

**LAKE COUNTY WOMEN'S ADVOCATES**  
**BY-LAWS & Guidelines**  
**2022**

**LCWA - (501) (3) Non-Profit**  
**Rules and Regulations**

**I. Mission Statement**

A ladies organization promoting a social and friendly atmosphere, dedicating our efforts, services and time to those in need at the Lake Sumter Children's Advocacy Center (CAC).

**II. Membership**

- A. Each member will remain active in the club by paying the current yearly dues.
- B. If a person joins in either October, November, or December, dues are considered paid in full for the following year.
- C. A member who reaches the age of eighty five (85) will automatically become a lifetime member.
- D. You must be a member in good standing for at least one year to become a lifetime member.

**III. Dues**

Dues shall be determined by the members of the board and shall be payable by **January 31st** of each year. Membership will be terminated if dues are not received by that date.

**IV. Regular Meetings**

- A. Regular meetings of the club shall be held on the **fourth Thursday** of each month at 11:30 AM, unless otherwise determined.
- B. **Cancellations**, must be made **48 hours** prior to the luncheon/ function date unless otherwise specified, or monies **will be forfeited**.
- C. There are **absolutely no refunds** with the **exception** of **extenuating circumstances** and will be the sole decision of the **president**.
- D. Guests may attend the regular monthly luncheons/functions no more than a total of **two times** before they would be required to join, unless it is an open event.
- E. The Board of Directors shall consist of the eight elected officers; President, 1st & 2nd, Vice Presidents, Secretary, Treasurer, Membership Chair, Newsletter Editor and Fundraiser/Event Coordinator. They shall meet the week following the luncheon.
- G. All organized LCWA special events/functions must have **prior** board approval. All contracts, or changes must be signed by the **President or 1st VP**. **Without one of these signatures, the contract will neither be valid nor the responsibility of the club.**

V. **Annual Business Meetings-Election Procedures**

- A. A nominating committee, consisting of two members from The Board of Directors and at least one member from the general membership, shall be chosen at the October board meeting. Nominating forms shall be mailed with the January newsletter and returned by the February luncheon.
- B. Nominating committee shall submit a slate of candidates to the membership at the February meeting. Nominations will be accepted from the floor Assuming prior consent of the nominee.
- C. Officers shall be elected by written ballot at our February meeting. In case of a tie a written runoff ballot will be held. Officers shall be installed at the March meeting and assume duties in April.

VI. **Officers and Their Duties**

Elected officers of LCWA shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Membership Chair, and Newsletter Editor, and Fundraiser/Event Chair. If there is no new candidate for an office

and

the current officer agrees to serve another term, she may do so. The term begins

and ends on the 4th Thursday in March of each year.

A. **Duties of the President**

- 1. To preside at all general meetings, Board Meetings, and all other functions deemed necessary.
- 2. To approve and sign contracts for special events/functions.
- 3. To appoint standing committee chairpersons.
- 4. To have general guidance of this club.

B. **Duties of First (1st) Vice President**

- 1. To assume all duties of the President in the President's absence.
- 2. To serve as program chairperson, and oversee or make arrangements for the monthly meetings/functions. Board has final approval rights.

C. **Duties of the Second (2nd) Vice President**

- 1. To receive checks for the luncheon reservations and keep a record of same. Deliver these monies to the Treasurer in a timely manner prior to function.
- 2. To be responsible for all reservations and cancellations and report final number of reservations to the President and venue.
- 3. To record the number of times guests attend a closed luncheon/function.

D. **Duties of Secretary**

- 1. To record and report the minutes of all meetings, to assume corresponding secretarial duties and keep official records of same.

**E. Duties of Treasurer**

1. To receive all funds and pay all bills with proof of purchase.
2. To report on the receipts and disbursements of all funds, at the Board meetings.

**F. Duties of Membership Chair**

1. To collect yearly dues and membership forms from new members and submit monies to the Treasurer in a timely fashion.
2. To submit new members names to Newsletter Editor and President for updating membership records.
3. To order and distribute badges for new members.

**G. Duties of Newsletter Editor**

1. To compose, and disseminate monthly newsletter.
2. To update the membership list for newsletter mailings.
3. To disseminate other special communications as required.
4. To provide a provisional copy of the newsletter at the Board Meeting for temporary approval.
5. Approval of the Newsletter for final distribution will be decided by the President and the Board.

**H. Duties of the Fundraiser/Event Coordinator**

1. To research possible events in the area to participate in to raise funds for the children of the CAC.
2. To recruit, organize and manage committees to carry out various fundraisers for LCWA.