

YOUNG MATRONS' CIRCLE FOR THE TALLULAH FALLS SCHOOL, INC.

BY-LAWS

ARTICLE I – NAME

Section 1. This organization shall be known as the YOUNG MATRONS' CIRCLE FOR THE TALLULAH FALLS SCHOOL, INC., doing business as THE CIRCLE FOR CHILDREN.

ARTICLE II – OBJECT

Section 1. The purpose of this organization shall be to give aid and encouragement and promote the welfare of children in Georgia, which may include the students at TALLULAH FALLS SCHOOL.

ARTICLE III – ORDER OF BUSINESS

Section 1. The order of business at any regular or special meeting of this organization shall be:

Call to Order by President

Minutes of the Last Meeting

Reports of Officers

Reports of Committee Chairmen

Disposition of Old Business

Disposition of New Business

Elections

Adjournment

ARTICLE IV - MEMBERSHIP

Section 1. Membership in this organization shall be by invitation only in the fall of each year. Each person proposed for membership must be sponsored by one member who is in good standing and who personally knows the applicant. The sponsor is to complete and file with the Vice President, Membership, an application for membership. A member may sponsor two people in any one year. The President shall not sponsor a new member during the term of her presidency.

Each application must be approved by the Membership Committee before said candidate is elected for membership. The Membership Committee shall determine the number of new members elected in any one year, not to exceed forty-five (45).

Said candidates when elected to membership, will be sent an invitation and on payment of the yearly dues and the initiation fee and the signing of the membership pledge, will be accepted as members of this organization. Any person elected and not complying with the foregoing requirements within one (1) month from the time of her notification of election, shall be considered as having declined the invitation to become a member and her election

shall be void. Each member, by signing the membership pledge, indicates her willingness to attend the orientation course, to give a minimum of three (3) years' active service and to support all The Circle's projects.

Former members of this organization who wish to be reinstated must comply with the following rules:

- A. Those members who resigned in good standing, i.e., with current dues paid, may be reinstated on payment of yearly dues.
- B. Members who were dropped from membership for non-payment of dues as stated in ARTICLE IV, Section 3, may be reinstated upon payment of yearly dues after requesting reinstatement from the President and receiving approval of the Executive Officers.

The yearly dues paid by a member reinstated after January 1st shall be considered payment of dues for the next fiscal year beginning July 1st.

The Membership Committee shall consist of the President; the Vice-President, Membership; and three (3) members appointed by the President.

The Membership Committee shall hold meetings as needed to consider the election of new members.

Section 2. Membership in this organization shall entitle members to participation in all the affairs of the organization, hold office, and vote at any regular meeting or special meeting. The three classifications of members are:

- A. An active membership in this organization shall entitle members to participate in all affairs of the organization, hold office, and vote at any regular or special meeting. A member must attend two (2) meetings a year (honor system). Any active member may change her status by written notification to the Treasurer.
- B. A sustaining membership shall not entitle its members to hold office except in an advisory capacity, or vote at any regular or special meeting, but she will give support to all activities and projects and will receive mailings and communications. At any time a sustaining member may change her status by written notification to the Treasurer.
- C. A life membership in this organization may be established after ten (10) years of service by the payment of not less than three hundred dollars (\$300.00) at any given time.

Section 3. Yearly dues shall be payable for active and sustaining members for the fiscal year July 1st through June 30th and payable thirty (30) days after receipt of bill. The Treasurer shall mail notices concerning dues by September 1st. Annual dues may be raised by a majority vote of the Executive Board.

The Treasurer shall send a second notice by February 1st to any member who has failed to pay her dues by that time. Any member whose dues have not been paid for the year by the close of the fiscal year shall upon written notice be dropped from the membership roll effective June 30th.

ARTICLE V – OFFICERS

Section 1. The officers of this organization shall be a President; First Vice President; Vice President, Annual Event; Vice President, Membership; Vice President, Auction/Project; Recording Secretary; Corresponding Secretary; General Treasurer; Project Treasurer; and not less than eight (8) or more than twelve (12) directors.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization and the Executive Board and shall be ex-officio member of all standing committees with voting privileges in the event of a tie.

Section 2. The First Vice President shall automatically succeed to the Presidency the following term, and she shall in the absence or disability of the President, fulfill the duties of the President and perform all other such duties as may be required of her by the President. In the absence or disability of the President and First Vice President, the Nominating Committee (ARTICLE VIII - ELECTIONS, SECTION 2) shall obtain a replacement.

Section 3. Vice President, Annual Event. The Vice President, Annual Event, will be responsible, under the direction of the President, for all activities regarding the annual fund-raising event. This includes, but is not limited to, securing the date, time and place of the event and overseeing all matters related thereto. In addition, the Vice President, Annual Event, will direct the activities of the Annual Event Committee under ARTICLE IX - COMMITTEES. In the absence or disability of the Vice President, Annual Event, the Co-Chair of this committee, with the approval of the Executive Officers, shall fulfill the duties of the Vice President, Annual Event.

