



CONSTITUTION & BY-LAWS

Revised and adopted on 9/26/2022

(This document supersedes all others as of indicated date.)

Constitution: A constitution defines the rules and regulations to be followed by the members of an organization. A constitution is not meant to be amended often. It is the foundation of the club.

Article I - Mission Statement

To provide philanthropic and humanitarian outreach by supporting education, and needful learning opportunities for students and community members primarily in Grant County maintaining the historical values of the 24 Club.

Article II – Name, Insignia / logo

1. The name of the club shall be written as 24 Club (the numerals 24, capital Club)
2. Red star, Blue letters of figure “24” on a white background.
3. Motto: “Serve Together.”
4. Colors: Red, White and Blue

Article III - Objectives

1. To provide scholarships for women attending WNMU
2. To undertake humanitarian projects in the community which:
 - a. Empowers girls and women
 - b. Serve those in need

Article IV - Membership

1. Membership shall not exceed 24 active voting members (There is no limit to Associate or Honorary members – not included in the 24 count)
2. Active membership is open to willing participants who express a genuine interest in helping and supporting the 24 Club’s mission. Only active members have voting privileges.
3. Associate membership is open to willing participants who express a genuine interest in helping and supporting the 24 Club’s mission, who are not yet able to commit at the Active membership level. (ex: seasonal resident) Associate members do not have voting privileges.
4. Honorary membership is available to individuals who have been active members for a minimum of three (3) years. Honorary members do not have voting privileges.
5. It is expected that Active members participate in fundraising and service activities. Honorary and Associate members are encouraged to be involved in fundraising and service activities.

Article V – Officers and Method of Election

1. The elected officers shall make up the Executive Committee, consisting of a President, Vice-President, Past President, Secretary, Treasurer and Marketing and Communications Officer.
2. The election of officers shall be conducted as outlined within the by-laws.

Article VI - Quorum

1. A majority of the active membership in attendance shall constitute a quorum for voting at a regular meeting. Non-available members are those who are not in attendance.
2. Special meetings may be called. When necessary, one-half of the total active membership must be in attendance or provided proxy to constitute a quorum on voting issues.
3. Absent active members may appoint a Proxy in accordance with the by-laws.

Article VII - Amendments

1. This Constitution may be amended at a "Special" meeting as defined in Article VI, 2., by two-thirds vote of the active membership in attendance, providing that the amendment to be voted upon has been submitted to the membership at least ten (10) days prior to the date of such meeting.
2. The By-laws may be amended at a regular meeting by the majority of the voting members in attendance. Absent active members may appoint a proxy in accordance with the By-laws.

Article VIII – Parliamentary Procedure

The 24 Club shall be governed by Robert's Rules of Order in all cases to which they are applicable.

Article IX – Meetings

1. There shall be at least one (1) annual meeting for the election of officers.
2. Monthly meetings are hosted as described in the By-laws.

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By-Laws: By-Laws refer to the detailed guidelines of conducting the club's operations

24 Club By-Laws

A) Meetings:

1. Regular meetings shall be held on the fourth Monday of each month except for July (No Meeting), August (Summer Social), and December (Holiday Social). Meetings will convene at 6:00 p.m. consisting of time for socializing, dinner and conducting business. If the fourth Monday is a holiday, the regular meeting will be scheduled according to the desire of a quorum of the regular active membership.
2. Social and ad-hoc meetings (ad-hoc is defined as any unplanned meeting, scheduled outside of recurring meetings, to discuss a specific topic.)
3. Monthly regular meetings shall be held in the homes of the members or at a place designated by the hostesses.
4. One member will serve as host for each meeting. The host shall provide the location. A minimum of two (2) members shall serve as co-hosts - (who shall provide the food and beverage). Hostesses shall arrange for their substitutes when needed.
5. The next meeting place, hostess and co-hostesses shall be announced at the current monthly meeting.

