

BYLAWS OF MAPLE GROVE WOMEN OF TODAY

ARTICLE I. NAME, ADDRESS, AND LOCATION

- Section 1. The name of this organization will be the Maple Grove Women of Today.
- Section 2. The mailing address of this organization will be P.O. Box 1482, Maple Grove, MN 55311.
- Section 3. The principal location of this organization will be located in the City of Maple Grove, County of Hennepin and State of Minnesota.

ARTICLE II. PURPOSE, MISSION STATEMENT, AND CREED

- Section 1. The purpose of this organization will be to promote civic, educational, social and recreational activities for members.
- Section 2. The Mission of this organization is to help members improve their own lives and the lives of the people in the community around them. This organization will be a place in which members are actively encouraged to become involved and hold positions of leadership. This organization will provide opportunities for all members:
- To develop friendships and to find personal support within the organization.
 - To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit the community.
 - To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
- Section 3. The creed of the Minnesota Women of Today will be:
We, the Women of Today, are Service, Growth, and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.
- Section 4. The creed of the United States Women of Today will be:
We, the United States Women of Today, are talents and serving our community and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.

ARTICLE III. MEMBERSHIP & DUES

- Section 1. This organization is a member of the U.S. Women of Today, Minnesota Women of Today and District 7 in regard to the payment of dues, support of their programs whenever possible, and compliance with their by-laws and policies.
- Section 2. The objectives of this organization are purely civic, educational, recreational, and social. It is not organized for religious, political, or private purposes and shall not function for profit or for personal gain to any of its members.
- Section 3. A member in good standing is any person at least 18 years of age when that person's state dues are paid and is ethical in all endeavors.
- Section 4. Members in good standing shall have voting power in all business affairs and may hold any local, district, or state office or program manager position.
- Section 5. The annual regular membership dues of this organization will be \$60.00.
- Section 6. Each member's dues are due and payable during the anniversary trimester of their membership. Any member whose dues are not paid by the end of their anniversary trimester shall lose all voting privileges.
- Section 7. No refund of dues will be made under any circumstances.
- Section 8. A member in transit from one chapter to another will not be required to pay state dues until their next annual due date.
- Section 9. District dues will be paid by the chapter on or before the deadline set by the District.

- Section 10. The fiscal year of this organization will begin on June 1 of each year. Our programming year runs from May 1 to April 31.
- Section 11. We will not pay members membership dues to make MNWT early bird deadline.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. The officers of this organization are the President, Programming Vice President, Membership Vice President, Secretary, Treasurer, State Delegate, and Past President/Parliamentarian.

Section 2. The duties of the officers will be as follows:

President:

- Attend all local board and general meetings of this organization.
- Supervise the affairs of the organization.
- Represent the corporation within the community.
- Preside over and maintain order at all meetings of this organization.
- Represent the chapter at all district and state meetings and find an alternative when unable to attend district and state meetings.
- Supervise and assist the officers in the performance of their duties.
- Serve as an ex-officio member on committees.
- Be responsible for the duties of the State Delegate when there is not a State Delegate or acting State Delegate.
- Provide an agenda for all general membership and Board of Director meetings.
- Be responsible for the compiling of the Plan of Action each year.
- Assist the Treasurer in preparing the annual budget.
- Complete monthly President Report and distribute as requested.
- Work as needed with the person submitting SUCCESS system entry every trimester.
- Prepare and submit district and state award nominations each trimester.
- In the absence of a Programming VP, report on programming areas at meetings.
- Assemble a nominating committee.

Programming Vice President:

- Attend all local board and general membership meetings of this organization.
- Supervise and train the Local Program Managers. The Local Program Managers will be:
 - Community Connections
 - Priority Project
 - Women's Wellness
 - Youth of Today
 - Living and Learning
- Conduct a Local Program Manager orientation within the first trimester, with an additional orientation at the discretion of the Programming Vice President.
- Report to the Board on the progress of the Local Program Managers.
- Assist the President, as the President deems necessary.
- The Programming Vice President will complete the MNWT Program Manager Trimester report.

Membership Vice President:

- Attend all local board and general membership meetings of this organization.
- Plan and implement new member orientations as often as deemed necessary.
- Supervise and coordinate all activities and events pertaining to the membership, including Sunshine.
- Monitor and encourage member activation and retention.
- Work closely with the President and help the chapter reach or exceed its growth plan.
- Issue notice of the dues owed, be responsible for their collection and make prompt submission to the Treasurer.
- Compile and maintain a list of prospective members and past/dropped members for future reference.
- Create and maintain current roster of chapter members.

