

BYLAWS
FRANKLIN COUNTY CLUB
OF WILSON COLLEGE

ARTICLE I – NAME

The name of this organization shall be The Franklin County Club (FCC) of Wilson College.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the educational and financial interests of Wilson College and to stimulate the educational growth of FCC members.

ARTICLE III – MEMBERS

All graduate and former students within a 60-mile radius of the Wilson College campus are members of the FCC.

ARTICLE IV – MEETINGS

Meetings of the FCC shall be held a minimum of four times per year.

The Annual Meeting shall be the last regular meeting in the spring.

Additional meetings may be called by the President; or upon written request of any three members of the FCC filed with the Secretary.

Ten members of the FCC shall constitute a quorum for the transaction of business.

Non-members of the FCC may attend meetings at the invitation of the President.

ARTICLE V – FISCAL YEAR

The fiscal year shall coincide with the fiscal year of the Alumnae Association of Wilson College – July 1 through June 30.

ARTICLE VI – OFFICERS

The officers of the FCC shall be President, Vice President, Secretary and Treasurer.

Officers shall be elected at the Annual Meeting. The President and Secretary shall be elected in EVEN years. The Vice President and Treasurer shall be elected in ODD years.

The immediate past-President of the FCC shall oversee and coordinate the slate of officers each year. Nominations may come from any FCC member. Self-nominations are acceptable.

Officers shall assume their duties on July 1.

Each officer shall be elected to serve a term of two years or until a successor is elected. Each officer shall hold only one office at a time and shall serve no more than two consecutive terms in the same office.

If an officer is unable to complete their term, or neglects the duties of the elected office, the Executive Committee shall appoint a replacement to fill the unexpired term until the next election.

A written report of elections, together with a summary of the activities of the FCC for the past year, shall be sent to the Alumnae/i Relations Office immediately following the Annual Meeting.

The duties of the officers shall be as prescribed by these Bylaws and by the parliamentary authority adopted by the FCC.

PRESIDENT

- Presides at all Club meetings and meetings of the Executive Committee.
- Call Executive Committee meetings. (Article VI)
- Appoints chairs of all committees.
- Responsible for creating an agenda for each meeting.
- Serves as ex-officio on all committees.
- Serves as liaison between the FCC and the Alumnae Assn. of Wilson College.
- Sends a list of Club activities and dates of meetings to be held to the Alumnae/i Relations Office as early in the year as possible.
- Sends requests for College speakers to the Alumnae/i Relations Office as early as possible.
- Sees that officers and chairs receive from their predecessors the respective files and information necessary to conduct their duties.
- Coordinates Club communications with the Alumnae/i Relations Office.

VICE PRESIDENT

- Fulfills duties of the President whenever necessary.
- Serves as chair of the Scholarship Committee.
- Performs any other duties as designated.

SECRETARY

- Records the minutes of Club meetings and Executive Committee meetings.
- Coordinates with the President any and all Club communications.
- Prepares an Annual Report (summary of all Club activities throughout the year) and delivers at the Annual Meeting.
- Informs the Alumnae/i Relations Office of the new officers immediately after Annual Meeting.

TREASURER

- Maintains the FCC finances.
- Prepares financial statements for each meeting; and upon request.
- Serves as chair of the Ways and Means Committee.

ARTICLE VII – EXECUTIVE COMMITTEE

The officers and chairs of committees shall constitute the Executive Committee.

The Executive Committee shall guide the general policies of the FCC and have supervision over the activities of the Club between meetings.

Meetings of the Executive Committee shall be held at the call of the President; or upon the written request of any three members of the Committee filed with the Secretary.

ARTICLE VIII – STANDING COMMITTEES

Standing committees of the FCC shall be: Auditing, Scholarship and Ways and Means.

The President shall be empowered to appoint any other committee as deemed necessary to carry on the work of the FCC.

ARTICLE IX – AUDITING

The FCC shall authorize an annual review (at the close of the fiscal year) of all financial records as promulgated by generally accepted accounting principles under the American Institute of Certified Public Accountants' guidelines. An Audit Committee shall be appointed by the President to conduct this audit.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules of parliamentary practice as set forth in these Bylaws shall govern the proceedings of all meetings. If the Bylaws are silent on an issue, the rules of parliamentary practice as set forth in the latest edition of Robert's Rules of Order shall govern.

ARTICLE XI – DIRECTOR OF ALUMNAE/I RELATIONS

The Director of Alumnae/i Relations is an employee of Wilson College. As such, the Director shall advance the vision and mission of the College, the Alumnae Association and the FCC by serving as the primary liaison between the entities. The Director shall coordinate and assist the FCC with its activities and events as time permits. These activities must be in concert with the College's traditions, mission, vision, and strategic initiatives.

January 2015