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

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 or 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. Membership Categories

Regular Member: any presently elected or appointed Prince George’s County municipal official in good standing.

Associate Member: any non-municipal elected or appointed official from Prince George’s County or any former municipal elected or appointed official from Prince George’s County in good standing.

Honorary Life Member: any former elected or appointed municipal official in good standing.

Supporting Member: any membership-approved individual willing to support the organization through dues and other activities.

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. A supporting member shall be approved by a majority of the regular membership present at any meeting. A supporting member shall pay dues but have no voting privileges. A supporting member may serve on a committee, but may not serve as an officer.

ARTICLE IV

OFFICERS

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

SECTION 2. Elections for officers shall occur at the annual meeting. Officers shall take office at the beginning of the fiscal year.

SECTION 3. In the event of a tie, a vote will be taken again for that position among the regular members present. Proxies will not be counted a second time.

SECTION 4. 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 with the consent of the Executive Committee.

SECTION 5. Term

Officers shall hold office for one year and may be re-elected. If an officer shall die, resign, or be removed from office, the vacancy shall be filled in accordance with these Bylaws, article IV, section 4. Officers who no longer hold an elected or appointed position during their term shall be allowed to complete their term.

SECTION 6. Officers may resign their position by giving written notice and turning all records over to the Executive Committee by its next meeting.

SECTION 7. 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.

SECTION 8. Duties

President: The president shall be the chief executive officer and shall preside at all meetings of the organization. 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.

Vice President: 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 will be the Liaison to the Membership Committee. The vice president shall perform such other duties as may be assigned by the president.

Secretary: The secretary shall have the general powers and duties usually vested in the office of secretary. The secretary shall keep minutes of the meetings; work with the Communications Committee to provide proper notice of meetings; be the custodian of the seal of the organization, the records, and documents of the organization including the minutes, the membership list, and the bylaws. The secretary or designee shall make these documents available for inspection by any member during reasonable business hours. The secretary shall perform such other duties as may be assigned by the president.

Treasurer: The treasurer shall have the general powers and duties usually vested in the office of treasurer.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 and co-sign all checks with the president. The treasurer shall 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. The treasurer shall serve as the Liaison to the Finance/Audit Committee and assist with the preparation of the annual budget and assist with the preparation for the annual audit. The treasurer shall perform such other duties as may be assigned by the president.

ARTICLE V

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 is a liaison to the Bylaws Committee and will work with that committee to ensure that the Bylaws for the organization are in alignment with the organization’s operating structure. The parliamentarian may be an associate or honorary life member.

ARTICLE VI

COMMITTEES

SECTION 1. The Executive Committee shall be the president, vice president, secretary, treasurer, parliamentarian, immediate past president, and two at-large members elected by the membership at the annual meeting. The Executive Committee shall be chaired by the president and shall meet monthly. These meetings may be in-person or by teleconference or other electronic means.

SECTION 2. The Executive Committee can recommend to the membership the establishment of the following committees: Legislative/Advocacy, Membership, Nominating, Fundraising, Finance/Audit and Bylaws. Each committee will have a Chair and Co-Chair to serve for one year in succession with the term of the president and can be reappointed by the discretion of the current President.

Legislative/Advocacy Committee: It will be the duties of the Legislative/Advocacy Committee to provide at the first meeting of the chapter the Legislative Agenda for the year. It will also be the responsibility of this committee to provide opportunities for training for members to become better equipped to execute their role as effective leaders.

Membership Committee: It is the duty of the Membership Committee to recruit, reclaim and retain the membership for the organization. The committee will provide at the first meeting of the year a Membership Plan and provide updates at each meeting. The President will appoint a Chair and Co-Chair for this committee with approval of the Executive Committee to provide the leadership to the members.

Fundraising Committee: It will be the duty of the Fundraising Committee to provide a plan at the first meeting a mechanism to assist the organization with its operational costs/budget for the year. The plan will be approved by the membership at the October Meeting.

Communications Committee: It will be the duty of the Communications Committee to maintain the organization’s website and social media outlets and work to ensure that information and direction for the meetings are disseminated to the membership.

Audit and Finance Committee: This committee will be responsible for working with the Treasurer to prepare for the Annual Audit as well as assist in the preparation of the organization’s proposed annual budget.

Bylaws Committee: This committee at the beginning of each year will review the organization’s current Bylaws to ensure that PGEMW is in alignment with the organization’s mission.

Nominating Committee: It will be the duty of the Nominating Committee to provide the membership with a slate of candidates 30 days prior to the Annual Meeting. The committee will provide guidance in the spring for any member interested in seeking a desired position that is in accordance to the Bylaws.

SECTION 3. The president shall with the consent of the executive committee establish ad hoc committees to address specific tasks.

ARTICLE VII

MEETINGS

SECTION 1. The association shall hold quarterly membership meetings. The annual meeting shall be held in Prince George’s County in July or August.

SECTION 2. Notice

Notice of the Annual Meeting shall be given by regular or electronic mail no fewer than fifteen (15) nor more than sixty (60) days before the date of the meeting.

SECTION 3. Quorum

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.

SECTION 4. Voting By Proxy

Regular **(**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**.** Members must request a proxy at least ten (10) days prior to the meeting at which an issue will be voted upon from the secretary. Proxies must be returned to the secretary in writing or by electronic mail at least three (3) days prior to the meeting. The member making the proxy must be reasonably identifiable and the proxy must be signed by the member if received in a manner other than by electronic mail. The proxy ballot should be labeled as such and designate who will hold the proxy. Upon receipt, the secretary and treasurer shall verify that the member has voting privileges. The proxies shall remain uncounted until after the regular vote has been taken, at which time the proxies will be opened and shall then be included in the final count.

ARTICLE VIII

MISCELLANEOUS

SECTION 1. Fiscal Year

The fiscal year of PGEMW will be July 1- June 30. Annual dues shall be set by the membership.

SECTION 2: Parliamentary Authority

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

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 fifteen (15) days prior to the scheduled meeting.

Revised 6/23/1997

Revised 6/25/2001

Revised 2/02/2002

Revised 6/28/2005

Revised 4/09/2011

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Revised 3/18/2017