Section 4. Vice President, Membership. The Vice President, Membership, shall be responsible, under the direction of the President, for all activities regarding membership. This includes, but is not limited to, planning activities and information of the Membership Committee; securing the date, time and place for the Fall New Member Party, the annual pilgrimage, and new member orientation. In the absence or disability of the Vice President, Membership, the Nominating Committee (ARTICLE VIII - ELECTIONS, SECTION 2) shall obtain a replacement.

Section 5. Vice President, Auction/Project. The Vice President, Auction/Project, will be responsible, under the direction of the President, for all activities regarding the auction or project associated with the annual event. This includes, but is not limited to, obtaining auction items from members, securing funds for the purchase of auction items, and purchase of items. In the absence or disability of the Vice President, Auction/Project, the Co-Chair of the Auction Committee, with the approval of the Executive Officers, shall fulfill the duties of the Vice President, Auction/Project.

Section 6. Recording Secretary. The Recording Secretary shall record and maintain minutes of all Executive Board Meetings and General Meetings of this organization. In the absence or disability of the Corresponding Secretary, the Recording Secretary shall fulfill her duties and perform such duties as may be required of her by the President.

Section 7. Corresponding Secretary. The Corresponding Secretary shall maintain the Executive Board roster for this organization and shall carry on all correspondence on behalf of the organization. In the absence or disability of the Recording Secretary, the Corresponding Secretary shall fulfill her duties and shall perform such other duties as may be required of her by the President.

Section 8. General Treasurer. For a period of two (2) years, the General Treasurer shall collect and record all dues of the organization and deposit them in such depository as shall be designated by the Executive Board. She shall expend monies upon the direction of the Executive Board, shall maintain the bookkeeping program for the General Treasury, give General Treasury reports at the Board and General Meetings, and give quarterly reports to the Auditor. Upon the absence or disability of the General Treasurer, the Nominating Committee (ARTICLE VIII – ELECTIONS, SECTION 2) shall select an alternate General Treasurer.

Section 9. Project Treasurer. For a period of two (2) years, the Project Treasurer shall collect, record, and deposit all project monies of the organization. She shall maintain the bookkeeping program for the Project Treasury, give Project Treasury reports at the Board and General meetings, and give quarterly reports to the Auditor. In the event of absence or disability of the Project Treasurer, the Nominating Committee (ARTICLE VIII -ELECTIONS, SECTION 2) shall select an alternate Project Treasurer.

Section 10. Board of Directors. The Board of Directors shall consist of not more than twelve (12) or less than eight (8) members who shall serve for a period of two (2) years. The Board of Directors will attend Executive Board

Meetings and perform such duties as may be required of them by the President. The Board of Directors will be selected by the Nominating Committee as part of the slate presented at the Winter General Meeting for ratification.

ARTICLE VII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of elected officers, Board of Directors, members of the Advisory Committee, and chairs of all Standing Committees. It shall transact the routine business of the organization between meetings and shall engage in any enterprise on behalf of The Circle without calling the entire membership of the organization to a meeting. A majority of those present and voting at any meeting of the Executive Board shall constitute a quorum. Except in cases of extreme emergency, all members of the Executive Board shall be notified at least three days prior to a special meeting. Regular Executive Board meetings shall be held quarterly.

ARTICLE VIII - ELECTIONS

Section 1. Officers and Directors shall be elected at the Winter General Meeting and shall be installed at the Spring General Meeting. Officers shall be eligible only once for re-election to that same position.

Section 2. A Nominating Committee of nine (9), chaired by the immediate Past President, shall be elected at each Fall General Meeting. The three immediate Past Presidents, the current President, and five (5) from the membership at large shall be elected. This committee shall meet in a timely manner to submit a written, completed slate to the Board at the Winter Board Meeting for approval. The slate will then be presented at the Winter General Meeting for ratification.

Section 3. All officers shall serve until the end of the fiscal year (following the Spring Meeting).

Section 4. Any vacancy occurring between annual meetings shall be filled by the Nominating Committee and approved by the Executive Board at the next regular meeting.

ARTICLE IX - COMMITTEES

Section 1. There shall be certain Standing Committees that may be increased or decreased by action of the Advisory Board. The Standing Committees include:

Advisory	Long Range Planning
Annual Event	Membership
Auction	Newsletter
Auditor	Parliamentary
Board Meetings	Past Presidents' Club
Bulk Mailings	Pilgrimage
Civic Liaison	Photographer
Curator	Publicity
Directory/Mailing Labels	Scholarship Fund-Raising
Finance	Special Needs for Children
General Meetings	Student Scholarship Selection

Section 2. There shall be a chair and/or co-chair of all Standing Committees, appointed by the incumbent President. It shall be the duty of each chair to have a minimum of one meeting of her committee for the purpose of discussing the special work of the committee.