B) Membership:

1. Members are encouraged to recruit other members (females or identify as female) and are encouraged to invite them to become active participants and supporters of our organization.
2. Membership is limited to 24 active members as outlined in Article IV.1 of the Constitution.
3. New member recruits may apply and join the club immediately following their respective social event recruitment introductions or after attending one introductory business meeting.
4. Membership application shall consist of a verbal and written interest in becoming an active member. Membership is only confirmed once payment of dues have been received.
5. Only confirmed members will be added to group communication platforms: email, text messaging or other social media.
6. Honorary and Associate members may assist at the dinner meetings as hostesses and serve on committees. They are encouraged to participate.
7. Associate member participation does not enable voting rights as an active member per the constitution Article IV.2.
8. An Honorary member wishing to re-enter the club as an active member is welcome to do so. Their membership shall be accepted into active membership and become effective immediately upon receiving regular membership dues.

C) Election of Officers:

A. Election of Officers

1. The general membership (Active and Associate) shall submit nominations for officers at the June meeting to the current President. The slate shall then be voted on by ballot at the September Annual meeting (Article IX.1), installed at the October meeting, and will begin their term at the regular November meeting.
2. If the office of the President becomes vacant, the Vice President shall automatically assume the responsibilities of the President's position for the remainder of the term. In all circumstances that the Vice President's position becomes vacant, the next monthly, regular meeting will include the action item of electing a new Vice President. The Vice President vote requires a quorum. The Secretary and Treasurer shall remain intact. The President shall select a replacement of Secretary, Treasurer, or Marketing and Communications Officer, if a vacancy occurs.

D) Standing Committees:

1. All members (Regular, Honorary and Associate) are encouraged to participate on one or more standing committees with the understanding that all members have a commitment to supporting each committee when needed. All active members are required to serve on a minimum of one committee for a year term.
2. Each committee shall have a chair and co-chairperson to facilitate committee meetings for the duration of one year.
3. Committees are encouraged to meet regularly between monthly club meetings in preparation for committee reports.
4. There may be sub-committees within committees to accomplish tasks for specific activities and/or service projects.

E) Committees:

- a. Scholarship – Review applications and make recommendation of award recipients to the active membership for vote.
- b. Fundraising – Work to identify, propose and organize activities that raise funds to support club scholarships, club activities and community needs.
- c. Community Service – Work to identify, propose and organize activities that support community service efforts and needs.
- d. Communications – Help design and disseminate communications that support sharing club activities, mission, vision and purpose, in a positive and informative manner. Respond to inquires and engage in correspondence when needed.

F) Communications

1. The Club utilizes all methods of available communications to include print, radio, electronic and social media platforms to share the mission, vision, and activity information with members and the public.

G) Order of Business:

1. Introduction of any special guest and program
2. Call to Order (President)
3. Roll Call / (Proxy)
4. Approval of Agenda
5. Approval/Corrections of the Minutes (Secretary)
6. Financial Report (Treasurer)
7. Committee Reports(Chairpersons)
 - a. Scholarship
 - b. Fundraising
 - c. Community Service
 - d. Communications
8. Old Business (President)
9. New Business (President)
10. Adjournment

H) Finances:

1. Annual Dues
 - a. The annual dues for Active Members of this club shall be thirty-six dollars (\$36.00) per year, due and payable on individual member anniversary.
 - b. Associate Members shall pay (\$25.00) per year, due and payable on individual member anniversary.
 - c. The annual dues for Honorary Members prior to August, 2015, shall be ten dollars (\$10.00) per year. The annual dues for Honorary members, after August 2015, is twenty-two (\$22.00) per year. These members will receive written notice of dues renewal, in June. The deadline for payment is July 31st. If due payment is not received by the given deadline, an attempt to verbally communicate with the Honorary member will be made by the Treasurer to confirm continued status.
2. Expenditures of up to three hundred dollars (\$300.00) may be approved by the majority of the Executive Committee and reported on at the next meeting
3. Budget development: An annual budget of expected expenses and revenue should be developed by the Executive Board, to be presented at the January monthly meeting.
4. Budgets should be developed for each activity, fundraiser or event, and be presented to the membership during the earliest monthly meeting prior to the event as part of the planning process.

