

Ballet Women's Committee, Incorporated Bylaws

ARTICLE I Name:

The name of this organization shall be Ballet Women's Committee, Inc. (BWC) The BWC is incorporated under the laws of the State of Alabama.

ARTICLE II MISSION:

The mission of BWC is to foster interest in and promote the development of ballet in Alabama through educational, charitable and cultural projects through fundraising and the presenting of Poinsettia Debutantes.

ARTICLE III MEMBERSHIP:

Section 1 Eligibility – Any person who embraces the mission of BWC shall be eligible for membership.

Section 2 Categories – There shall be three (3) categories of membership. Membership, in "good standing" for categories "Active" and "Associate", is contingent on payment of annual dues and meeting requirements as noted below:

A. Active Membership

- Shall be eligible to vote and hold office
- Shall nominate individuals for membership and may nominate young ladies for consideration as Senior Poinsettia Debutantes and Junior Poinsettia Debutantes.
- Shall receive all regular communications from BWC.
- Pay annual dues as stated in Article V, Section 2, herein
- Assist in providing refreshments for one general meeting
- Serve on at least one committee per year
- Attend at least three (3) general meetings and/or functions. Functions to include: monthly meetings, annual fundraiser, the Poinsettia Debutante Mother/Daughter Tea and/or, the Poinsettia Debutante Ball.
- Required to purchase at least two tickets to the annual fundraiser
- Any active member that would like to no longer be a member of the BWC should send a letter/ email to the Vice President stating that they would like to be removed from the Active Membership or moved to Associate Membership by May 31st.
- All first year members are to serve on an annual fundraiser committee and assist with set-up and /or clean up
- Active members must be in good standing to nominate girls for Debutantes and/or Junior Debutantes
- Active members must be a member of BWC for two years and in good standing for their daughter to be presented as a junior debutante.
- Active members must serve five years before becoming an associate member.

If the afore stated obligations are not met, an Active Member may be automatically dropped from the membership at the beginning of the following year.

B. Associate Membership

- Active members may choose to become an Associate member after five (5) years of active membership in good standing. The Executive Committee determines "good standing".
- Are not eligible to vote or hold office
- Are eligible to nominate young ladies for consideration as Poinsettia Debutantes
- Shall receive all regular mailings and are encouraged to attend all general meetings and/or functions of BWC
- Are not required to serve on a committee, but committee participation is encouraged

- Associate members in good standing may ask to move back to Active Membership the next year by sending a written request to the Vice President.
- Any associate members that would like to no longer be a member of the BWC should send a letter/email to the Vice President stating that they would like to be removed from the Associate Membership.
- Pay annual dues as stated in Article V, Section 2 herein
- If the monetary obligation is not met, the associate member may be automatically dropped from membership at the beginning of the following year.

C. Honorary Membership

- Executive committee has the authority to nominate a member in “good standing” for this designation. The Active Membership of BWC shall vote on the nominee(s). Honorary members can serve as liaisons with the Alabama Ballet.

Section 3 Selection of Active Membership

- The Active Membership shall not exceed the maximum of one hundred fifty (150) members.
- The Associate Membership minimum shall be twenty five members (25) and will be unlimited.
- Membership chair will report the number of vacancies for Active Membership at the February or March meeting. In the event that there are no vacancies membership nominees will be added to a wait list.
- Active members may nominate an unlimited number of persons per club year for Active Membership
- Nomination forms must be sent to the Membership Chair no later than March 15th.
- Membership Chair will present a list of proposed new members at the April meeting; a majority of active members present will vote. A majority of those voting shall constitute a quorum provided that at least three (3) elected officers are present.
- Membership Chair will send an invitation to newly elected members along with Active Membership requirements as stated under Article III – Membership, Section 2 – Categories, Active Membership herein.
- New members will be required to sign an acceptance letter and commitment to the responsibilities of our organization.
- Upon acceptance, new members will be acknowledged into Active Membership and will be introduced at the May general meeting.

ARTICLE IV MEETINGS AND QUORUMS:

Section 1 General Membership Meeting – There shall be a minimum of seven (7) general meetings of the Active Membership annually. A majority of those present and voting shall constitute a quorum provided that at least three (3) of the elected Executive Committee is present.

