



## CONSTITUTION

### **Article I — Name**

The name of this Organization shall be the International Women's Club, Sarajevo" (Herein also referred to as "Club" or "IWCS").

### **Article II— Purpose**

The purpose of this organization shall be:

- A. To promote friendship and understanding;
- B. To support cultural activities among women of all nationalities and to provide opportunities for improving appreciation of the life and culture of all countries, in particular, our host country;
- C. To assist selected charity groups and to encourage the members of the Club to engage in charitable activities;
- D. This club shall be a non-religious, non-profit and non-political organization.

### **Article III — Membership**

- A. Membership shall be opened to women of all nationalities.
- B. There will be an annual fee for membership, which shall be set by the Board.

### **Article IV — Language**

The official language of the Club shall be English.

### **Article V — Funds**

Funds to cover the Club's operating expenses shall be donated from membership fees and other sources deemed appropriate by the Board. The Board may decide upon special fund-raising activities, and expenses to cover such activities may be paid by the Club.

### **Article VI— Leadership**

- A. The Board shall consist of not more than nine officers. Officers will be elected for one full Club Year (12 months). No officer may hold the same position for more than two consecutive full terms (24 months).
- B. All officer positions may be co-chaired, meaning that two members may run for election and be elected as a team to share the responsibilities of the leadership position. If the President's position is co-chaired, then for that year, the position of Vice President may be eliminated. If for any reason, a position that is co-chaired becomes unworkable or one of the co-chairs no longer desires to fill the position, such position shall revert to a position filled by one person. Even when co-chaired, each leadership position has only one Board vote.

1. The positions on the Board are:

- President — Spokeswoman
- Vice-President — Public Relations/Publicity Coordinator
- Humanitarian Action Coordinator

- Fund-Raising Coordinator
- Treasurer
- Secretary and Membership Coordinator
- Program Coordinator
- Hospitality Coordinator
- Newsletter Editor and Distribution Coordinator

B. Duties of the Board Members:

**1. President:** responsible for

- coordinating and presiding over the Board and the activities of the Club;
- officially representing the IWCS and supervising all IWCS activities;
- submitting a written annual report that has been prepared with the cooperation of other board members to the general membership prior to the commencement of the new club year.
- The President is a non-voting ex-officio member of all committees of the Club.

**2. Vice-President:** responsible for

- assisting the President and replacing her in her absence;
- establishing links with other community, national and international organizations;
- working to provide publicity for Club activities;
- assisting in the preparation of the annual report.

**3. Humanitarian Action Coordinator:** responsible for

- coordinating assistance to selected humanitarian groups;
- directing a committee to review requests;
- locating possible organizations for assistance;
- recommending humanitarian organizations to the Board.

**4. Fund-Raising Coordinator:** responsible for

- coordinating the Club activities for the purpose of raising funds to support and fund the humanitarian activities of the IWCS;
- coordinating efforts to find corporate and individual sponsors for humanitarian work

**5. Treasurer:** responsible for

- receiving monies and keeping a continuous and complete record of the finances of IWCS;
- paying all bills in a timely manner as budgeted and authorized by the Board;
- ascertaining that all supplier invoices are stamped, dated and approved prior to payment and that documentation is obtained confirming receipt;
- preparing and presenting an up-dated treasurer's report at each board meeting and at any other time as requested by the President;
- providing board members and committee chairmen with information concerning comparative expenditure for previous activities of a similar nature;
- monitoring the monies in the various accounts;
- preparing and submitting an annual financial report for inclusion in the annual report;

**6. Secretary and Membership Coordinator:** responsible for

- circulating minutes to Board members;
- handling all IWCS correspondence;
- maintaining the Club membership list;

- ensuring that all members receive a copy of the Constitution;
- advising names of new members to the Newsletter Committee;
- keeping in touch with individual members;
- to the extent thought necessary by the Board, increasing membership;
- checking the P.O. Box at least once a month.

**7. Program Coordinator:** responsible for

- organizing the monthly meetings and arranging monthly programs and social events together with other directors;

**8. Hospitality Coordinator:** responsible for

- welcoming newcomers to the IWCS by arranging informal get-togethers and providing general information about life in Sarajevo.

**9. Newsletter Editor and Distribution Coordinator:** responsible for

- editing and producing the Club's monthly newsletter and other material of interest for members.

C. In the event of the resignation, departure or absence exceeding two months of any Board member, the Board shall have the right to designate an alternate as the director.

D. The Board, by a simple majority vote, may remove any director for good cause, including but not limited to excessive absences or failure to fulfill duties.

E. A quorum must be consulted in order to vote on any question before the Board. A quorum shall consist of one more than 50% of the Board of Directors.

## **Article VII— Nominations**

\*A. [Other than for the Humanitarian Action Coordinator], all IWCS members shall be eligible for nomination to the Board.

B. The list of candidates shall be published.

\*C. The Humanitarian Action Committee shall nominate a candidate for Humanitarian Action Coordinator that is an active Humanitarian Action Committee member and has been active for at least one year. In the event that the Humanitarian Action Committee is unable to nominate a candidate, then any IWCS member is eligible to be nominated as the Humanitarian Action Coordinator.

## **Article VIII— Elections**

A. The Nominating Committee is responsible for handling elections.

B. Voting shall be secret ballot, and only members who have paid the membership fee may vote.

## **Article IX — Meetings**

Board meetings shall be held at least once a month. General meetings shall be held once a month (except July and August) during the Club Year and President or Vice-President shall preside. Decisions affecting the running of the Club may be taken whenever a quorum of the Board members is present or has been consulted. Each member shall have one vote and must abide by the majority decision.

## **Article X — Interest Groups**

Interest groups shall be formed according to demand and the availability of group leaders who will offer their services on a voluntary basis. All interest groups shall be open to members, regardless of whether a fee is charged. All interest group leaders are accountable to the Club Treasurer for any fees charged to cover the costs of activities and for moneys raised to cover such fees. Non-members are welcome to join interest groups on a space available basis and will pay a surcharge to the Club.

## **Article XI — Amendments**

- A. Amendments to the Constitution may be proposed to the membership by the Board or by petition from at least ten (10) IWCS members.
- B. The membership will vote on proposed changes to the Constitution at the soonest general meeting.

### **Article XII — Dissolution**

In the event of the dissolution of the IWCS, the assets, if any, that remain after all debts have been paid shall be donated to some other association or worthy cause to be specified by the Board in writing.

In the event of forced evacuation of a majority of international club members, a resident club member will be designated to be responsible for holding the funds until the Club resumes.

Approved October, 1997;

Revised November, 1999;

Revised April 2000;

Revised February 2001 (Policy and Procedures: Articles III; IV; V)

Revised June 2002 (Article VI, sections A & B)

Revised 09 May 2007 (Article VI, section B)

\*Revised 08 December 2008 (Article VII, section A, and new section C)