

**WOMEN IN LEISURE SERVICES, INC.**  
**Chi Kappa Rho-Gamma**

**BYLAWS**

**ARTICLE I**

**Board of Directors**

- Section 1. The Board of Directors shall consist of the following positions with voting rights: President, President-Elect, Vice President, Secretary, Director of Finance, National Board Delegate, Director of Committees, and Director of Publicity.
- Section 2. The President shall be the chief executive officer of the organization and shall, in general, be subject to the control of the Board of Directors; supervise and control all of the business and affairs of the organization including the oversight of the board functions and actions. The President shall preside at all meetings of the organization and perform all duties pertaining to that office; appoint committee chairpersons, act as ex-officio member of all committees except Nominations and Elections and present Life Memberships.
- Section 3. The President-Elect shall perform all duties of the President in the absence of the President; serve as board liaison for the Annual Business Meeting; recruit corporate sponsors for the Chapter.
- Section 4. The Vice President shall serve as Membership Chairperson; prepare, distribute and review application forms, introduce new members and update membership directory.
- Section 5. The Secretary shall record and distribute the minutes of all Board of Directors meetings and the Annual Business Meeting; be responsible for all communication with the membership and maintaining the membership list.
- Section 6. The Director of Finance shall receive and disburse all funds of the organization, subject to review of the Board of Directors, prepare invoices; electronically submit a written monthly statement of receipts and disbursements and complete bank statements, at least three (3) days prior to the meeting; and assist the Finance Chair in preparing the mid-year (in March) and year-end (in August) reports.

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- Section 7. The National Board Delegate shall serve as the Parliamentarian and attend all National Board meetings, representing Gamma Chapter.
- Section 8. The Director of Committees shall serve as board liaison for social and educational programs.
- Section 9. The Director of Publicity shall capture Gamma events and news throughout the year and maintain the newsletter, website, and social media pages for the Chapter.
- Section 10. Board members shall not be personally liable for the debts, liabilities, or other obligations of the Chapter.
- Section 11. Board members are required to attend monthly board meetings. If a board member is unable to attend, their written monthly report must be submitted electronically at least three (3) days prior to the meeting and presented by proxy at the meeting. In the event of an unplanned absence, the President must be notified as soon as possible, and the written monthly report must be submitted within one (1) week of the meeting.
- Section 12. Board members missing more than two (2) meetings without submitting their written monthly report within the designated time stated in Section 11 may be replaced after review and two-thirds (2/3) vote of the Board of Directors.
- Section 13. Board members missing more than three (3) meetings, regardless of the submission of the timely written monthly report may be replaced after review and two-thirds (2/3) vote of the Board of Directors.
- Section 14. Any Director may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the organization. Any such resignation shall take effect on the date of receipt of such notice or any later time specified therein. Unless otherwise specified therein, the acceptance of the resignation by the Board of the Directors shall not be necessary to make it effective.
- Section 15. The Board of Directors may declare vacant by the office of a Board Member:
- (a) If she is declared of unsound mind by order of the court, or convicted of a felony; or
  - (b) If within sixty (60) days notice of her election she does not accept the office either in writing or by attending a meeting of the Board of Directors; or
  - (c) Upon failure to pay annual membership dues to the Chapter; or

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- (d) Upon her death.
- Section 16. Vacancies in an office elected by the membership may be filled by a majority vote of the remaining Board of Directors or by election through an electronic vote of the membership.
- Section 17. A person elected or appointed Board of Director to fill a vacancy shall hold office for the unexpired term of her predecessor, or until her death, resignation or disability, or until her removal as provided in the bylaws.
- Section 18. A reduction of the number of the authorized number of Board of Directors does not remove any Board of Director prior to the expiration of her term of office.
- Section 19. Board of Directors shall receive no compensation for their services.

