

*Lake County Women's Coalition  
Lake County, Illinois*



*Constitution and Bylaws*

***Lake County Women's Coalition***

**[www.lakecountywomen.org](http://www.lakecountywomen.org)**

*Constitution and Bylaws*

ARTICLE I NAME

The name of the organization shall be Lake County Women's Coalition.

ARTICLE II PURPOSE

**Section 1.** The purpose of the Lake County Women's Coalition is to continue the pursuit of equality that brought forth the 19th Amendment by addressing issues and concerns, particularly those which impact women, and to carry out the mission of the Lake County Women's Coalition.

**Section 2.** This organization shall have no capital stock, its objective and purpose being solely of a charitable and educational character and not for individual pecuniary gain or profit to its members. No part of the income or assets of this organization shall inure to the benefit of any private individual or member. This shall not prohibit payment to individuals for services received or assets purchased.

**Section 3.** No part of the activities of the organization shall consist of carrying on propaganda or otherwise attempting to influence partisan politics, and no part of its activities shall consist of intervening (including the publishing and distributing of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE III MEMBERSHIP

**Section 1.** Lake County Women's Coalition is an alliance of Lake County women's business, professional and civic organizations.

**Section 2.** The Lake County Women's Coalition is nonsectarian, nonpartisan and nonprofit.

**Section 3.** There are two categories of membership: Participating Organizations and Members-at-Large.

**Section 4.** Participating organizations consist of Lake County women's business, professional and civic organizations whose members support the purpose as set forth in II-1, and whose applications for membership are approved by not less than 75% of the Steering Committee. Such application shall be made on the designated form. Partisan political organizations cannot be members of the Lake County Women's Coalition.

Participation:

a. Any organization wanting to make a commitment to the Coalition must submit the name of one representative. An organization may also designate an alternate.

b. Participating organizations are expected to attend and support events and projects sponsored by the Coalition.

c. Steering Committee members shall communicate to their organizations events sponsored by the Coalition. Events sponsored by participating organizations may be communicated to Steering Committee members to relay to their organizations.

**Section 5.** Members-at-Large are former representatives of a participating organization or former participating organization who wish to remain active on the Steering Committee. Members-at-Large are expected to meet the same requirements and shall have the same voting rights as representatives of participating organizations.

**Section 6.** A member of the Steering Committee and/or a member organization may be removed for good cause by a two-thirds vote of the Steering Committee. The participating organization shall be notified of such removal. If a representative is removed, the participating organization shall offer a replacement in a timely manner.

**Section 7.** The Circle of Friends are individuals who support the mission of the Coalition. They are not members of the Steering Committee.

#### ARTICLE IV STEERING COMMITTEE

**Section 1.** The Steering Committee shall consist of representatives and/or alternates of the participating organizations and members-at-large.

**Section 2.** Meetings of the Steering Committee shall be held as needed. All members (or their alternate) are expected to attend a minimum of 75% of scheduled meetings of the Steering Committee, or otherwise be excused by the President for mitigating reasons.

**Section 3.** Each member of the Steering Committee shall be entitled to one vote. If a representative and an alternate from an organization are present at the same meeting, only the representative is entitled to vote.

**Section 4.** A quorum shall exist at any Steering Committee meeting so long as the number of voting members present shall be equal to at least one-third of the committee.

**Section 5.** Duties: The property affairs and management of the organization shall be vested in and controlled by the Steering Committee.

#### ARTICLE V OFFICERS

**Section 1.** Officers of the Lake County Women's Coalition shall be a President, a Vice-President, a Treasurer, and a Secretary. All officers shall serve on the Executive Board. These officers shall be elected annually by the Steering Committee and shall serve for a term of one year. No member shall serve more than two consecutive terms in the office of President and Vice-President. Terms of office shall begin January 1.

**Section 2.** Upon presentation of the slate of candidates for offices, the meeting shall be opened for further nominations from the floor. Any member of the Steering Committee at the election meeting, with the consent of the nominee, may nominate a candidate for office.

**Section 3.** The Steering Committee shall have power at any time to fill vacancies among the officers for the duration of the term.

**Section 4.** Any officer may be removed from office by a two-thirds vote of the Steering Committee.

**Section 5.** Duties of Officers:

a. President: The President shall preside at all meetings of the organization and the executive board. Subject to the authority of the Steering Committee, she shall have general charge of the affairs of the organization. The President shall appoint the chairs of committees.

b. Vice-President: The Vice-President shall have such powers as may be specifically assigned by the President or the Steering Committee and act for the President in her absence.

c. Secretary: The Secretary shall keep and maintain the minutes of all meetings of the Steering Committee and shall perform duties specifically assigned by the Steering Committee.

d. Treasurer: The Treasurer shall receive all monies of the organization and have custody thereof. She shall deposit the funds of the organization in one or more banks selected by the Treasurer and approved by the Steering Committee, to be distributed in accordance with the directions of, and upon the signatures of persons designated by the Steering Committee. She shall keep a full account of all the monies received and paid out and shall make such reports thereof to the President and Steering Committee as they may require.