Secretary:

- Attend all local board and general membership meetings of this organization.
- Keep minutes of all general membership and Board of Director meetings of this organization.
- Keep an electronic file of all minutes to be available to members upon request.
- Provide minutes of the general meeting to all members via email.
- Keep a record of attendance at Board and general membership meetings.
- Collect and acknowledge correspondence and thank you notes at the General Meeting.
- Send thank you notes to donors.
- Maintain a permanent record of all board and general meeting minutes.
- Create and maintain monthly meeting hostess schedule.
- Pick up mail and review at chapter meeting.
- In absence of a Programming VP, submit programming report each trimester to MNWT.

Treasurer:

- Attend all local board and general membership meetings of this organization.
- Keep the financial records of Maple Grove Women of Today.
- Upon receipt of reimbursement forms and invoices, disburse funds as allowed within the budget.
- Produce a monthly financial report at each local board and general meeting. Copies shall be made for the President and anyone else who requests a copy.
- Upon receipt of member dues from the Membership VP, forward appropriate information and payment promptly to the Chapter Service Center. In the absence of a Membership VP, collect dues from members and forward appropriate information promptly to the Chapter Service Center and enter data for new members in the USWT Add & Change Form on the MNWT website.
- Submit District dues to the District Treasurer by the deadline set by the district.
- Keep records of money owed by or to the chapter.
- Maintain a list of the chapter's assets.
- Promptly file the sales tax form and remittance (not needed unless the chapter sells a product and must charge sales tax).
- Promptly file the State of MN Annual Registration and the Form 990N-IRS Annual Filing.
- Provide to the Programming Vice President the trimester funds and the in-kind donations.
- Prepare a year-end financial report for the permanent file.
- Prepare the proposed annual budget with assistance from the President, Past President, and past Treasurer and serve as an advisor for the following year's budget preparation.
- Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.
- Pay post office box rent.
- Arrange for an audit of all accounts to be completed by September 1 by someone other than the current treasurer.
- Keep track of all gifts in kind.
- Current treasurer and president and any member in good standing approved by the board can sign checks.

State Delegate:

- Attend all local board and general meetings of this organization. Exception allowed when holding a MNWT Executive Council position.
- Act as the voting representative at all state and district meetings of the Minnesota Women of Today.
- Serve as the liaison officer between this chapter, the district and state organizations and head the voting delegation.
- Inform the membership of and encourage membership participation in State and District activities and projects.
- Attend forums and encourage other members to attend forums at state meetings.
- Promote attendance and make reservations for district, state and area meetings.
- Provide the State Delegate report summarizing the highlights of district, state, and area meetings to the local members. Or designate a chapter representative to provide the report.

- Be responsible for extension service to newly organized Women of Today chapters sponsored by the Maple Grove Women of Today.
- Be responsible for finding an alternate when unable to attend district, state, and area meetings.
- Promote visitation to other chapters.
- Complete State Delegate trimester report form and submit it to the District Director and Administrative VP.

Past President/Parliamentarian:

- Attend all local board and general meetings of this organization as necessary.
- Serve as a Parliamentarian at general membership and Board meetings.
- Form a committee to revise bylaws and policies annually.
- Be responsible for sending in the chapter's bylaws and policies to the State Parliamentarian and District Director and keep them updated on the revisions made during the course of the year. Post bylaws and policies to the MGWT website.
- Purchase the presidential gift.
- In the absence of the President the Parliamentarian will perform all duties of the President.

ARTICLE V. BOARD OF DIRECTORS

- Section 1. This board will be composed of the following officers of the organization: President, Programming Vice President, Membership Vice President, Secretary, Treasurer, State Delegate, and Past President/Parliamentarian.
- Section 2. All of the above board members, with the exception of the Past President/Parliamentarian, will be elected in the manner and for the term provided in the Bylaws and Policies of the organization known as the Maple Grove Women of Today.
- Section 3. Vacancies in the Board, except the Past President, will be filled by a vote of the membership; to serve for the duration of the term of the individual being replaced or until the next regular election.
- Section 4. The Board will meet monthly, and any member may attend the board meeting. A special board meeting can be deemed appropriate at any time by a member for specific circumstances. At all meetings of the board, a majority will constitute a quorum.
- Section 5. The membership can overrule any decision of the Board by motion either virtual, electronic or in person by any member in good standing.
- Section 6. The Board of Directors will be authorized to spend up to \$100.00 without the approval of the general members.
- Section 7. An officer not fulfilling the duties will be suspended by a vote of the Board. The officer in question will receive written notice from the Board of Directors. The officer will have ten (10) business days to show good cause why they should not be suspended from their term of office.
- Section 8. All board members will act with integrity and high ethical standards in their personal and professional life.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

