

Pilgrim Village Women's Club (PVWC) By-Laws (Revised 2/14/2017; Approved by quorum at membership meeting 2/13/2017)

I. Duties of the Officers:

- A. The president shall preside at all meetings of the Club and at all board meetings and shall have general supervision of the affairs of the club.
- B. The Vice-President shall be chairperson of the New Neighbor Welcome Party and shall preside in the absence of the President.
- C. The Recording Secretary shall take the minutes of the Club and Board meetings, which shall be an accurate record of the business transacted and perform duties as they pertain to the office.
- D. The Corresponding Secretary shall conduct and arrange for correspondence of the Club or Board and shall be responsible for the neighborhood newsletter, "The Pilgrim Press," the Pilgrim Village Directory (in the absence of a volunteer from the membership) and developing the voting templates for the new board election during the summer.
 - a. The newsletter will be distributed electronically for the majority of the membership. Exceptions will be made for those without email access.
 - b. The newsletter will be published quarterly, at a minimum.
 - c. The Pilgrim Village Directory will be updated annually.
- E. The Treasurer shall receive all money of the Club, keep an accurate record of receipts and expenditures and shall pay out all money approved by the membership of the Club. She will also maintain a current list of dues-paying members.
- F. Welcoming and Assisting Chairperson shall be responsible for welcoming new neighbors and for coordinating assistance as appropriate and necessary for neighbors residing in Pilgrim Village.
- G. The Lake Colony Association Liaison shall attend all regular meetings of the PVWC and the Lake Colony Board. If unable to attend, she shall appoint an alternate from the PVWC Board.

II. Board:

- A. The Board shall consist of the Officers of the Club.
- B. The duties of the Board shall be to transact the business of the Club subject to approval of the voting membership.
- C. The Board shall meet at the discretion of the Board Members.
- D. The Board members must be dues-paying members of PVWC.

III. Social Events and Membership Meetings:

- A. Social events and membership meetings will be planned by volunteers within the membership.
- B. Volunteer chairperson for the event will determine the type, location and timing of the event, subject to Board approval.
- C. Budget for an event will be determined by the chairperson in conjunction with the President and Treasurer, including the price to be charged, if applicable. Discrepant charges for social events between dues-paying and non-dues-paying members may be instituted as agreed upon by the Board.

- D. The holiday decorations will be displayed and stored by a volunteer within the membership. Purchases should be approved by the President and Treasurer.

IV. Contributions to Other Organizations:

- A. The PVWC shall give financial assistance to any non-profit community of charitable organizations with a majority vote of the quorum.

V. Nomination Process for New Board Members

- A. Nominations for elected offices of the Club will be requested during the summer from the entire membership.
- B. Once nominations have been placed, the President will confirm consent of the nominated parties and the Corresponding Secretary will gather the information into a voting template which will be sent electronically to the membership.
- C. If there are no nominees for the offices, the current officer can choose to stay in their current position.
- D. Voting results will be made available to the membership electronically in the early Fall and the new board will be introduced at the last meeting of the term during the Fall.

VI. Vacancy of Office:

- A. In the event the Presidency is vacated, the Vice President shall assume the duties of the President. In the event that any other office is vacated, an interim officer will be elected.

VII. Amendments:

- A. The by-laws may be amended by majority vote of the quorum present at stated meetings, provided the proposed amendment is submitted either orally or written to the membership preceding the stated meeting.
- B. NO COPY of the Pilgrim Village Directory will be given to any individual residing outside Pilgrim Village or to any business or organization except for the copies given to the Bainbridge Police and Fire Departments.