

CHAPTER BYLAWS OF THE AMERICAN BUSINESS WOMEN'S ASSOCIATION

Each chapter of the American Business Women's Association is a local league as set forth in the National Bylaws in a category established by the National Board of Directors. By accepting charters from the Association, all chapters agree to comply with the current National Bylaws, Chapter Bylaws, rules, procedures and policies of ABW A.

Chapter Bylaws are STANDARD for all chapters with the exception of the articles and sections indicated below. At a new chapter installation meeting, a first regular chapter meeting, or a chapter combination meeting, by the majority vote of the active membership of record, every chapter decides the following:

ARTICLE I - name of the chapter, city and state
ARTICLE III, Section 2 - amount of dues and how payable
ARTICLE VI, Section 1 - day of the month of the regular chapter meeting

Provisions for attending these articles and Sections, once approved, are specified in Article VIII.

For situations not covered in the bylaws, rules, procedures and policies of the Association, standing rules may be drafted by a chapter.

ARTICLE I. NAME

The name of this chapter shall be:

CHAPTER: South Gwinnett Chapter
CITY: Snellville
STATE: Georgia

ARTICLE II. CHAPTER GOALS

The goals of the chapters are to increase the business efficiency of all members; improve the earning power of all members; promote good relations between employers and employees; assist members in securing employment; advance members in a social, business and educational way; and assist women in the community to better themselves through education.

ARTICLE IV. MEMBERS

Section 1. Chapter membership is a valued privilege. Candidates for membership in this chapter shall meet the requirements set forth in the National Bylaws.

Section 2. The monthly dues of this chapter shall be \$2.50 per month, payable in advance annually to the chapter treasurer. Any member who shall not pay chapter dues within forty-five (45) days after such are due and payable shall be removed from the chapter membership roster.

Section 3. Only members in good standing locally and nationally shall be eligible to vote and participate in any other chapter activity.

ARTICLE IV. EXECUTIVE BOARD

Section 1. The executive board of the chapter shall consist of the chapter officers. The president shall act as chairman of the chapter executive board.

Section 2. The executive board shall have general supervision of the affairs of the chapter between business meetings, set the time and place of executive board meetings, make recommendations to the chapter membership and perform such other duties as specified in these bylaws. The board shall constitute chapter authority in deciding matters of chapter policy not otherwise decreed. The majority of the executive board shall constitute a quorum for the transaction of all business at executive board meetings.

ARTICLE V • OFFICERS

Section 1. The officers of this chapter shall be a president, vice president, secretary, treasurer, and any other officers the chapter shall deem necessary to achieve the goals of the chapter.

Section 2. A Nominating Committee, consisting of three members, shall be elected by the membership no later than March 31, and an Auditing Committee, consisting of two or more members, shall be appointed by the president by the July chapter meeting.

Section 3. All officers shall be elected in May by secret ballot to serve for one year or until their successors are elected. Their term of office shall begin August 1. A majority of the members voting shall elect. No member shall serve more than two consecutive full terms in the same office.

Section 4. With the exception of the office of president, a vacancy in any other office shall be filled by a majority vote of the executive board. Should the office of president be vacated, the vice president shall serve as president through that term of office. In the event the vice president cannot serve as president, the executive board shall appoint a member to serve as president until her successor takes office.

Section 5. Accountabilities:

The PRESIDENT is the authorized leader of the chapter. She maintains unity and harmony within the chapter and directs officers, committees and members toward common goals. The president:

- Appoints committee chairmen except the nominating committee, which is elected.
- Assigns executive board members as sponsors of specific committees.
- Plans yearly budget, goals, projects and activities for the chapter with the board and committee chairmen and presents plans to the membership at the first chapter meeting.

- Ensures officer and committee chairmen training through orientation and sharing.
- Prepares written agendas and presides at all meetings of the executive board and chapter.
- Countersigns checks with the chapter treasurer or vice president in the treasurer's absence.
- Conveys information received by the chapter to the membership.
- Recognizes the efforts of all chapter members and presents member awards at chapter meetings.
- Welcomes and introduces all new chapter affiliates at the first meetings they attend.
- Notifies the secretary, treasurer and membership chairman when members are to be removed from the chapter roster for nonpayment of annual national dues.
- Keeps informed of bylaws, rules, procedures, policies and award programs.
- Serves as chapter ambassador and spokeswoman to the community.
- Shares rosters sent from National Headquarters with executive board and membership chairman to maintain an accurate record of members' national and chapter status.

The VICE PRESIDENT is the chapter host and primary assistant to the president. The vice president:

- Assumes all duties and responsibilities of the president in her absence or when called upon by the president.
- Coordinates the assignment of new members to committees of their choice.
- Schedules, plans and coordinates orientation sessions for new members throughout the year.
- Countersigns chapter checks in the absence of either the president or treasurer.
- Serves as an official chapter host, welcoming members and guests at chapter functions.
- Helps ensure the vitality of her chapter by recruiting and retaining new members.