- Section 1. A nominating committee will be formed at the February general membership meeting.
- Section 2. At the February General Meeting the Past President/Parliamentarian will distribute position descriptions and answer questions.
- Section 3. Campaigning will be limited to the evening of the election, with the exception of one campaign article, not to exceed one page, which may be submitted to the chapter via email the month directly preceding the election meeting.
A campaign speech by the candidate not exceeding five (5) minutes will be allowed.
Nominating speeches will not be allowed.
Campaign literature may be distributed before the meeting is called to order.
- Section 4. Any member in good standing may make nominations.
- Section 5. Voting will be held by secret ballot and no person may cast more than one (1) ballot. Proxies will not be accepted; however, absentee ballots will be accepted and must be given to a member of the nomination committee.
- Section 6. Each office will be voted on separately. The order of election will be:

- A. Elections where there is more than one candidate. An unsuccessful candidate may be nominated for another office.
- B. Elections where there is only one candidate.
- C. Elections where there are no announced candidates.

Section 7. The nominating committee will make available, upon request, the number of votes each candidate received. The candidate receiving the majority of votes will be declared elected. In case of a tie, five (5) minutes will be allowed for candidates to answer questions from the membership. Following this, a second ballot will be taken. In case of a tie on the second ballot, ballots will be taken until the tie is broken.

Section 8. All officers shall take office on May 1.

ARTICLE VII. GENERAL MEETINGS

Section 1. The annual election meetings will be held in the month of March/April

Section 2. The organization will hold regular meetings on the third Monday of each month. If president cannot hold meeting; the past president will stand in or another board member.

Section 3. One-third (1/3) of the membership will constitute a quorum.

ARTICLE VIII. PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order, newly revised, will govern the proceedings of all meetings of the organization and its constituent parts, except as provided in these bylaws.

ARTICLE IX. AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members at any regular or special meeting provided a quorum is present. Written notice of the proposed amendment(s) will be sent to the email address of each member 14 days prior to commencement of the amendment.

Section 2. These bylaws may be suspended by a two thirds (2/3) vote of all those present at a scheduled membership meeting, provided a quorum is present.

Section 3. Proposed amendments may be revised at the meeting before being voted upon without further notice being given to the membership.

Section 4. Approved amendments may be implemented immediately.

ARTICLE X. DISSOLUTION OF THIS ORGANIZATION

Section 1. In the event the membership desires to dissolve this organization, a special meeting may be called to vote on dissolution of the chapter with a written notice sent to all members, the State President, and the District Director ninety (90) days prior to the special meeting.

Section 2. The corporation known as the Maple Grove Women of Today may only be dissolved by a vote of two-thirds (2/3) of the general membership, provided a quorum is present.

Section 3. Upon dissolution of the corporation all existing debts, including money owed to the Minnesota Women of Today will be paid. Any remaining assets are to be given to organizations whose exclusive purposes are charitable, educational, or scientific and shall, at any time, qualify as exempt under Section 501(c)(4) of the Internal Revenue Code of 1989.

Section 4. Dissolution will not be final until the proper papers have been completed and received by the Chapter Service Center and all required records turned in to the District Director.

ARTICLE XI. FINAL AUTHORITY

Section 1. The Minnesota Women of Today Bylaws and Policies and District 7 Bylaws and Policies have the final authority over the Maple Grove Women of Today Bylaws and Policies.

POLICIES OF MAPLE GROVE WOMEN OF TODAY

A. VISION STATEMENT

We believe in a balance of community service, personal, and professional growth within the context of friendship. We are sensitive to the needs of our chapter and to the community. Together, we the Maple Grove Women of Today will make a difference.

Principles:

- Each member has a right and responsibility to voice their opinion in a respectful manner. After voting, we will work together as a team to support all decisions made by the chapter, and members will be encouraged to contribute their unique abilities.
- The Maple Grove Women of Today will strive to be recognized as a vital source of local community service.
- The Maple Grove Women of Today will promote an atmosphere conducive to personal growth, professionalism, and friendship.
- We will share our organization with others in the community and continue to fulfill the needs and recognize the accomplishments of the current membership.