Section 2 Executive Committee Meeting – A meeting of those stated under ARTICLE VIII – EXECUTIVE COMMITTEE, Section 1 herein, shall be held immediately prior to each monthly General Membership Meeting. A majority of those present and voting shall constitute a quorum provided that at least three (3) elected executive committee members are present. Should there be a need to meet to conduct business that cannot wait until the next regularly scheduled General Membership Meeting; the President may announce a called meeting and must notify, if possible, all executive committee members at least seven (7) days prior to such called meeting.

Section 3 Called General Membership Meeting – Should there be a time when the need to transact business cannot wait until the next regularly scheduled General Membership Meeting; the President may call a special meeting given that all active members are notified at least seven

(7) days prior to the meeting. All Actions taken at such called meeting must be ratified by the Active Membership and at least three (3) members of the executive committee or two-thirds (2/3) of the Active Membership shall constitute a quorum.

ARTICLE V ACTIVE AND ASSOCIATE MEMBERSHIP DUES/FISCAL YEAR:

Section 1 The fiscal year shall begin on June 1 and end on May 31 of each year

Section 2 Membership dues are paid on an annual basis.

Section 3 Dues are due for the next fiscal year which is June 01- May 31 of each year. Dues will be paid between June 01 and are delinquent after September 15.

Section 4 Notice of payment for dues shall be issued in the May TuTu

Section 5 Executive Committee of the current fiscal year shall set membership dues annually by majority vote at the April meeting.

Section 6 Notice of delinquent dues shall be sent by the Treasurer after September 15. All delinquent members will be dropped from the Active Membership and/or the Associate membership thereafter. Dues so designated for the upcoming fiscal year should be noted as deposited toward the upcoming year's bank account and said notification should be given to the incoming Treasurer for her records. Collection of early dues (dues paid prior to the end of fiscal year, but to be applied the next fiscal year) will be deposited before the end of the fiscal year and be considered as prepaid dues. These dues will be converted to dues income after the first of the fiscal year.

ARTICLE VI NOMINATING COMMITTEE:

Section 1 The Nominating Committee is a standing committee that prepares a slate of nominees for the offices of President, Vice President, Secretary, Treasurer, Assistant Treasurer. The Nominating Committee shall appoint the Poinsettia Ball Board President and the Fundraising Chairman.

Section 2 A member must have been an active member for at least two (2) years in order to be eligible to serve on the Nominating Committee.

Section 3 In January, the current President will choose five (5) active members to serve with her on the current year's Nominating Committee.

Section 4 Business of the Nominating Committee

- Will convene in early January to elect a Chair
- All members must be present to elect a Chair
- Appoints the Poinsettia Ball Board President
- Appoints the Fundraising Chairman
- A majority must be present for any and all decisions to be made; support of decisions should be received from the other two members via phone or email.
- Chair will present the slate of nominated officers to the Active Membership at the February General Membership Meeting for consideration. Slate will be posted in the March newsletter (TuTu).
- Nominations from the floor shall be in order at the February General Membership Meeting. Providing the consent of the nominee has been given and the Chair has been notified within three weeks of the March General Membership Meeting in order for the name(s) to be added to the ballot.
- A majority of those present and voting at the March General Membership Meeting will constitute a quorum provided that at least three (3) current executive committee members are present.
- Newly elected officers will take office at the end of the April meeting placing them in a position to make appointments and plans for the upcoming fiscal year. Outgoing officers will finish up business of the current fiscal year and work with newly elected officers in the transition.

ARTICLE VII EXECUTIVE COMMITTEE:

- Section 1** Must be an active member in “good Standing” for at least two (2) years to be eligible for nomination for an office
- Section 2** Elections shall be held at the March General Membership Meeting. A majority of those present and voting shall constitute a quorum provided that at least three (3) current officers are present.
- Section 3** Each officer will provide a written updated report of the duties and responsibilities of the office upon the end of the term. These are to be given to the incoming President at the April General Membership Meeting.
- Section 4** The Vice President will become the President in the event that the President can no longer perform such duties. In the event any other officer is unable to complete the term, the Executive Committee will appoint an active member to complete the term.
- Section 5** Officers will be President, Vice President, Secretary, Treasurer, Assistant Treasurer, Advisor (Immediate Past President), Poinsettia Ball Board President, and Fund Raising Chair

