



Minnesota Women of Today Chapter Bylaw Checklist

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Chapter Bylaw Checklist

- Does it state the name of the organization? (Chapter name)
- Does it state your mailing address and email address? (official mnwt.org address)
- Is the creed/mission statement included? Or your chapter's purpose?
- Membership:
 - Minnesota Women of Today- member of Minnesota Women of Today regarding dues, support of projects whenever possible and compliance with their Bylaws and Policies.
 - United States Women of Today- member of the United States Women of Today regarding dues, support of projects whenever possible, and compliance with their Bylaws and Policies when not in conflict with Minnesota Women of Today
 - District- member of District (your district) regarding dues, support projects whenever possible, and compliance with their Bylaws and Policies when not in conflict with Minnesota Women of Today.
 - Member in good standing- 18 years and older that have paid their dues during their anniversary trimester.
- Fiscal Year and Dues
 - Fiscal Year- Does it state that the fiscal year is from June 1 to May 31st?
 - Dues- Is there information about how much annual dues are? \$45 to MNWT, \$5 to USWT, and any extra that goes to your chapter?
 - What happens if a person doesn't pay their due?
 - example: A member who doesn't pay their dues will lose voting privilege and must relinquish all properties belonging to the chapter.
 - Section stating what happens when a member transfers to your chapter.
- Finance
 - Have a section with bank information- where you bank at
 - Have a section stating who is authorized to sign checks (usually President and Treasure) and two (2) signatures are required on all checks.
 - Section describing that the Board of Directors shall have authority to authorize disbursement of (your chapter choose how much) or less. All disbursements in excess over (the amount your chapter picks) shall be made only upon authorization of the general membership.
 - Section for Budget Committee: describe its purpose and who should be on it. (Usually President, Treasure, Past President and Past Treasurer).
 - A section about the proposed budget- at which meeting it should be presented and approved by a quorum of the membership.
 - Auditing- Does your chapter do an audit every year?
 - Section stated that the chapter will obtain liability insurance through the Minnesota Women of Today with remittance made annually at the request of the state organization.

- Officers and Duties
 - Each officer's duties are detailed. (President, Programming Vice President, Membership Vice President, Secretary, Treasurer, State Delegate, Past President, and Parliamentarian).
 - Your chapter can decide if the past president will be the Parliamentarian or if the Parliamentarian will be a separate voted-on position.
- Board of Directors- sections should state:
 - The Board shall be composed of the officers of this Corporation.
 - Meet monthly or at any time deemed necessary by the President or a majority of the members of the Board.
 - The Board of Directors shall be authorized to act on all matters relative to the policies of the Corporation, its welfare and membership, and may direct activities for the general good of the Corporation.
 - A majority of the Board of Directors shall constitute a quorum at the Board of Director's meeting.
 - General membership can overrule any decision of the Board of Directors by majority vote.
 - Section with provision for removing someone from office if they are not performing the assigned duties.
 - The process to fill a vacancy is provided.
- Election of Officers
 - Nominating committee- what its purpose is, members of committee, and when it is formed.
 - When should nominations be held and published before voting
 - When does voting take place?
 - How officers are elected are identified (a fair way to nominate and elect officers and board members – is it impartial, and are nominations from the floor accepted?)
- Meetings and Quorum
 - It is stated when business meetings are held during the year.
 - A reasonable quorum requirement is identified so meetings can be held. (usually 1/3 membership in good standing)
 - Section that states a majority vote is required to pass a motion
 - Provide for special meetings and who may call them.
 - Include a clause to cancel or reschedule a meeting – at the end of the clause put a statement telling how members are notified of the rescheduled meeting.
- Authority
 - The name of parliamentary authority. Robert's Rules of Order. Newly Revised shall govern this Corporation except when in conflict with Bylaws.
 - The Minnesota Women of Today Bylaws and Policies shall have the final authority over (your chapter name).
- Propose a method for amendment of the bylaws.
 - Does it state how to amend bylaws (give 30 days' notice before voting on any bylaw change)? Example: These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the members present provided the amendment has been submitted in writing and read to the membership at a regular meeting at least thirty (30) days before voting.
- Dissolution of Chapter- does it detail the process required to dissolve your chapter?
 - Notice you must give your members and Minnesota Women of Today before voting to close the chapter.
 - Number of votes required to close the chapter, allocation of the chapters's funds if the chapter closes? example: $\frac{2}{3}$ of the general membership must be present at the special

meeting to vote on dissolving the chapter. Any remaining assets, after the payment of existing debts to Minnesota Women of Today, may be given to (your chapter decides). Dissolution will not be final until proper papers have been completed and received by the Minnesota Women of Today Chapter Service center and District Director.

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