

Revised 2/05/2008

Bylaws of Tuesday Forum

Article I – Name and Authority

The name of this organization shall be Tuesday Forum, governed by these bylaws.

Article II – Mission

Tuesday Forum is a nonprofit networking organization for working women offering support and the opportunity for business and personal growth.

Article III – Membership

Section 1. Prospective members may attend up to 3 meetings prior to submitting their application for membership.

Section 2. Any member more than 45 days in arrears for any indebtedness to Tuesday Forum shall be considered as not “in good standing” and may have their membership herein suspended or revoked by the action of the Executive Board. The Executive Board may reinstate membership upon payment of the indebtedness.

Section 3. Renewal dues shall be paid on or before the first Tuesday in February.

Section 4. Members are eligible for listing in Tuesday Forum’s online Membership Directory.

Article VI – Finance

Section 1. Every member shall pay organizational dues as may be determined from time to time by vote of the membership. Dues are payable with the submission of an application for membership.

Section 2. The fiscal year shall be January 1 – December 31.

Section 3. The Executive Committee shall provide for a review of the books of accounts annually or at more frequent periods at its discretion. The review will be conducted by the Financial Review Committee.

Article V – Officers

Section 1. The officers of Tuesday Forum shall be: President, Vice President, Secretary, Treasurer and Immediate Past President. Officers, with the exception of Immediate Past President, shall be elected annually no later than the first meeting in December for a term of one year (January 1 – December 31).

Section 2. To become a candidate for office a nominee must be a member in good standing and be willing to serve.

Section 3. A vacancy in the office of President between annual elections shall be filled by the Vice President. Vacancies in all other offices between annual elections

shall be filled by nomination of the Steering Committee and special election by the membership.

Section 4. The Nominations Committee shall present a slate of candidates to the membership at 3 regular meetings prior to the annual election. Nominations may be made from the floor with prior approval of the nominee. At least 30 days prior to the election, each member in good standing shall receive written notification of the election date. This notice may be included in the Tuesday Forum newsletter.

Section 5. Officers' Responsibilities

The President shall:

- A. Serve as the designated spokesperson for Tuesday Forum.
- B. Preside at all Tuesday Forum and Steering Committee meetings.
- C. Appoint the chairs of all committees with the approval of the Executive Board, except the position of Nominations Chair.
- D. Authorize the signing of checks by the Treasurer.
- E. Assume all other executive duties not otherwise delegated.

The Vice President shall:

- A. Perform all duties of the President in the President's absence or at the request of the President.
- B. Perform any other duties assigned by the Steering Committee.
- C. Serve as the Membership Chair.

The Secretary shall:

- A. Record, prepare and maintain the minutes of each Business and Steering Committee meeting.
- B. Prepare Tuesday Forum correspondence as requested by the President and/or Steering Committee.

The Treasurer shall:

- A. Be responsible for the collection, depositing and distribution of Tuesday Forum funds.
- B. Maintain the financial records and report on the financial status of Tuesday Forum at Business and Steering Committee meeting.
- C. Maintain the list of members.
- D. Make bank deposits as needed within 24-48 hours after each meeting or event.

The Immediate Past President shall:

- A. Serve as the non-voting chair of the Nominations Committee.
- B. Perform any other duties assigned by the President or Steering Committee.

Article VI - Executive Board

Section 1. The Executive Board shall consist of the elected officers and the Immediate Past President. The Executive Board approves the appointment of all committee chairs, with the exception of the Nominations Chair, who shall be the Immediate Past President.

Article VII – Steering Committee

The Steering Committee shall consist of the elected officer, Immediate Past President, and Committee Chairs.

The Steering Committee shall:

- A. Transact the business of Tuesday Forum when the membership is not meeting.
- B. Implement Tuesday Forum policy as determined by the membership.
- C. Assist the Treasurer with budget recommendations.
- D. Authorize the expenditure of funds,
- E. Review program topics and presenters as proposed by the Program Committee.

Article VII – Committees

Section 1. Committee Chairs with the exception of the Nominations Committee, shall be appointed by the President with the approval of the Executive Board.

Section 2. Each Committee Chair shall present a status report to the membership when requested by the President, the Steering Committee or a majority of the membership.

Section 3. At the close of the fiscal year, Committee Chairs shall prepare an annual report with recommendations for future action for the guidance of the incoming chair.