A. President

- Chairs the Executive Committee and sets the agenda
- Presides over General Membership Meetings and sets the agenda
- Represents BWC at the Alabama Ballet Board meetings or designates someone to attend in her place
- Appoints Chair for all the standing committees and any special committees
- Will co-sign all bank accounts and checks in excess of \$500.00
- Shall be elected for a one (1) year term and is eligible for re-election for another term
- Shall not serve more than two (2) consecutive terms

B. Vice President

- Serves on the Executive Committee
- Assists the President and presides over any meetings in the absence of the President
- Appoints the Hospitality Chairman
- Purpose is to make sure all committees are working off the same membership list.
- Secures all General Membership Meeting places and speakers or programs, if any
- Purchases and presents the hostess of each meeting with a “thank you” gift not to exceed \$30.00
- Work with the President on other motivations to help Alabama Ballet fill seats to performances
- Responsible for the end of the year “thank you” gift for the outgoing President not to exceed \$50.00
- Shall be elected to a one (1) year term and is eligible for re-election
- Shall not serve more than two (2) consecutive terms

C. Secretary

- Serves on the Executive Committee
- Purpose is to make sure all committees are working off the same member list.
- Records minutes of all General Membership Meetings and Executive Committee Meetings
- Presents minutes for approval at the General Membership Meetings and Executive Committee Meetings
- Responsible for keeping attendance records of the Active Membership
- Responsible for sending correspondence to member(s) as needed; i.e. thank you notes, sympathy cards, etc.
- Responsible for updating and bringing name tags to the General Membership Meetings
- Shall be elected to a one (1) year term and is eligible for re-election

D. Treasurer

- Serves on the Executive Committee
- Chairs the finance committee and presides over the initial budget setting in April
- Will be a cosigner on all bank accounts

- Will insure that funds of \$3,000.00 will remain in the bank account at the end of the fiscal year for the next fiscal year
- Responsible for arranging donations to the Ballet
- Serves as treasurer for the Poinsettia Ball Board
- Responsible for keeping accurate records of accounts, deposits, and disbursements as directed by the Executive Committee and/or membership
- Responsible for all financial transactions and fundraisers of BWC and the Poinsettia Ball Board
- Responsible for financial reports and to insure that any and all required tax filings are prepared and reported by an independent Certified Public Accountant
- Submits financial reports to the Executive Committee and at the General Membership Meetings for ratification
- Responsible for providing a current list of the status of dues for Active Membership and Associate Membership to the Executive Committee as requested
- Responsible for keeping the Executive Committee informed on budget and expenditure over runs
- Shall be elected to a one (1) year term but is encouraged to serve two (2) years and is eligible for re-election
- Responsible for recording the income and expenditure of funds for the annual Fundraiser

E. Assistant Treasurer

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- Responsible for providing a report on the results of the annual Fundraiser to the Executive Committee and to the General Membership Meeting following the Fundraiser
- Responsible for the checkout at the annual Fundraiser
- Responsible for notifying and processing an updated corrected list of current Active and Associate Membership to the Executive Board, Directory Chairman, Hospitality Chairman, Communications Chairman, and Associate Membership Chairman Liaison.
- Responsible for the setup of any paying stations at the annual Fundraiser
- Shall be a co-signer on all bank accounts
- Shall be elected to a one (1) year term but is encouraged to serve two (2) years

F. Advisor (Immediate Past President)

- Shall be versed in the Bylaws and Robert's Rules of Order
- Shall act as the Parliamentarian for BWC
- Shall be utilized as a consultant based on past experience
- Shall serve for a one (1) year or two (2) year term
- In the event that the immediate past president is unable to serve as the advisor another former BWC President can serve as advisor

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1 Shall be designated as follows: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Poinsettia Ball Board President, Fundraising Chairman, and Advisor

Section 2 Must be an active member for at least two (2) years to serve on the Executive Committee

Section 3 Executive Committee shall have the authority to conduct business during the intervals between General Membership Meetings and General Membership Called Meetings

ARTICLE VIII STANDING COMMITTEES/OTHER COMMITTEES/APPOINTMENTS/POINSETTIA BALL BOARD

Section 1 Standing Committees

A. Fundraiser

- Fundraiser Chairman shall serve on the Executive Committee
- Fundraiser Chairman shall be appointed by the Nominating Committee for a one (1) year term and is eligible for reappointment