The SECRETARY is the transcriber of the chapter meetings and correspondence. The secretary:

- Records the minutes of all meetings of the chapter and its executive board.
- Provides one copy of the minutes to the president and sends a monthly meeting report to National Headquarters.
- Obtains approval of chapter minutes from the membership and approval of executive board minutes from the board.
- Prepares reports of meetings of the executive board and provides a summary to the membership.
- Preserves in a permanent file all minutes and records of value to the chapter. Minutes are maintained for seven years.
- Conducts general correspondence for the chapter.
- Shares correspondence at the president's request.
- Maintains a roster of officers, committee chairmen and committee members, and reports changes to the chapter and National Headquarters.
- Receives payment of and gives receipts for chapter dues or other monies in the absence of the treasurer.
- Turns over all payments accompanied by an itemized report to the treasurer.

- Presides at chapter meetings in the absence of the president and vice president.
- Reports all status, name and address changes to the chapter and National Headquarters.

The TREASURER is responsible for all chapter money and is custodian of the financial records. She advises the chapter regarding finances and budget matters. The treasurer:

- Collects, deposits and issues receipts for all chapter monies.
- Disburses money as approved by the chapter. All disbursements shall be made by check, countersigned by the president, or in her absence, the vice president.
- Presents a monthly financial report to the chapter.
- Administers the operating account(s) of the chapter, keeping itemized records in the permanent file of all receipts and expenditures, which should be retained for seven years.
- Reconciles bank statements with chapter records.
- Supervises the preparation of a formal budget for the chapter.
- Obtains and files required Internal Revenue Service (IRS) forms.
- Places on a national status any member in good standing nationally who has not paid chapter dues within forty-five days after the due date and notifies her of this action in writing.
- Provides the secretary and membership chairman with the names of chapter members who have been removed from the chapter roster for nonpayment of chapter dues.
- Knows the membership status of all members, i.e. if both national and local dues have been paid.
- Submits her books for audit before the end of her term of office or at any time upon the request of the membership or executive board.

ARTICLE VI. MEETINGS

Section 1. Regular meetings are the normal periodic gatherings of the chapter to transact business, typically held at regular intervals. Special meetings are the opposite, convened only to consider one or more items of business specified in the notice of the meeting.

Section 2. Regular meetings shall be the second Thursday of each month and shall usually consist of food, program or speakers, and a business meeting. Members shall be notified in advance of the time and place of each chapter meeting.

Section 3. Special meetings may be called by the president or by the executive board and shall be called upon the written request of 4 members in good standing of the chapter. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days' notice shall be given.

Section 4. The quorum of the chapter shall not be less than one-third (1/3) of the chapter membership. A quorum must be present for the valid transaction of chapter business. The right to vote is limited to members in good standing who are present at the time a vote is taken at a meeting.

ARTICLES VII. COMMITTEES

Section 1. The standing committees shall be Education, Fund-Raising, Membership, Newsletter, Program, Publicity and any other standing committees the chapter shall deem necessary to achieve the goals of the chapter

Section 2. Special committees shall include the Nominating Committee, Auditing Committee and any other special committees the chapter shall deem necessary to achieve the goals of the chapter.

Section 3. All standing committee chairmen shall be appointed by the newly elected president by June 30 and they shall serve for one year beginning August 1.

Section 4. Committee chairmen are empowered to select their committee members immediately upon their appointment. The chairmen shall provide the names of their committee members to the current and incoming (if applicable) secretary(s) and membership chairmen promptly following their acceptance.

Section 5. Duties:

The AUDITING Committee shall audit the treasurer's accounts annually, upon a vacancy of the office, or upon demand of the membership or executive board.

The EDUCATION Committee shall inform the membership of seminars, leadership opportunities and other educational opportunities in the community. The committee also shall be responsible for presenting recommendations of candidates to the membership for any scholarship the chapter may wish to offer, or for sponsorship of a grant from the Stephen Bufton Memorial Educational Fund.

The FUND-RAISING Committee shall present recommendations for projects that will provide sufficient funds for the chapter. The committee shall be responsible for the completion of the approved projects, including maintaining accurate records.

The MEMBERSHIP Committee shall encourage membership retention and promote membership recruitment either in its chapter or in the formation of a new chapter. The committee shall maintain an accurate chapter roster and report all status, name and address changes to the secretary. The committee also shall assist the vice president in performing her duties as chapter hostess.

The NEWSLETTER Committee shall publish a chapter newsletter and shall coordinate its distribution.

The PROGRAM Committee shall plan, select and schedule educational programs/speakers for chapter meetings and other special events as requested. The committee shall be responsible for planning the time, place, reservations, food and other special arrangements needed for these

meetings or events. The committee also shall notify all members of the date, time and place of each chapter meeting and special event.

The PUBLICITY Committee shall send promotional information to all appropriate media covering national, chapter and member achievements as well as chapter activities. The committee shall send copies of major publicity coverage to National Headquarters. The committee also shall list or file information about the chapter with sources for potential member contact in the community, such as the local chamber of commerce or public libraries.

ARTICLE IX. STATUS

Section 1. The chapter is organized as not-for-profit and no part of the net earnings shall inure to the benefits of any members, and it shall not engage in a regular business of kind ordinarily carried on for profit.

Section 2. If deactivation of this chapter should occur by vote of the membership, written notice shall be provided to National Headquarters by the current executive board, and the chapter charter returned. All funds remaining in the treasury, after payments of all debts, shall be contributed to the Stephen Bufton Memorial Educational Fund (A tax-exempt organization to which contributions are deductible under Section 170 of the Internal Revenue Code), or to such tax-exempt charitable organizations as shall be specified by the executive board of the chapter.