Section 4. – Committee Responsibilities

Nominations – shall consist of no less than 3 members appointed by the president on or prior to the first meeting in October. The Immediate Past President shall serve as the non-voting chair. The Nominations Committee is responsible for presenting the slate of officers to the membership for election and recommending members to serve on the Financial Review Committee and Steering Committee.

Membership – Shall maintain membership records. The Committee shall contact and assist prospective members.

Program Committee - Shall arrange programs and presenters for all regular meetings, except business meetings. Prior to informing the general membership, the Program Committee shall review the proposed topics and presenters with the Steering Committee,

Publicity – Shall provide publicity to advance Tuesday Forum’s goals, including news accounts of Tuesday Forum activities to the local media, website development and oversight, and newsletter publication,

Hospitality – Shall welcome members and guests at Tuesday Forum meetings and events. Guests will be provided with membership information. The committee shall be responsible for collecting and transferring all monies received to the Treasurer for deposit.

Bylaws Committee – Shall review and recommend any needed revisions and/or amendments to the Steering Committee.

Financial Review Committee – Shall review Tuesday Forum’s financial records at the end of each fiscal year, and as requested by the Executive Board or 2/3 of the members present at a monthly business meeting. The Committee shall consist of three non-Steering Committee members. The Nominations Committee shall recommend members for this Committee to the Steering Committee.

Article IX - Other Committees and/or Positions

Ad Hoc Committees shall be established by the Steering Committee or at the request of the membership as needed.

Article X – Meetings

Section 1. Tuesday Forum shall meet on Tuesdays, traditionally at noon.

Section 2. Business meetings will be held as requested by the Steering Committee, traditionally the first meeting of each month.

Section 3. A quorum for the purpose of transacting business shall consist of a 2/3 majority of those members in good standing present.

Section 4. Business may be transacted by a simple majority vote of members in good standing present, providing a quorum has been established.

Section 5. The current edition of “Roberts Rules of Order Newly Revised” shall be the Parliamentary authority for all matters of procedure not specifically covered by these bylaws.

Article XI – Bylaws Amendments/Revisions

The bylaws may be amended at a regular or special meeting at which a quorum is present by a 2/3 majority vote provided the amendments/revisions have been proposed at a regularly scheduled meeting at least one month prior to the vote.

Policies of Tuesday Forum

1. Dues shall be kept low to encourage membership.
2. A late fee of \$5.00 may be imposed for the payment of renewal dues not received on or before the first meeting in February. Members who have not paid their dues by this date will be removed from the Membership Directory.
3. New members joining after June 30th may pay a reduced amount, ½ of the regular dues. New members joining in December shall pay full price and have payment applied to the following year.
4. All Tuesday Forum meetings and functions will be smoke free.
5. Attendance by children at Tuesday Forum meetings is not encouraged.
6. Tuesday Forum does not, as an organization, actively support charitable fundraising events. Members are encouraged to participate individually in charities of their choice.
7. Tuesday Forum maintains membership in the Bangor Region Chamber of Commerce. Tuesday Forum members attending Chamber functions courtesy of the Tuesday Forum membership should represent Tuesday Forum rather than their own business.
8. The Tuesday Forum directory and membership list is for the exclusive use of Tuesday Forum members.
9. Policy changes may be recommended and voted on at a business meeting. To ensure adequate time, it is suggested the topic be presented to the Steering Committee in advance of the business meeting.
10. Cancellation of any meeting will be announced between 9:00 – 10:00 Am on several local radio stations and via e-mail to those subscribing.
11. Tuesday Forum meetings may be suspended for a period of time during the summer months. A vote will be taken of the membership each year on the schedule of meeting.
12. The incoming slate of officers shall attend Steering Committee meetings during the months of November and December to facilitate transition of leadership. The incoming Treasurer and Steering Committee shall prepare a budget for the coming year with guidance from the outgoing Treasurer and Steering Committee. This budget shall be presented to and voted on by the membership at the December business meeting, including recommending future dues levels required to support programs and plans. Dues notices should be distributed as soon as possible during the month of December following the member acceptance of the new budget.

13. To control unbudgeted expenses, expenditures for flowers, gifts, contributions, etc. on behalf of Tuesday Forum on support of, or in memoriam of, will be limited to Tuesday Forum members only, rather than extended or immediate family. This item should be included in the budget of Tuesday Forum for member donations.