B. Budget Committee

- Shall consist of the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Advisor, Poinsettia Ball Board President, Fundraiser Chairman, and the outgoing Treasurer
 - Budget Committee will present to the Committee once the budget is complete
- C. Directory**
- Responsible for including members' date of initial membership in the directory
 - Shall be appointed by the President for a one (1) year term and is eligible for reappointment
- D. Hospitality**
- Shall be appointed by the Vice President for a one (1) year term and is eligible for reappointment
- E. Membership**
- Shall be appointed by the President for a one (1) year term and is eligible for reappointment
- F. Communications**
- Shall be appointed the President for a one (1) year term and is eligible for reappointment. Responsible for communicating information to members.
 - Responsible for notifying and processing an updated corrected list of current Active and Associate membership to the Executive Board, Directory Chairman, Hospitality Chairman, Communications Chairman, and Associate Membership Chairman Liaison.
- G. Nominating**
- The six (6) members shall be appointed by the President, pursuant to ARTICLE VI, Section 3 herein, for a one (1) year term and are not eligible for reappointment for a consecutive year
 - The six members will elect a chair, pursuant to ARTICLE VI, Section 4 herein for duties and responsibilities
- H. Publicity**
- The chair shall be appointed by the President for a one (1) year term and is eligible for reappointment. Executive committee shall communicate closely with the Publicity Chair any changes to events.

Section 3 Other Committees – The President may appoint other special committees as the need arises

Section 4 Other Appointments – The President may appoint other active members to special duties including by not limited to:

- Chaplain

Section 5 Poinsettia Ball Board – All Activities of the Poinsettia Ball Board shall be approved by the Executive Committee

ARTICLE IX POINSETTIA DEBUTANTE BALL BOARD

Section 1 Purpose – to provide continuity in the planning, execution, and to uphold the original intent of the annual Poinsettia Debutante Ball

Section 2 Eligibility

- Must have been an active member for at least two (2) years and currently in “good standing”
- Must have served as chair of at least one committee for the annual Fundraiser OR served as chair of at least one Poinsettia Debutante Ball Committee, or have over-all knowledge of the traditions of the Poinsettia Debutant Ball

Section 3 Membership

- Shall be comprised of fourteen (14) members
- In the event that a position has more than two Chairman, only one will have voting privileges
- Shall serve from February to January annually
- Upon completion of a year of service, members are required to provide a detailed report to include comments and suggestions, along with any reference materials to the President of the Poinsettia Ball Board

Section 4 Poinsettia Debutante Ball Board Members

- A. Poinsettia Ball Board President
- B. President of BWC term runs consistent with service in the office of BWC
- C. Treasure of BWC term runs consistent with service in the office of BWC
- D. Poinsettia Ball Chairman
- E. Senior Poinsettia Social Chairman
- F. Junior Poinsettia Social Chairman
- G. The Immediate Past Poinsettia Debutante Ball Board President
- H. The Immediate Past Poinsettia Debutante Ball Chairman
- I. The Immediate Past BWC President
- J. Publicity Chairman
- K. Program Chairman
- L. Invitation Chairman
- M. Rehearsal Chairman
- N. Decorations Chairman

