

SUGGESTED BY-LAWS FOR A BRANCH

BY-LAWS OF THE South French Broad Avenue BRANCH OF THE
YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF Asheville, North Carolina

ARTICLE I. NAME AND FUNCTION

Section 1. Name

The name of the Branch is the South French Broad Avenue Branch of the Young Women's Christian Association of Asheville, North Carolina

Section 2. Function

This branch is a unit of the Association with certain administrative and program responsibilities for achieving the realization of the purpose of the Association.

To build a fellowship of women and girls devoted to the task of realizing in our common life those ideals of personal and social living to which we are committed by our faith as Christians.

In this endeavor we seek to understand Jesus, to share his love for all people, and to grow in the knowledge and love of God.

ARTICLE II. MEMBERSHIP

Section 1. Members

Members of the YWCA who participate in the life of the South French Broad Ave. Branch are members of the Asheville Association.

Section 2. Types of Membership, Qualifications, and Dues

The types of membership, membership qualifications, and dues are determined by the Association constitution and by-laws.

Section 3. Voting Members

Any woman or girl of the community, seventeen years of age or over, who joins the YWCA shall have the privilege of voting in accordance with the provisions of Article II of the Association constitution and by-laws. Voting members of the Association related to the Branch have a function and responsibility to participate in policy-making decisions of the Association as a whole and also of the Branch.

ARTICLE III. MEMBERSHIP MEETINGS

Section 1. Regular Meetings.

In addition to the Annual Meeting of the Association, the Branch members shall hold at least one other meeting.

Section 2. Special Meetings

Special meetings of the membership in the Branch may be called, if needed, by the Branch Committee On Administration, and must be called at the written request of ten voting members in the Branch. Notice of such meetings shall be given to the members at least two weeks in advance and shall state the matters to be considered. No other business shall be transacted at the meeting.

Section 3. Quorum

Fifteen of the voting members in the Branch, in addition to members of the Branch Committee On Administration and professional staff, shall constitute a quorum.

ARTICLE IV. BRANCH COMMITTEE ON ADMINISTRATION

Section 1. Qualifications

Members of the Branch Committee On Administration (operating committee) must be voting members who have consented to individual acceptance of responsibility to further the achievement of the purpose in the life of the Association.

Section 2. Number

The committee consists of not less than 18 nor more than 21 members.

Section 3. Responsibility

Responsibility for carrying on the work of the Branch is delegated by the Board of Directors of the Asheville YWCA to a Branch Committee On Administration. Action taken by the Branch Committee On Administration must be in accordance with the Association constitution and by-laws.

The Branch Committee On Administration shall authorize annually the program emphases of the Branch after consultation with any appropriate committees of the Branch and the Program-Planning Committee of the Association. Program emphases of the Branch shall be in accord with the program emphases of the Association, as related to the purpose of the YWCA, and the needs of the community served by the Branch. They shall be presented to the voting members in the Branch for discussion.

Section 4. Election, Term of Office, Vacancies

- a. Election. Members of the Branch Committee On Administration shall be elected annually by ballot by the voting members at the time of the Annual Meeting of the Association.
- b. Term of Office. The term of office is three years. The date of Annual Meeting at which the election results are reported is the date on which such terms begin and expire. No member of the Branch Committee On Administration may serve more than two full terms in succession.
- c. Vacancies. The Branch Committee On Administration has the power to fill any vacancy occurring in the interim between Annual Meetings. The person elected to fill a vacancy serves the remainder of the unexpired term.

Section 5. Meetings

- a. Regular Meetings. The Branch Committee On Administration shall hold regular meetings on the second Thursday of each month.
- b. Special meetings. The chairman of the Branch Committee On Administration may call special meetings of the Committee and must call a special meeting on written request of three or more members of the Committee. Notice of a special meeting must state the matters to be considered, and no other business may be transacted.
- c. Quorum. One-third of the members of the Branch Committee On Administration shall constitute a quorum.

Section 6. Absence

Absence of a member of the Branch Committee On Administration from 3 meetings in succession, for which no sufficient reason is presented, shall, after due consultation, be considered equivalent to a resignation and the Committee shall fill the vacancy.

ARTICLE V. OFFICERS AND THEIR DUTIES

Section 1. Officers

The officers of the Branch are a chairman, a vice chairman, and a secretary. They also serve as officers of the Branch Committee On Administration.

Section 2. Duties

- a. Chairman. The chairman of the Branch presides at all meetings of the voting members in the Branch and at all meetings of the Branch Committee On Administration. She appoints annually from among the members of the Branch Committee On Administration the chairmen of all appointive standing and special committees necessary for the work of the Branch and, in consultation with chairmen, appoints members to such committees. She is an ex officio member of all standing committees of the Branch. The chairman of the Branch, by virtue of her office, is an ex officio member of the Board of Directors of the YWCA responsible, as are other board members, for the development of the total program of the YWCA. She has all the privileges of board membership including the right to vote.
- b. Vice chairman. The vice chairman of the Branch shall have all the powers and perform all the duties of the chairman in her absence.
- c. Secretary. The secretary keeps full minutes of all meetings of members in the Branch and of all meetings of the Branch Committee On Administration. She sees that notices are sent for all meetings of the Committee and of the voting members and notifies all officers of the Branch Committee On Administration regarding their election.

