
BY-LAWS & PROCEDURES

U.S. WOMEN'S CLUB OF FYN (USWCF)

Article I: Name

The name of the 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 *native* 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 Membership Coordinator.

Section 3.

All members are entitled to vote and serve on the Executive Committee.

Section 4.

Membership becomes effective upon payment of dues.

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

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 Online Manager for publication 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. Online Manager:** *The duties of the Online Manager shall be to manage the Club's website, associated social media accounts, and send a newsletter to the current membership after each quarterly meeting. The newsletter will include special announcements such as births and weddings and the quarterly meeting minutes, which shall be recorded by an attendee. The Online Manager will also delegate emails received at info@uswcf.dk, either by forwarding to the relevant party or responding, as well as manage the Club's website membership login, which shall be updated at the start of each Club year. Only current members may have access to the Club's administrative online areas.*
- d. Events & Activities Coordinator:** The duties of the Events & Activities Coordinator shall be to coordinate the events and activities of the Club, including but not limited to, the Quarterly meetings, the New Members Tea, (as necessary), a charity fundraiser, Halloween, Thanksgiving, Valentine's Day, Easter & 4th of July parties.

Section 2.

The officers shall constitute the Executive Committee and as such, shall ensure a quorum is met for voting at the Annual meeting.

Section 3.

The officers shall serve for a minimum of one (1) year, transitioning into or out of office at the Annual meeting. Officers' terms shall be limited to five (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 Committee prior to the Spring newsletter if they wish to step down from their current position. Officers stepping down will notify the membership at large at the Spring quarterly meeting and notice will be published in the Spring newsletter.
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 retirements 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 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 June 9th, 2017