Section 5 Responsibilities and Duties of the Poinsettia Debutante Ball Board

- Responsible for selection of the Poinsettia Debutantes
 - Each Chair is responsible for providing a written report to the Poinsettia Ball Board President including all details relevant to their area or responsibility.
 - This report is due at the February General Membership Meeting along with all archival and reference material collected through the years.
- A. Duties of the current Poinsettia Ball Board President (Prior to the appointment of the Nominating Committee meeting held in January)
- Set Poinsettia Ball date with approval of the Poinsettia Ball Board and the Executive Committee
 - Set up venue and confirm/signed contract
 - Set up band and confirm/signed contract
- B. Responsibilities of the incoming Poinsettia Debutante Ball Board President**
- Schedules and informs Board members of all meetings and sets the agenda
 - Plans and executes the annual Poinsettia Debutante Mother/Daughter Tea
 - Responsible for presenting the minutes to the BWC Executive Board
 - Responsible for presenting the Active Membership with monthly reports at the General Membership Meetings as needed
 - Communicates regularly with the Poinsettia Ball Board Chair(s) for current updates and vendor appointments
 - Appoints the Poinsettia Ball Chairman
 - Appoints the Senior Poinsettia Debutante Social Chairman
 - Appoints the Junior Poinsettia Debutante Social Chairman
 - Appoints the Benefactor's Dinner Chairman to serve with the mens club appointed chairman.
 - Liaison to the Poinsettia Men's Club Benefactor Dinner
 - Appoints the Rehearsal Director
- C. President of BWC
- Responsible for taking minutes at Poinsettia Debutante Ball Board meetings
 - Provides a copy of minutes to the Poinsettia Debutante Ball Board President
- D. Senior Debutante Social Chairman**
- Responsible for ordering and mailing invitations to selected potential Senior Debutantes
 - Works closely with the Debutantes and the Debutantes' parents in coordinating parties
 - Works closely with the Debutantes and the Debutantes' parents in coordinating dress attire
 - Works closely with the Debutantes and the Debutantes' parents in coordinating invitations lists for the Invitation Chairman
 - Works with the Poinsettia Debutante Ball Board Chair to set up Mother's meetings

- Serves as a general liaison between the Poinsettia Debutante Ball Board and the Senior Debutantes
- E. Junior Debutante Social Chairman**
- Responsible for ordering and mailing invitations to selected potential Junior Debutantes
 - Works with the Poinsettia Debutante Ball Board Chair to set up Mother's meetings
 - Serves as a general liaison between the Poinsettia Debutante Ball Board and the Junior Debutantes
- F. Ball Chairman** in conjunction with the Ball Board President is responsible for the planning and execution of the Poinsettia Debutante Ball and will make appointments for the following Poinsettia Debutante Ball Chairs from the Active Membership
- Decorations
 - Invitations
 - Photographer Assistant
 - Program Book
 - Publicity
 - Reserved Seating

ARTICLE X MEMORIALS

Section 1 Any memorials or remembrances relating to the passing of a BWC member (no spouses, siblings, parents, children, etc.) will be limited to \$25.00 and given to the Ballet as a memorial in the BWC member's name. Individual participation by BWC members is encouraged.

Section 2 President will initiate a communication with the communications chairman to give any notifications and /or arrangements to the Active and Associate Memberships.

Section 3 The President is not responsible for keeping up with this, but will respond if notified by a Member.

ARTICLE XI PROJECTS

Section 1 Fundraiser proposals shall first be presented to the executive Committee for recommendation to the Active Membership

Section 2 The Annual Fundraiser and the Poinsettia Debutante Ball, as projects, are subject to review by the Executive Committee each year at which time approval is determined for the next year.

ARTICLE XII DISSOLUTION

In the event of dissolution of the Ballet Women's Committee, Inc., all funds derived from the various projects, dues, etc., shall be used to aid in the development and promotion of ballet in Alabama, see ARTICLE II MISSION herein. Such a disbursement is to be ratified by the then existing Active Membership. No funds shall insure to the benefit of any membership category.

ARTICLE XIII AMMENDMENTS

Section 1 The Bylaws are subject to review every (3) years by a special committee selected by the President

- Two (2) members from the Executive Committee
- Two (2) members from the Poinsettia Debutante Ball Board from the previous December
- One (1) member from the Active Membership
- At least one (1) of the 5 (5) members must have served on the most recent Bylaws committee
- The five (5) members shall elect a chair at the first meeting provided all members of the committee are present

Section 3 Bylaws may be amended provided:

- The proposed amendment (s) are presented at the March General Membership Meeting four (4) weeks prior to taking a vote
- A 2/3rds vote in favor of ratification from the Active Membership present at the April General Membership Meeting
- A 2/3rds vote in favor of ratification from the members of the Executive Committee voting at the April General Membership Meeting

Section 4 Active members who have a concern about amendments to the Bylaws who are unable to attend the April General Membership Meeting, when a vote for ratification of proposed changes to the Bylaws are planned, should express their concerns in writing to the President by March 15 of the year of ratification.

ARTICLE XIV PARLIAMENTARY AUTHORITY

- The Parliamentary Authority for BWC shall be the current edition of "Robert's Rules of Order Newly Revised". And shall govern the BWC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any Standing rules the BWC may adopt.
- Amendments voted on and approved by BWC Active Membership April 2023.
- Effective date April 06, 2023.