B. POLICY

1. This act of policies is presented to assist members in understanding the operations and functions of this organization. It includes motions and policies adopted during regular membership meetings and explanations of methods of operation.
2. These policies will be reviewed annually by the board or an ad hoc committee who will, from time to time, make recommendations for revisions.

C. OUTSIDE REQUESTS

1. No officer, director, or member of this organization will publicly state any policy, enter into any agreement, or otherwise obligate this corporation except upon authority of the general membership.
2. If a question must be decided prior to the next general membership meeting the Board may decide it. The Board may authorize a payment of up to \$100 without general membership approval. Members will be informed of the payment at the general membership meeting following the board meeting where authorization was made.
3. Requests for donations are to be presented to the Board for consideration. If approved and funds permit, the request will be presented to the general membership for a vote. All other requests will be presented for approval and subsequent payment with the year-end contributions.
4. No member of this organization shall give out Chapter, District, or State mailing lists to any outside person or organization chapter member approval.

D. FINANCE

1. There will be one checking account for the general funds, with the official bank of the Maple Grove Women of Today, being BMO bank located in the City of Maple Grove and State of Minnesota. No member receiving reimbursement may sign their own reimbursement check.
2. The chapter will hold the following funds in reserve:
 - a. Reserve at least \$1000 for the annual Scholarship
 - b. Reserve at least \$2500 for administration costs
3. The annual budget meeting will be open to the membership. The proposed budget will be presented for approval by the general membership.
4. All officers will have a budget as designated in the approved chapter budget.
5. All members are responsible for providing the Treasurer with Expense Reimbursement Forms and receipts or invoices within 60 days of receipt date.
6. For special projects not in annual budget (that require funding), members are required to submit a budget and project plan to the board before presenting to the chapter membership for approval for all new projects before spending chapter project funds.

7. The chapter will pay the registration costs for Local Officer Training Session (LOTS). Payment will be for only the early registration cost. Members who register and do not attend LOTS must reimburse the chapter.
8. The approved budget will include funds for the chapter's post office box fee, website development and annual maintenance.
9. If funds are available, State convention early bird registration fee for a member in good standing from the Maple Grove Women of Today will be reimbursed as follows: If more than one member registers as a "first timer", the funds will be equally split among all the "first timers". There will be no reimbursements for WT national conventions and events.
10. Chapter members must deposit all reimbursement checks from the chapter within sixty (60) days. Checks will be null and void after 6 months.
11. The Board will hold a budget meeting open to the general membership. The purpose of this meeting will be to calculate the funds raised by the chapter for the year, determine the amount that may be used for operating expenses (in accordance with the charitable organization laws). . If any undesignated funds remain to be given, a proposed allocation for year-end giving will be presented to the membership at the May meeting.

E. PROGRAM MANAGERS

1. All Local Program Managers will report to the Programming Vice President or president in the absence of PVP
2. Every Local Program Manager will be responsible for promoting their own area within the chapter.
3. Each Local Program Manager position will begin May 1 and end April 30 of the following year.

F. PROJECT COMMITTEES

1. The Board of Directors will determine the standing committees deemed necessary to fulfill the objective and purpose of the chapter.

G. PERMANENT RECORDS, REPORTS & CORRESPONDENCE

1. The Secretary shall establish a permanent file of minutes of all meetings of this organization, correspondence, and pertinent information regarding major and/or ongoing projects run by the chapter. These files may be transferred to the new Secretary each year.
2. The outgoing Treasurer shall turn over to the incoming Treasurer the current year's budget and receipts. Previous files of budgets and receipts will be stored at the current treasurer.
3. Project chair(s) are encouraged to submit a completed Single Project Entry (SPE) or Project Report to the Program Manager within thirty (30) days of the completion of each project.
4. Board Members are expected to complete monthly and/trimester reports as directed by the District and State.
5. All records of the organization are at the Hanson's home, 7828 Ranchview Ln. N., MG 55311 and with the current treasurer.
6. The chapter's permanent mailing address is:
P.O. Box 1482
Maple Grove, MN 55311

H. EXPENSES OF OFFICERS AND COMMITTEES

1. Funds permitting, and board approval the chapter will pay the registration costs for the State, District and Area meetings attended by the President and State Delegate. They will register and submit payment and be reimbursed after the event. Payment will be for the early registration cost only. If the President or State Delegate is on the MNWT Executive Council, these funds can be used for one night hotel stay not to exceed \$100 (\$300 limit).