ARTICLE X - SPECIFIC DUTIES OF THE COMMITTEES

Section 1. Advisory. The twelve (12) immediate Past Presidents shall be invited to serve on the Advisory Committee. If a Past President declines to serve on this committee, the current President may fill this committee from any Past President. This committee shall be made up of not more than twelve (12) or less than eight (8)

members. The President will also select one to serve as Committee Chair for one year. In the interim between meetings of the Executive Board, the Advisory Committee shall advise with the President concerning the affairs of the organization. Advisory shall select from their committee who, along with the President, will serve on the Board of Trustees of Tallulah Falls School. Advisory shall meet at least once a year and at this time shall review The Circle By-Laws and make a report to the Executive Board.

Section 2. Annual Event. The Chair of the Annual Event shall be the Vice President, Annual Event. This committee shall be composed of those members wishing to serve in areas of event planning, decorations, set-up and take-down, and any other matters as determined necessary by the chair of the committee.

Section 3. Auction. The Chair of the Auction Committee shall be the Vice President, Auction/Project. This committee shall be composed of those members wishing to serve in areas of planning, obtaining auction items, decorations, set-up and take-down, and any other matters as determined necessary by the chair of the committee.

Section 4. Auditor. Audits the bookkeeping of the General and Project Treasurers after each quarter. Prepares the books at the end of the fiscal year to be submitted by September 15th to a CPA for annual audit.

Section 5. Board Meetings. Makes arrangements for Board Meetings by sending announcements, receiving responses and preparing refreshments or luncheons for the board membership as requested by the President.

Section 6. Bulk Mailing. As directed by the President, oversees the process of bulk mailing of The Circle newsletter and other correspondence determined by The Circle to be appropriate for bulk mailing rates.

Section 7. Civic Liaison. Initiates and follows up on contacts with individuals, businesses and organizations which might result in obtaining donations, scholarship aid or project information.

Section 8. Curator. Maintains and inventories historical data and miscellaneous supplies of The Circle.

Section 9. Directory/Mailing Labels. Revises and edits The Circle Directory annually and coordinates its publishing and distribution to membership by November 1st. Also maintains The Circle mailing list and prints labels when requested.

Section 10. Finance. Reviews the financial operations of The Circle, oversees investments, determines monies available for scholarship, and assists in managing decisions in regard to the fund-raising projects.

Section 11. General Meetings. Plans all regular Circle meetings by selecting an appropriate location, arranging for and mailing invitations, and handling all logistics of these events. General Meetings will be held three times a year in the fall, winter and spring.

Section 12. Long Range Planning. Long Range Planning will research and recommend local children's charities to be the beneficiary of our annual fund-raising. It will also recommend length of time to benefit said charity. The recommendation will be presented to and voted on by the Executive Board. If passed by the Executive Board, the recommendation will be voted on at next General Meeting. Long Range Planning shall consist of seven (7) members to include three (3) Past Presidents, Advisory Chair, the First Vice President and two (2) appointees from the membership at large.

Section 13. Membership. The Chair of the Membership Committee shall be the Vice President, Membership. The Membership Committee shall consist of the President, First Vice President, and two appointed from the membership at large by the President. This committee will ensure that new member responsibilities are met.

Section 14. Newsletter. Edits an informative publication three (3) to four (4) times a year for Circle distribution.

Section 15. Parliamentary. Assists the President in deciding all questions involving parliamentary procedure.

Section 16. Past Presidents' Club. Plans the annual luncheon meeting of all past presidents to keep them informed and to encourage participation in Circle activities.

Section 17. Photographer. The photographer shall be responsible for pictures being taken at all Circle events.

Section 18. Pilgrimage. Plans the annual Pilgrimage including mailing invitations, obtaining food and beverages, securing transportation, and any other duty requested by the President.

Section 19. Publicity. Maintains a cordial relationship between The Circle and publications. Handles publicity of all luncheons, meetings, fund-raising events and any additional Circle activities unless a special publicity chair has been appointed for a particular project. Maintains a file of contacts, publication deadlines and news clippings.

Section 20. Scholarship Fund-Raising. This committee shall be responsible for generating requests for donations, receipt of same, and maintaining appropriate lists of donors.

Section 21. Special Needs for Children. At the direction of the President, acts as liaison between The Circle and any charity associated with The Circle to ensure that special needs of the children, that may arise, are addressed.

Section 22. Student Scholarship Selection. Reviews the scholarship applications of Senior Tallulah Falls School students, conducts personal interviews, and makes recommendations to the finance committee concerning worthy recipients. Maintains contact with the students while in college to assist and advise them in every possible way.

ARTICLE XI – FINANCE