**ARTICLE II**  
**Election of Officers**

- Section 1. All officers shall be elected via mail or electronic election service by July 10th; ballots shall be sent by June 15; officers shall be installed in August.
- Section 2. No member shall be eligible for the same office more than twice in succession. Filling an unexpired term for less than six (6) months shall, in this regard, not be considered a term in office. A member is eligible to hold the same office after taking a two-year break from the Board of Directors.
- Section 3. The presidential series shall be a three (3) year term beginning with the Vice President; ascending to President-Elect; and concluding with President. In the event that the President-Elect is unable to assume the office of President, nominees for this office must have had ELECTED Board of Directors experience in Women in Leisure Services.
- Section 4. Nominees for Vice President must have had Board of Directors experience and chairperson responsibility in Women in Leisure Services.
- Section 5. The National Board Delegate, who serves a two (2) year term, shall be a past President of Gamma Chapter. In the event that a Past President is unable to assume the office of National Board Delegate, nominees for this office shall have a minimum of three (3) years Board of Directors experience in Women in Leisure Services.

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- Section 6. The President shall appoint an active member to fill the unexpired term, should an office become vacant for any reason, subject to approval of the Board of Directors.
- Section 7. The term of office shall be September 1 – August 31. Newly elected Board members shall be installed at the Awards and Installation Banquet and attend a transitional Board meeting in August or September, as decided by the Board of Directors.
- Section 8. In the event of multiple write in candidates for the same position, the candidate with the most votes will be awarded the position. In the event of a tie, a special election will take place.

### **ARTICLE III Membership**

#### Section 1. Categories of Membership:

- (a) Categories of Membership shall include Active, Life, and Friend of Gamma. Qualifications shall remain in accordance with National Bylaws, Article III, Section 3.01.00
- (b) Active Members shall be those employed on a full or part-time year-round basis, in the field of leisure and community services or related field. Active Members shall retain their active status until she resigns, or is declared inactive in accordance with National or Chapter Bylaws. Active Members have full voting rights and may hold any office in the Chapter and/or National organization.
- (c) Life Members shall be Active Members who are retired from her profession in the field of leisure and community services or related field, or any person who has been an Active Member of the Corporation for a minimum of fifteen (15) years and is no longer employed in the profession of leisure and community services. Life Members shall retain their status until she resigns or is declared inactive in accordance with National or Chapter Bylaws. Life Membership shall be granted by Gamma in accordance with policy guidelines as established by the National Board of Directors. Life Members have full voting rights and may hold any office in the Chapter and/or National organization.
- (d) Friend of Gamma Members shall be any individual wishing to support the Chapter. This membership shall not be affiliated with the National Organization. Membership status does not include the right to vote or hold Chapter and/or National office.

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- (e) In all other respects, the rights, interests and privileges of each member, regardless of classification are equal. No person shall hold more than one membership in the Chapter.

#### Section 2. Application for Membership:

- (a) Membership shall be open to professionals who meet the membership criteria of Gamma Chapter as listed in the Policy Manual.
- (b) Membership shall be by personal application.
- (c) Application for membership must be accompanied by dues payment and submitted to the Vice President. Dues payment will be processed upon Board approval of applicant, or returned to applicant if not approved.
- (d) The Vice President shall present membership applications for eligible candidates to the Board of Directors at any board meeting throughout the year. Acceptance of eligible applications entitles new members to all privileges of their category of membership.
- (e) The new member will be formally introduced by the Vice President at a Chapter event following the Board of Directors meeting when the application was accepted.

#### Section 3. Resignation and Reinstatement:

- (a) Resignation from membership shall be made in writing to the Secretary. A member may resign and be eligible for reinstatement upon payment of dues.
- (b) Any member delinquent in dues shall be notified in writing that their membership has expired. A late fee will be assessed for membership renewals received after the membership renewal deadline.

#### Section 4. Termination of Membership

The membership of any members shall automatically terminate:

- (a) Upon her written request for such termination delivered to the Secretary of the Chapter Board.
- (b) Upon failure to pay annual membership dues to the Chapter.