I. CHAPTER BUSINESS

1. Newly proposed projects should be brought before the Board prior to the general membership meeting.
2. Project chair(s) should report the status of their project at meetings.
3. Any member originating a motion to donate or disburse money shall be responsible for getting pertinent information (i.e. name and address of recipient) to the Treasurer for mailing purposes.

4. Project managers that include expenditure are required to present a budget to the Board and the membership prior to implementation of the project.
5. Project chair(s) must stay within their proposed budget. Excess expenses must be approved by the chapter or will become the chairperson's personal expense.
6. Project chair(s) must turn in their receipts to the Treasurer within sixty (60) days of project completion. Any monies not accounted for by receipt within sixty (60) days are assumed to be the responsibility of the project chair(s).

J. GIFTS

1. A form of recognition will be presented to the outgoing chapter President at the completion of the term of office, along with a gift not to exceed \$100.00. This will be done by the Parliamentarian.
2. We will abide by the bylaws of the District and State organization in relation to gifts for the District Director and State President.

K. AWARDS

1. The following awards will be given out at the end of the year. They will be voted on by the general membership at the monthly membership meeting in March or April and will be presented an award at the end of the year banquet.
 - a. Outstanding Member of the Year
 - b. Outstanding Officer of the Year
 - c. Outstanding New Member of the Year
 - d. Outstanding Local Program Manager of the Year

L. STATE OFFICERS AND PROGRAM MANAGERS

1. A local member who runs for a State Office or State Program Manager position should obtain the endorsement and vote of their local chapter.
2. A local member who serves as a member of the State Executive Council shall be an ex-officio member of their chapter Board without voting power.

M. MEMBERSHIP

1. Members cannot use MGWT for personal gain or business interest.
2. The Membership Vice President may coordinate a mentor program. The pairing of the experienced members and new member will be mutually agreed upon. The experienced member will be a mentor until the new members' first anniversary date.
3. New members and prospects shall be welcomed at membership socials or at general membership meetings.
4. Each individual member shall be responsible for any financial commitments made and not canceled by date specified by project chair regarding functions held by the chapter.
5. All members are responsible to notify the Sunshine person when cards, etc. are needed for a member.
6. An inactive member is defined as follows:
 - a. Any member who has requested inactive status, either verbally or in writing, to a current member of the board.
 - b. Any inactive member will remain so until they've indicated otherwise or until their membership expires. Their membership will continue if their renewal dues are paid by the renewal date.
 - c. Any Board position held by an inactive member will be treated as a vacancy and will be opened up to the general membership as described in the Bylaws.
 - d. An inactive member may become reinstated upon their verbal or written request to any member of the board.

N. MEETINGS

1. All general membership meetings will start promptly at 6:30pm.
2. Members are encouraged to attend all regular business meetings, whenever possible, and to express their opinions.
3. A copy of an agenda shall be given to each member in attendance at all regular business/chapter/board meetings.
4. All Board meetings are open to the entire membership.
5. All members reporting at a general meeting may have their reports and motions written prior to presentation with a copy given to the Secretary for her minutes.

6. In the event the State Delegate and President are unable to attend a State or District meeting, the President shall appoint a member in good standing to act as the State Delegate's alternate and the appointed member's registration will be paid by the chapter.

O. MEMORIALS FOR MGWT FAMILY MEMBERS

For many of our members, MGWT is like an extension of their own families. We want to ensure that we recognize the deaths of our members' family members. The following is intended to provide guidance on how these memorials will happen.

1. Death of our active member's direct family members. This includes spouse, parent, and child, with a \$50 donation to a charitable organization of the member's choice.
2. The Club will do its best to recognize the above passings via sympathy card and additionally immediate in-laws (siblings, sister/brother in-laws, mother/father in-laws, daughter/son in-laws, and grandchildren)
3. It is the members responsibility to notify the President and the Membership Chair so the Sunshine member can send a card and forward a request to the treasurer for the donation. The card may mention that a donation was made in memory of the deceased for \$50 to their charity of choice.
4. Members should provide information regarding any funeral arrangement that can be passed on to the chapter. For direct family members (spouse, parent, child), the following information is also needed to make a donation:
 - o Name of Organization
 - o Address of organization
 - o Contact person at organization if known
5. The President will request that the Treasurer send a check.

Bylaws and Policies last revision date (Carla Hanson, Terry Earl, Diana Matranga, Bonnie Marten): April, 2026