

BY-LAWS & PROCEDURES

U.S. WOMEN'S CLUB OF FYN

Article I: Name

The name of this organization shall be The U.S. Women's Club of Fyn, hereafter referred to as the Club.

Article II: Purpose

The mission of the Club shall be to create opportunities to strengthen contact among Americans living on Fyn, to preserve their identities as Americans by sharing American culture, traditions, and holidays, and to provide information and encouragement to all English-speaking newcomers.

Article III: Membership

Section 1.

Membership in the Club shall be open to all individuals regardless of gender, ethnic background, and nationality.

Section 2.

Prospective members shall receive the opportunity to participate in all Club activities for a period of two months. This will include receiving complementary newsletters, other informational announcements, and account information for the online payment of dues. The trial period will terminate with the issuance of a final invitation to join the Club by the Executive Coordinator.

Section 3.

All members are entitled to vote and serve on the Executive Committee, although the Executive Coordinator must be American.

Section 4.

Membership becomes effective upon payment of dues.

a. Membership dues for members residing in Denmark are 325kr per year.
Membership dues for members residing outside of Denmark are 150kr per year.

b. Club dues shall be paid prior to October 1st. Anyone joining the Club after February 1st shall pay one-half of the yearly dues.

Section 5.

The membership year coincides with the fiscal year, which is from September 1st to August 31st.

Section 6.

The Club's membership must be comprised of a majority of American members at all times.

Article IV: Officers

Section 1.

The officers of the Club shall be:

a. Executive Coordinator: The duties of the Executive Coordinator shall be to provide information to prospective members, to secure the American majority of members at all times, to establish a quorum (*see Article 5, Section 3*) at the Annual meeting, and to activate an Executive Committee vote on issues as necessary. The Executive Coordinator must be American.

b. Treasurer: The duties of the Treasurer shall be to collect membership dues, to pay the Club's bills and reimburse members for expenditures, to maintain accurate financial records, to write the Proposed Budget for the following year and submit it to the Newsletter Editor for submission in the spring newsletter, and to maintain the membership list. The Treasurer is the only person who has access to the Club's funds.

c. Content Manager: The duties of the Content Manager shall be to manage the Club's website and associated social media accounts, which includes updating the online Calendar of Events and Membership Directory; receiving emails at info@uswcf.dk and forwarding them to the Executive Coordinator; responding to email inquiries; forwarding announcements received via email from the U.S. Embassy to the Club membership; changing the website login information at the start of each new Club year — or as needed — and notifying the Club membership; reporting emails of interest via the newsletter; and ensuring only past or current Club members are part of the Club's Facebook group. The Content Manager is the only person who manages the Club's social media accounts.

d. Newsletter Editor: The duties of the Newsletter Editor shall be to oversee the creation and distribution of the newsletter, to set the deadline for each newsletter, to take minutes at Club gatherings for publication in the newsletter, to announce special occasions such as births, weddings, and birthdays in the newsletter, and to publish a calendar of Club activities in each newsletter.

e. Events and Activities Coordinator: The duties of the Events and Activities Coordinator shall be to coordinate the events and activities of the Club, including, but not limited to, the quarterly meetings, the New Members Teas, the charity fundraiser, and the Halloween, Thanksgiving, Valentine's Day, Easter, and 4th of July celebrations.

Section 2.

The officers shall constitute the Executive Committee.

Section 3.

The officers shall serve for a minimum of one year, transitioning into or out of office at the Annual meeting. Officer terms shall be limited to 5 consecutive years. Officer terms may be extended one year at a time, if approved by a quorum at the Annual meeting.

Section 4.

The officers of the Club shall notify the Executive Coordinator prior to the spring newsletter if they wish to step down from their current position. The Executive Coordinator will notify the membership at large. Available officer positions must be filled during the Annual meeting.

Section 5.

If an officer vacancy occurs between Annual meetings, the need for a volunteer to fill the remaining term will be announced and a volunteer must step forward.

Article V: Meetings & Activities

Section 1.

The first meeting of each year shall be held in September. The order of business may include the planning of activities for the upcoming year.

Section 2.

The last meeting of each year, known as the Annual meeting, shall be held in June. The order of business may include the transition of officers and the passing of the proposed budget for the coming year.

Section 3.

A quarter of the total membership, duly assembled, shall constitute a quorum of the Club.

Section 4.

The activities supported by the Club will be the Halloween party, the Thanksgiving dinner, the Christmas Luncheon, the Valentine's Day party, the Easter party, and the 4th of July barbecue. The membership will set the budgeted amount of each activity each year with the approval of the proposed budget.

Article VI: Gifts

The Treasurer must pre-approve expenditures for all gifts, which include gifts for members (births, weddings, deaths, hospitalizations, and retirement gifts) and thank you gifts for non-members.

Article VII: Reimbursement

Request for reimbursement that does not fall under budgeted expenses must be made to the Treasurer who will inform the Executive Committee. Reimbursement will only be made in exchange for a receipt.

Article VIII: Amendments

These Bylaws can be amended by a majority vote of a quorum of the members at the Annual meeting, provided that an announcement of the proposed amendments has been published in the spring newsletter.

Article IX: Dissolution

Section 1.

Should the Club desire to dissolve, a written proposal to that effect, signed by at least two-thirds of the members and giving reasons for this action, must be submitted to the Executive Coordinator, who puts the matter before the Executive Committee. If the Executive Committee unanimously agrees, notice of the matter shall be given at the next regular meeting of the Club, published in the newsletter, and be voted on at the subsequent meeting. Passage is by a simple majority of a quorum.

Section 2.

In case of dissolution, the funds of the Club shall be given to a worthy charity, designated by the Executive Committee.

Revised May 29, 2016