

BYLAWS
Of
PRINCE GEORGE'S ELECTED MUNICIPAL WOMEN

ARTICLE I
NAME

The name of this organization shall be the Prince George's Elected Municipal Women.

ARTICLE II
PURPOSE

The purpose of this organization shall be to provide encouragement, education and support to appointed and elected municipal officials, as well as a forum for discussion, and exchange of ideas, and any other lawful purpose.

ARTICLE III
MEMBERSHIP

SECTION 1. Definitions

A regular member may be any presently elected/appointed Prince George's County municipal official in good standing.

An associate member may be any elected/appointed or former elected/appointed official from Prince George's County.

An honorary life member may be any former elected/appointed municipal official.

An elected official is anyone presently in service and selected by popular vote.

An appointed official is anyone approved for service by an elected legislative body and is administered an oath of office.

A former official is anyone who previously served as an elected/appointed official but is no longer doing so.

SECTION 2. Membership in this organization shall be open to all elected or appointed officials in Prince George's County.

SECTION 3. The fiscal year of PGEMW will be July 1- June 30. Annual dues shall be set by the membership and payable by July 1 of that year. Any current member not paying dues by the first regular meeting of the fiscal year shall not have membership privileges.

SECTION 4. An associate member shall be approved by a majority of the regular membership present at any meeting. Any regular member may nominate a person for associate membership. An associate member shall pay dues but have no voting privileges. An associate member may serve on a committee, but may not serve as an officer.

SECTION 5. An honorary life member shall be approved by a majority of the regular membership present at any meeting. Any regular member may nominate a person for honorary life membership. An honorary life member shall not have voting privileges and shall not pay dues. An honorary life member may serve on a committee, but may not serve as an officer.

SECTION 6. Ten percent (10%) of the qualified voting membership shall constitute a quorum for the purpose of transacting business. The treasurer and/or secretary shall verify that only members in good standing participate in any voting session.

ARTICLE IV OFFICERS

SECTION 1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

SECTION 2. Nominations for officers shall occur at the annual meeting. Election of officers shall occur at the fall meeting and shall take office at the end of that meeting.

SECTION 3. If the position of President becomes vacant, the Vice President will succeed. If the positions of Vice President, Secretary, or Treasurer become vacant, the President will appoint a replacement for the remainder of the term. The appointment must be approved by a majority of the membership at the next regular meeting.

SECTION 4. In the event of a tie, a vote will be taken again for that position among the regular members present at the fall meeting. Proxies will not be counted a second time.

ARTICLE V DUTIES OF OFFICERS

RESPONSIBILITIES

SECTION 1. All officers shall be responsible for preparing an annual report to the membership and turning over to their successor all papers, instruments, and physical property of PGEMW.

TERM

SECTION 2. Officers shall be elected by the voting membership at the fall meeting and shall hold office until the next election or until their successors are duly qualified and elected. If an officer shall die, resign, or be removed from office, the vacancy shall be filled in accordance with these bylaws. Officers who no longer hold an elected/appointed position during their term shall be allowed to complete their term.

DUTIES

SECTION 3. The president shall be the chief executive officer and shall, when present, preside at all meetings, including chair of the executive committee. The president shall have general management and direction of the business of the organization and all powers ordinarily exercised by a president. The president shall have power to execute all authorized instruments on behalf of the organization as approved by the executive committee, including co-signing all checks with the treasurer. The president shall perform such other duties as may be deemed appropriate by the membership.

SECTION 4. The vice president shall be vested with all the powers and perform all the duties of the president in the absence of the president or in the event of the president's death or inability to act. The vice president shall serve as a member of the executive committee. The vice president shall perform such other duties as may be assigned by the president.

SECTION 5. The secretary shall keep minutes of the meetings. The secretary shall maintain at all times the annual statements of affairs of the organization, minutes, a membership list, and at least one copy of the bylaws, with all amendments to date. The secretary or designee shall make these documents available for inspection by any member during reasonable business hours. The secretary shall also attend to the giving and serving of notices of the organization; be the custodian of the records and seal of the organization; serve as a member of the executive committee; and, in general perform all duties as ordinarily incident to the office of secretary of an organization and such other duties as, from time to time, may be assigned by the president.

SECTION 6. The treasurer shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the organization and shall deposit, or cause to be deposited, in depositories selected by the organization and in the name of the organization, all its moneys or other valuable effects, always maintain a \$300 balance in the bank and co-sign all checks with the president. The treasurer shall serve as a member of the executive committee; prepare for distribution to the membership a report on all the organization's money at each meeting. The treasurer shall render to the president and to the secretary, whenever requested, an account of the financial condition of the organization and shall prepare for submission at the annual meeting of the organization a full and correct statement of the affairs of the organization, including a balance sheet, a proposed budget, and a financial statement of operations for the preceding fiscal year. In general, the treasurer shall perform all the duties as may be assigned by the president.

ARTICLE VI PARLIAMENTARIAN

SECTION 1. The parliamentarian shall be appointed annually by the president with the consent of the executive committee. The parliamentarian shall be educated in Robert's Rules of Order and these Bylaws and serve on the executive committee. The parliamentarian may be an associate or honorary life member.

ARTICLE VII COMMITTEES

SECTION 1. The executive committee shall be the president, vice president, secretary, treasurer, parliamentarian, and immediate past president. The executive committee shall be chaired by the president and shall meet monthly.

SECTION 2. The standing committees are: Membership, Nominating, Events and Fundraising, and Scholarship. The chairs for the standing committees shall be appointed by the President with the consent of the executive committee.

SECTION 3. The president shall appoint all other committees with the consent of the executive committee.

ARTICLE VIII VOTING BY PROXY

Voting members in good standing may cast ballots by proxy on any issue before the association only if that member is not going to be present. At least fifteen (15) days prior to the meeting at which an issue will be voted upon, the proxies will be sent to all regular members by the secretary. Proxies must be signed and dated by the member. The member must sign the outside of the envelope as well as the ballot. Proxies must be returned to the secretary at least three (3) days prior to the meeting. Upon receipt, the secretary and treasurer shall verify that the member has voting privileges. The proxies shall remain sealed. After the regular vote has been taken, the proxies will be opened and shall then be included in the final count. The proxy ballot should be labeled as such, and designated who will hold the proxy.

ARTICLE IX AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of this organization by a two-thirds vote of the members present, providing notice of the proposed amendment has been submitted in writing to the membership at least ten (10) days prior to the scheduled meeting.

ARTICLE X PARLIAMENTARY AUTHORITY

The parliamentary authority shall be Robert's Rules of Order, Newly Revised, for all matters not covered by these Bylaws.

Revised 6/23/1997
Revised 6/25/2001
Revised 2/02/2002
Revised 6/28/2005