Section 3. Election

The officers are chosen by the Committee On Administration from among its elected members immediately preceeding the Annual Meeting, after a slate is presented by the All Association Nominating Committee and shall take office at the end of the meeting.

ARTICLE VI. NOMINATING COMMITTEE

Section 1. Qualifications

Members of the All-Association Nominating Committee representing the Branch must be voting members who have consented to individual acceptance of responsibility to further the achievement of the purpose in the life of the Association.

Section 2. Duties

The All-Association Nominating Committee is responsible for preparing and keeping a list of qualified candidates for members of the Board of Directors, the Branch Committee On Administration, and for the All-Association Nominating Committee. The Nominating Committee shall prepare a ballot providing candidates for the Branch Committee On Administration and for the succeeding All-Association Nominating Committee. The ballot shall be prepared two weeks in advance of the Annual Meeting at which the election takes place.

Section 3. Election

There shall be an Association Nominating Committee consisting of 12 members. The Nominating Committee shall offer a choice of candidates. It shall consist of 3 members from the Board of Directors, 2 members from the Committee On Administration and 7 members from the membership-at large, representing a cross section of the total membership, including the Branch.

ARTICLE VII. COMMITTEES OF THE BRANCH COMMITTEE ON ADMINISTRATION

Section 1. Executive Committee

The Executive Committee is composed of the officers of the Branch, the Branch representative to the Finance Committee of the Association, and one additional member appointed by the Chairman of the Branch.

The Executive Committee functions only in cases of emergency. It may not reverse any action of the Branch Committee On Administration, or approve any expenditure not previously approved by the Committee. All actions taken by the Executive Committee must be acted upon by the Branch Committee On Administration.

Section 2. Standing Committees

- a. Qualifications. Members of standing committees must be voting members who have consented to individual acceptance of responsibility to further the achievement of the purpose in the life of the Association.
- b. Number and kind. The Branch Committee On Administration determines the number and kind of standing committees necessary to provide for the administration of the Branch and for carrying out its approved program emphases within the framework of the total Association committee structure.
- c. Functions. Each committee shall formulate a statement of its function which shall be submitted to the Branch Committee On Administration for its approval. Each committee shall review the statement of function annually and submit any proposed changes to the Branch Committee On Administration for approval.

Section 3. Special Committees

The chairman of the Branch Committee On Administration may appoint special committees for studies, projects, or events which are not covered in the functions of standing committees.

ARTICLE VIII. STAFF

Section 1. Employment

Professional, clerical, and maintenance staff related to the Branch are employed in accordance with the provisions in the Association constitution and by-laws and the by-laws of the Board of Directors and in accordance with the personnel policies established by the Board of Directors.

Section 2. Professional Staff

- a. The Executive Director is administrator of the Branch.
- b. The All-Association program correlator correlates the program in the Branch.
- c. Other professional staff. Other professional leadership necessary to carry the work of the Branch are employed by the Board of Directors.
- d. All professional staff shall work in the total association when it is to the best advantage of the program and the desire of the Board of Directors and Executive Director.

ARTICLE IX. RULES OF ORDER

The proceedings of the Branch are governed by Robert's Rules of Order, Revised, except where these rules conflict with provisions of the constitution and by-laws of the Association or with the by-laws of the Branch.

ARTICLE X. AMENDMENTS

Section 1. Action by the Branch

The by-laws of the Branch may be amended by a two-thirds vote of the voting members present at any regular membership meeting in the Branch, provided that:

- (a) The proposed amendment was approved by the Branch Committee On Administration.
- (b) The proposed amendment was submitted to the Board of Directors four weeks in advance of the membership meeting in the Branch to determine that the changes indicated are consistent with the constitution and by-laws of the Association.
- (c) Copies of the proposed amendment were made available to the voting members at least ~~two~~ weeks in advance of the membership meeting at which the proposed amendment is to be considered.
- (d) The notice of the membership meeting stated that amendments to this document would be considered and voted.

Section 2. Ratification by the Board of Directors

The by-laws and amendments adopted by the voting members in the Branch must be ratified by the Board of Directors of the YWCA.

THESE BY-LAWS ADOPTED AT THE MEMBERSHIP MEETING IN THE BRANCH ON

(Date)

RATIFIED BY THE BOARD OF DIRECTORS ON

(Date)

AMENDED AT MEMBERSHIP MEETINGS AS FOLLOWS:

Article _____ Date _____

Ratified by the Board of Directors Date _____

Article _____ Date _____

Ratified by the Board of Directors Date _____