

BY LAWS OF  
THE WOMEN OF FLOWER MOUND  
A TEXAS NON-PROFIT (501(c) (3)) CORPORATION  
(Revised 5/2017)

ARTICLE 1

**NAME OF SOCIETY**

**Name of Society:** This society shall be named: The Women of Flower Mound, known throughout this article as WOFM.

ARTICLE II

**DURATION**

**Duration:** The period of duration of the corporation is perpetual.

ARTICLE III

**PURPOSE**

**Purpose:** The organization is organized exclusively for charitable and educational purposes under the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV

**MEMBERSHIP**

**Qualifications of Membership:** Membership is open to residents (regardless of age, race, religion, nationality, or disability) within Flower Mound and cities/towns adjacent to Flower Mound, Texas. The yearly dues for members under the age of 60 will be at the discretion of the current board. The yearly dues for members over the age of 60 will be reduced at the discretion of the board. The fiscal year begins June 1<sup>st</sup> and ends May 31<sup>st</sup> with dues being payable by the 1<sup>st</sup> meeting in September.

ARTICLE V

**OFFICERS AND ELECTIONS**

**Officers and their elections:** The Officers consist of a President, Vice President of Membership, Vice President of Fundraising, Secretary, Treasurer, Parliamentarian, Website and Publicity, and Programs. Officers will hold a term for one year, with the maximum term limit of 2 consecutive years in any seat, beginning June 1<sup>st</sup> of each year and ending May 31<sup>st</sup> of the next year. A nominating committee shall be appointed by the President in March with new officers elected in May. All of the Officers perform

voluntary services to WOFM. As such, none of the officers are entitled to receive any compensation for services rendered to or on behalf of the WOFM organization.

An Ex-Officio, past president of the previous year and a Member at Large, are both discretionary positions to be held on the board, the later to be appointed by the incoming board.

## ARTICLE VI

### DUTIES OF OFFICERS

**Duties of Officers:** Duties of officers shall include overseeing the activities, property, and affairs of the Organization. They have the authority to appoint an Executive Advisory Committee and other committees as needed, stated and permitted in the By Laws. All board members must be in good standing. Each officer shall be responsible for overseeing the Chairman and Committee under her as follows:

- **President:** Shall conduct the meetings and other specific duties as outlined in the **Roberts Rules of Order**. Shall be responsible for overseeing the Board of Directors. The President shall have been a member of the Board of Directors.
- **Vice President of Membership:** Shall conduct meetings in the absence of the President. Shall be responsible for recruitment of members.
- **Vice President of Fundraising:** Shall conduct meetings in the absence of the President and shall be responsible for fundraising and events to generate revenue for the organization.
- **Secretary:** Shall keep accurate minutes of the board meetings and correspondence for the organization.
- **Treasurer:** Oversee WOFM's financial affairs, including but not limited to, the collection and custody of the WOFM monies, securities, financial books and records. Shall make disbursements as directed by the President and/or Board of Directors. Responsible for the preparation of regular financial statements to be available to all members. Responsible for overseeing the distribution of Scholarships funds. All checks, drafts for certificates of deposit, notes or other indebtedness must be signed by the President or the Treasurer, but all checks of \$1500 or more will require two signatures, that of the President and the Treasurer. The President and the Treasurer will have access to bank debit cards. The Treasurer and/or President will insure that WOFM's funds are deposited on a regular basis to the bank or other depository selected by the Board during the term.
- **Parliamentarian:** Advises the President and membership as the parliamentary rules and procedures according to **Robert's Rules of Order**.

- **Website and Publicity:** Shall see that all news of meetings and activities are published in local papers along with other avenues of media announcing our monthly meeting and meeting place with a minimum notice of one week in advance. This individual is also responsible for keeping WOFM's website and other social media up to date and oversees regulation of all information published by WOFM.
- **Programs:** Shall organize all of the programs and/or speakers for meetings including notifying any donation presentations.