**Section 6. Executive Board:** The members of the Executive Board shall consist of the officers set forth in Section 1 above, and the immediate past president shall be an ex officio member. The President shall schedule meetings and otherwise refer matters of concern to the Executive Board. The majority of the Executive Board shall constitute a quorum at meetings of the board.

## ARTICLE VI COMMITTEES

**Section 1.** The President may establish, with the approval of the Steering Committee, committees to effect the successful operation of the organization. The President may then appoint a chairperson for the approved committee, who shall select the committee members. There are two types of committees, permanent and ad hoc.

a. Permanent Committees: At the January meeting each year, the President shall appoint/reappoint standing committees. All committees in this category shall have a chair and additional members as needed. These committees will work within the protocol and guidelines approved by the Steering Committee.

b. Ad Hoc Committees: These are short-term committees appointed for a specific charge and shall serve until their stated purpose has reached a conclusion. The Ad Hoc Committee Chair may select additional members as needed.

**Section 2.** Membership Committee:

This committee is charged to recruit new organizations, retain present member organizations, and compile the annual directory.

**Section 3. Nominating Committee:**

At the September meeting the President shall appoint a nominating committee of three (3) members, whose duty shall be to present nominations for the slate of officers of the Steering Committee by or at the December meeting. Nominees must be current or past members of the Steering Committee.

**Section 4. Bylaws Review:**

In January of each odd numbered year the President shall appoint a Bylaws committee to review these Bylaws. The Bylaws Committee Chair shall select a minimum of two additional members to serve on the committee and shall submit reports to the Steering Committee.

**Section 5. Financial Review:**

The President shall, in each even numbered year, appoint a committee of not less than three (3) members to serve as an Audit Committee to review the books and records of the Treasurer and report to the Steering Committee.

**ARTICLE VII SCHOLARSHIP**

*Section 1.* The Lake County Women's Coalition will maintain a scholarship fund at the College of Lake County, with preference given to women over the age of 30. The scholarship shall be funded by proceeds from Coalition activities.

*Section 2.* The President shall appoint each year a steering committee member to serve as the scholarship liaison to the College of Lake County.

**ARTICLE VIII DISPOSITION OF ASSETS UPON DISSOLUTION**

In the event of the dissolution of the Coalition or in the event it shall cease to carry out the objectives and purposes herein set forth, all business, property and assets of the organization shall be distributed to a similar non-profit charitable organization or organizations as may be selected by the Steering Committee and which is or are tax exempt organization(s) pursuant to Section 501 (c)(3) of the Internal Revenue Code, so that business properties and assets of the organization shall in such event be used for and devoted to the purposes of promoting the purposes of the organization and in no event shall any of the assets and property of the organization, the proceeds of such property or assets go to or be distributed to members either for the reimbursement of any sums subscribed, donated or contributed by such members for any other purposes, it being the intent that in the dissolution of the organization, or upon its ceasing to carry out the objectives and purposes herein set forth, the property and assets then owned by the organization shall be devoted to carrying on the functions and purposes of such non-profit organizations as the Steering Committee shall determine and direct.

**ARTICLE IX AMENDMENTS**

This Constitution and Bylaws may be amended upon two-thirds vote of the members present and voting at any meeting of the organization provided a copy of the proposed amendment shall have been

mailed or presented to each member at least thirty (30) days before the date of the meeting at which the proposed amendment is to be acted upon.

#### ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedures not otherwise provided for in the Constitution and Bylaws of the organization.

#### ARTICLE XI EFFECTIVE DATE

This Constitution and Bylaws shall become effective immediately upon adoption by two-thirds vote of the members of the organization present and voting.

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**Original Constitution and Bylaws Adopted: March 1, 1997**

**Amended and Adopted: May 26, 2001**

**Amended and Adopted July 18, 2009**

**Amended and Adopted May 12, 2012**

**Amended and Adopted August 9, 2014**

**Amended and Adopted August 13, 2016**

**Amended and Adopted September 18, 2021**

**Amended and Adopted May 13, 2023**

**Bylaws Review Committee (2023)**

**Nann Hilyard**

**Patti Rische**

**Helen Scott**