

Key Women Club of the Minnesota Women of Today
BYLAWS
Adopted 10-7-77 Revised 8-90, 2-99, 8-02, 5-05, 8-07, 10-17, 11-18

ARTICLE I. NAME AND MAILING ADDRESS

Section 1. The name of this organization shall be the Key Women Club of the Minnesota Women of Today.

Section 2. The mailing address of this organization shall be the residence of the current President of the Key Women Club.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be:
A. To promote fellowship, unity, and sharing of information with the Key Women of Minnesota.
B. To formulate procedures, when necessary, to ensure the credibility of this organization.

Section 2. The Key Women shall not, as a body, attempt to influence any issues that come before the Minnesota Women of Today.

ARTICLE III. MEMBERSHIP

Section 1. Membership is presented to any woman who meets qualifications of: being a member in good standing of the Minnesota Women of Today; having been a member for at least four (4) years; having served as a chapter officer, state officer or executive council member for two years; and after thorough review of an application by five (5) Key Women, four (4) of the five (5) Key Women recommending acceptance of the nomination.

In order to ensure there is a Key Woman nomination, the Key Women Club may choose to nominate a recipient of the Key Women award each year. The expenses for this recipient shall be borne by the Key Women Club. Any Key Woman may submit an application for this nomination to the President of the Key Women Club prior to Annual Convention. The nomination shall be judged by the Key Women President and four (4) other Key Women. Presentation for this particular Key Woman Award shall be at Annual Awards, unless designated differently by the Key Women President. Regardless of the number of nominations, all nominations shall be judged by the same five (5) Key Women.

Section 2. Membership in the Key Women of the Minnesota Women of Today is perpetual.

ARTICLE IV. DUES AND FEES

Section 1. Each Key Woman shall be assessed \$15.00 annual dues. Notice will be sent to all Key Women recipients in a Summer Mailing. After this mailing, anyone not paying annual dues will not receive Key Women information until said dues are paid.
A. These monies shall be used for expenditures directly related to the members of the Key Women -- postage, paper supplies, and other expenditures that the membership deems necessary.
1. The President's entire state meeting registration shall be absorbed by the Key Women Club account, unless registration is to be paid by the Minnesota Women of Today or the convention hosting chapter.
2. The President's one (1) night room reservation shall be absorbed by the Key Women Club account, unless the registration is to be paid by the Minnesota Women of Today or the convention hosting chapter.

- Section 2. An application fee of \$50.00 shall be sent with each nomination form by the nominating chapter.
- A. The application fee shall be used to cover expenses directly related to nominations and nominees -- postage incurred from correspondence with nominating chapter, plaques, charms, and name badges for each nomination that is accepted.
 - B. If a nomination is not accepted, the \$50.00 check shall be returned to the nominating chapter.

ARTICLE V. MEETINGS

- Section 1. The election meeting of the Key Women shall be held at the Annual Convention meeting of the Minnesota Women of Today.
- Section 2. All other meetings shall be at the call of the Key Women President. They will be held in conjunction with a state meeting of the Minnesota Women of Today. Advance notice of the meeting shall be mailed to each paid member by the secretary prior to the meeting, unless the information has been previously stated.

ARTICLE VI. REPRESENTATION

- Section 1. Each Key Woman is entitled to one (1) vote on any issue.
- Section 2. Any Key Woman may make motions or enter into discussion at all meetings of this organization.

ARTICLE VII. OFFICERS AND DUTIES

- Section 1. The officers of this organization shall be the President, Vice President, Secretary and Chaplain
- Section 2. The duties of the officers shall be as follows:
- A. President
 1. Shall preside at all meetings of this organization.
 2. Shall receive all nomination forms from chapters, distribute copies of the nomination forms to five (5) Key Women, tabulate the results and notify the State President.
 3. Shall be responsible for notifying the nominating chapter of the decision.
 4. When a nomination is accepted, after consulting with the State President, she shall inform the chapter of the presentation time and date.
 5. Shall be responsible for ordering plaques and name badge for the nominations that are accepted.
 6. Shall, whenever possible, be present at meetings to assist the State President in presenting the Key Woman award.
 7. Shall be responsible for the Key Women finances and shall present a financial statement at Annual convention.
 8. Shall assume other duties as the membership deems necessary.
 - B. Vice President
 1. Shall, in the absence of the President, preside at all regular and special meetings of the Key Women Club.
 2. Shall be responsible for any other activities deemed necessary by the President.
 - C. Secretary
 1. Shall take the minutes at all meetings and mail a copy to each member in good standing.
 2. Shall perform duties as the President or the membership deems necessary.
 - D. Chaplain
 1. Have a prepared reading at each meeting.
 2. Shall perform duties as the President or the membership deems necessary.

ARTICLE VIII. ELECTION OF OFFICERS

- Section 1. The President, Vice President, Secretary and Chaplain shall be elected for a term of one (1) year, which begins immediately following Annual convention.
- A. Nominations are taken from the floor.
 - B. Voting shall be done by a secret ballot or voice vote.
 - C. It shall take a simple majority to elect.
- Section 2. Any member may run for office, provided her dues are current.

ARTICLE IX. EXPENSES

- Section 1. All officers shall be reimbursed for expenses incurred in the performance of their duties as directed by the membership of these bylaws.
- Section 2. An expense voucher must be presented to the Key Women President before any reimbursement is made.

ARTICLE X. COMMITTEES

- Section 1. The Key Women President, with the approval of the membership, shall appoint such committees as deemed necessary to implement the desires of the membership.
- Section 2. The Key Women President shall appoint the chair of such committee.
- Section 3. No committee shall be vested with the power to enter into any agreement or contract, or to otherwise obligate the organization.

ARTICLE XI. KEY WOMEN JUDGES

- Section 1. Judges for the Key Women nominations cannot be serving on the current Minnesota Women of Today Executive Council, must have been a Key Woman for at least one (1) year and must have paid her current year's dues.

ARTICLE XII. PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order, Newly Revised, current edition shall prevail at all meetings except when in conflict with the bylaws.

ARTICLE XIII. AMENDMENTS AND SUSPENSIONS OF THESE BYLAWS

- Section 1. These bylaws shall be reviewed and may be voted upon without previous notice at the election meeting at Annual Convention. A two thirds (2/3) vote of the membership present shall be required to amend or replace these bylaws.
- Section 2. At any other time, these bylaws may be amended or replaced by a two thirds (2/3) vote of the members present and voting at a meeting of this organization, provided that written notice of forty-five (45) days, specifying the proposed changes, has been given to each member. (This will allow time to notify the membership of a meeting and to request facilities.)