

Gallatin Canyon Women's Club

Policies and Procedures

To accompany Restated Bylaws (July 12, 2017)

The Policies and Procedures are developed in accordance with the Bylaws in order to provide clarification of articles, duties and responsibilities. These Policies and Procedures are adopted and modified as needed by the Officers and the changes are presented annually to the membership.

Article I. Membership

Section 1. Membership

Membership is open to all women who are part-time or full-time residents of Gallatin Canyon, Big Sky or surrounding areas. Members who move out of the area and wish to maintain membership may do so. Members in good standing are those current in their annual dues.

Section 2. Record Date

The record date for the officers to establish the number for a quorum is the date at which any vote is held.

Section 3. Dues

The annual dues will be set by the officers and voted on by the membership at the annual meeting for the following year. Members who reach the age of 80 or greater will be Life Members and do not have to pay dues. The officers may waive dues at their discretion for reasons such as financial need or donated services.

Article II. Meetings of Members

Section 1. Procedure

All Meetings shall be conducted utilizing *Roberts Rules of Order*.

Section 2. Annual and Regular Meetings

Notice of meetings will be provided through email, the GCWC website, and/or any other board-approved communication channel. Meeting attendance is limited to members and their guests. No guests are allowed at the annual meeting.

Section 3. Special Meetings

Notice of special meetings will be provided fourteen (14) days prior to the meeting by email or any other board-approved communication channel.

Section 4. Place of Meetings

The GCWC Officers will set the place to hold either a regular or a special meeting of the membership in the Gallatin Canyon, Big Sky, Bozeman area, or any other place that would not prohibit attendance.

Section 5. Advertisement of Non-GCWC Events at Meetings

It has been a long-standing practice to not permit this type of announcement, just as there is a strict ban on commercial activity at GCWC meetings. Presenters may bring pamphlets or business cards. If presenters have authored books or have informative material related to their presentation subject, they are allowed to offer these items for sale to members. Members may display fliers or pamphlets promoting events and activities in the Gallatin Canyon and surrounding areas at the check-in table. These have to be removed after the meeting or they will be thrown out. Announcements about events, meetings, news, or other member-relevant topics may be made by the President or another board member.

Article III GCWC Officers

Section 1. Qualifications

Members in good standing are those who are current in their annual dues.

Section 2. General Responsibilities

These policies and procedures are adopted by the officers and any changes will be posted on the website and made available to members by request.

Article IV. Duties of the Officers

Section 1. President/Co-President

The President will preside at meetings, oversee and appoint committee chairpersons, and establish other committees as necessary. The President will call special meetings as necessary, prepare an agenda for meetings, and act as a spokesperson for the organization. The President shall appoint three members to conduct the financial review as described in the bylaws. The President will complete the annual report as required by the Montana Secretary of State.

Section 2. Vice-President/Co-President

The Vice-President will assist the President in her duties, assist in filling the chairs of the committees, and understand the responsibilities of the President and be able to perform these duties in the President's absence. The Vice-President will review the monthly and annual financial information and reports prepared by the Treasurer. Items reviewed will include deposits and disbursements and the supporting documentation as well as bank statements and reconciliations. The Vice-President will coordinate annual reports from the officers and committee chairs for the annual meeting.

Section 3. Secretary/Co-Secretary

The Secretary will record all minutes for special and regular meetings; provide notice of all special and regular meetings of the officers, members and/or committees when such notice is required; prepare the annual membership enrollment form; calculate the number of active members as of the record date to determine the quorum for meetings; prepare and maintain the GCWC directory, and maintain a current membership list in coordination with the Treasurer.

Section 4. Treasurer/Co-Treasurer

The Treasurer will keep the books of account and submit them together with vouchers, receipts, records, and other papers to the Vice-President or other officer for their examination and approval; assist in preparing the annual budget and presenting the budget to the officers and membership for approval; prepare the annual financial statements and answer the officers' and/or members' questions, and generate reports and other documents as necessary. The Treasurer will submit all financial records and supporting documentation (invoices, deposit records, bank statements and reconciliations, etc.) to the Finance Committee each January for review and approval. All unbudgeted expenses in excess of \$100 will require the approval of at least one other officer. All checks written by one officer must be signed by a different officer.

Section 5. Past President

The Past President acts as an advisor and assists as necessary.

Article V. Committees

The chairperson of each committee, according to *Robert's Rules of Order*, may vote in the event of a tie.

Section 1. Standing Committees

Nominating Committee.

The Nominating Committee will take nominations for elections of directors and/or officers, organize the election process, and conduct voting in all elections by voice vote.

Program Committee.

The Program Committee will meet and plan the following year's programs in time to include the information in the early membership mailing.

Philanthropy Committee.

The Philanthropy Committee will review all requests for support, assure the applicant is a qualified 501(c) 3 organization or non-profit, and determine if funding is to be granted. Once the organizations are selected and the funding amounts determined, the committee will present the list of recipients to the membership for approval at the annual meeting. No gifts will be granted without going through this process. The Committee then requests the checks be written to the selected organizations.

FOBSE Liaison.

The Scholarship Liaison will consist of one (1) member from the membership to work with the Friends of Big Sky Education Committee to help select the annual GCWC Scholarship recipient(s). GCWC awards one or more scholarships annually through FOBSE. The number of scholarships and amount is proposed by the GCWC Board and presented to the general membership for approval at the annual meeting.

Finance Committee.

The Finance Committee, comprised of three members, will conduct a financial review after the close of the fiscal year or as directed by the President. The officers will review the committee's findings and present the results to the membership.

Section 2. Other Committees

The GCWC Officers may establish additional committees/roles, which may include - but are not limited to - the following:

- Annual Luncheon
- Spring Brunch/Lunch
- Fall Social
- Sunshine
- Historian
- Hospitality
- Big Sky Kids Picnic/Eagle Mount
- Website/Social Media
- Life Member Liaison
- Special Scholarship(s)

Article VI. Amendment of Bylaws

The policy and procedure for amending the bylaws of GCWC will be:


1. A member or an officer may request an amendment to the bylaws at any time. The language of the amendment must be submitted to the officers in writing (email is acceptable).
2. ~~1.~~ The Secretary will then send out a copy via email or any other board-approved communication channel of the proposed amendment with notice to the general membership not less than fourteen (14) days before a regularly scheduled meeting. Notice for that meeting will state the proposed amendment that will be presented to the membership and discussed at that meeting.
3. ~~2.~~ Once the amendment has been read and discussed, all final changes will be made. The Secretary will send out a notice via email or any other board approved communication channel not more than thirty (30) days after the previous meeting at which the amendment was read and not less that fourteen (14) days before the next special meeting at which the amendment is to be voted on by the general membership.


In the event there is a conflict between these policies and procedures and the adopted bylaws, the bylaws will prevail.

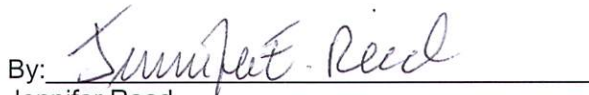
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Adopted: September 11, 2022

Revised: February 28th, 2026

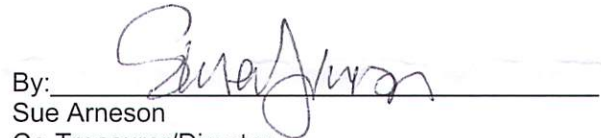
By: 
Amy Wisniewski
President/Director

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