**Indemnification:** To the fullest extent, permitted, the WOFM hereby indemnify any Officer of WOFM against judgments, penalties (including excise and similar taxes), fines, settlements and reasonable expenses (including court cost and attorneys' fees) actually incurred by any such person who was, is, or is threatened to be, made a named defendant or respondent in a proceeding because the person is or was an Officer (at any time since WOFM organized in 1975) and shall advance to such person such reasonable expenses as are incurred by her in connection therewith. The rights of Officers set forth in this paragraph shall not be exclusive of any other right which Officers may have or hereafter acquire relating to the subject matter hereof.

**Resignation:** Any Officer may resign by giving written notice to WOFM's President or the Secretary. A replacement will be determined by the board or the ex-officio or member-at-large may assume the position.

## ARTICLE VII

### BOARD OF DIRECTORS AND COMMITTEES

**Boards:** The board will consist of the elected officers and has the authority to disburse funds for projects and operating expenses without a vote of the members. All requests for donations to charitable causes must be submitted and voted on by the board.

**Powers:** The Board has the authority to designate one or more committees for any purpose. Such committee(s) only has the power to recommend that certain actions be taken by the Board, and/or implement any instructions, policies, plans or programs that have been pre-approved, authorized and adopted by the Board. Each Committee must have at least two or more committee members, which should not, if possible, be a board member.

**Scholarship Committee:** Responsibilities shall include but not limited to:

- Providing the Board with scholarship application time-line.

- Choosing the recipients of the scholarships to be awarded to graduating seniors who reside in Flower Mound, Texas or attend Flower Mound High Schools.

**Fashion Show Committee(s):** Responsibilities shall include but not limited to:

- Organizing an annual show along with silent auction.
- Finding and coordinating models for said event.

**Wine Tasting Committee:** Responsibilities shall include but not limited to:

- Finding individuals to fulfill positions, such as but not limited to, greeting guests, work a check-in table, pour wine, decorate pre-event and clean post-event.

**Christmas Home Tour and Luncheon Committee:** Responsibilities shall include but not limited to:

- Finding homes to tour.
- Reserving a location for luncheon.
- Organizing luncheon.
- Organizing silent auction.
- Finding volunteers to sell tickets.
- Finding volunteers to be stationed and represent organization at homes along the tour.
- Finding greeters.
- Finding volunteers to help decorate for event.

**Community Liaison/Hospitality:** Responsibilities shall include but not limited to:

- Keeping the organization out in the community.
- Welcoming and informing members.
- Sending cards to membership as deemed necessary.
- Reporting to the board and/or club on members.
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**Community Events Committee(s):** Shall organize and promote social activities and special events and be responsible for activities for the organization, including but not limited to:

- **Santa Cops:** Shall be responsible for partnering with an organization or individuals to purchase items for needy families during the holiday season.
- **Easter Sunrise Committee:** Shall work with the local Summit club to assist with setup and giving out donuts to participants on Easter Sunday Service on the Mound.

- **4<sup>th</sup> of July Children’s Parade:** Shall be responsible with finding individuals who will hand out food/drink to parade participants/parade goers.
- **Christmas Parade:** Shall be responsible with finding individuals who will hand out food/drink to parade participants/parade goers.

## ARTICLE VIII

### MEETINGS

**Meetings:** Meetings shall, if at all possible, be held the second Tuesday of each month beginning in September and ending in May. Special meetings may be held at the discretion of the President and/or Board of Directors.

## ARTICLE IX

### AMENDMENTS

**Amendments:** Two-thirds of the members must be present at the meeting to carry amendments or by proxy.

## ARTICLE X

### DISBURSEMENT OF FUNDS

**Disbursement of Funds:** Funds other than operating expenses will be distributed exclusively to scholarship recipients chosen by the Scholarship Committee; Santa Cops, and nominated non-profits. The Scholarship funds will be distributed in one installment, payable once proper proof of registration at a University, college, or trade school has been emailed to the Scholarship Committee. Donations will only be made if they will help fulfill the purpose of the organization. The Board of Directors has the authority to determine whether request meet this requirement. Any and all disbursement of funds must have 2 or more board approvals.

## ARTICLE XI

### DISSOLUTION

**Dissolution:** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.