLE VIII -ELECTIONS, SECTION 2) shall select an alternate Project Treasurer.

Section 10. Board of Directors. The Board of Directors shall consist of not more than twelve (12) or less than eight (8) members who shall serve for a period of two (2) years. The Board of Directors will attend Executive Board