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- (c) By two-thirds (2/3) majority vote of the Board of Directors, an active member may be removed from membership for conduct unbecoming of a Women in Leisure Services member, including violation of these Bylaws and the Policy Manual.
- (d) Upon her death. Current Active Member's membership status will be changed to Life Member posthumous.

**ARTICLE IV  
Finance**

- Section 1. The fiscal year shall be designated as September 1 through August 31 of the following year.
- Section 2. Membership dues of the Chapter shall be determined and reviewed on an annual basis by the Board of Directors. Any action affecting the membership dues must receive a two-thirds (2/3) majority vote of the Board of Directors.
- Section 3. All chapter funds shall be used solely for Women in Leisure Services, INC. business, either chapter or national, in accordance to an approved budget, or an unexpected expenditure subject to a two-thirds (2/3) majority vote of the Board of Directors.

**ARTICLE V  
Committees**

- Section 1. The following are the standing Committees of the Chapter: Awards, Bylaws, Finance, Nominations and Elections, and more committees as needed. Committee duties are specified in the Policy Manual.
- Section 2. Committee liaisons shall be appointed by the President.
- Section 3. Other committees may be established as needed.

**ARTICLE VI  
Amending the Bylaws**

- Section 1. The Board of Directors must submit a proposed amendment of the Chapter Bylaws to the National Board of Directors. Any such proposal must be directed to the National Board of Directors, in writing, at least thirty (30) days prior to any official meeting of the National Board of Directors.

The proposed amendments may be amended by a two-thirds (2/3) vote of the members of the National Board of Directors present at an official meeting of

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the National Board of Directors. Once approved by the National Board of Directors, the Chapter must obtain approval from its Active members.

- Section 2. These bylaws may be amended, adopted, or appealed by Active and Life Members in the following manner:
- (a) By a simple majority vote, completed by mail or electronically, with ballots sent in writing to the general membership two (2) weeks prior to voting.
  - (b) A verbal vote by a simple majority of the general membership present at a meeting providing a twenty-one (21) day notification is sent in writing to every member eligible to vote indicating that such a vote will be taken at the meeting.
  - (c) By a two-thirds (2/3) vote of the Board of Directors present at a Board meeting, provided that written notice of proposed amendments stating existing bylaws and proposed changes be given to the membership not less than thirty (30) days in advance. However, proposed amendments shall not be adopted by the Board of Directors if individual written protests are received from three (3) or more members entitled to vote during the thirty (30) day notice period.
- Section 3. In the event of protest of proposed amendments by the specified number of qualified voters of the Chapter, the Board of Directors shall call for a vote of the general membership on the proposed amendments and a majority vote shall be necessary to enact proposed amendments. The Board of Directors must ratify results of the vote.
- Section 4. All letters of protest concerning proposed amendments must be addressed to the Bylaws Chairperson. The Bylaws Chairperson shall receive, record, and report to the Bylaws Committee the tabulations of the received protests. The Bylaws Committee is responsible for presenting a full report to the Board of Directors for its consideration and action.
- Section 5. The amended bylaws will become effective immediately unless stated otherwise by the Board of Directors.

## **ARTICLE VII**

### **Parliamentary Authority**

- Section 1. “Robert’s Rules of Order” shall be the parliamentary authority on all matters not covered by the Articles of Incorporation and Bylaws of the organization.

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Section 2. Meetings shall follow the prescribed procedures as contained in “Robert’s Rules of Order.”

**ARTICLE VIII**  
**Meetings**

Section 1. There shall be at least six (6) business meetings and/or programs for the general membership held during the organizational year.

Section 2. The Board of Directors shall meet a minimum of eight (8) times during the organizational year.

Section 3. Special meetings may be called by the President with the majority approval of the Board of Directors.

**ARTICLE IX**  
**Quorum**

Section 1. For all scheduled Board of Director’s meetings, a quorum will consist of a simple majority of the total Board positions.

Section 2. Decisions of the Chapter shall be made by a majority of the attending members voting when a quorum is present.

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