

CONSTITUTION AND BYLAWS
2025-2026
PECAN PLANTATION WOMAN'S CLUB

ARTICLE I - NAME

The Club created by this Constitution is known as the Pecan Plantation Woman's Club (PPWC).

ARTICLE II - PURPOSE

The purpose of this not-for-profit, non-partisan and non-sectarian Club is to promote fellowship among Pecan Plantation women and to use PPWC resources to support the community needs of the Pecan Plantation Owners Association (PPOA) and worthy charitable causes.

ARTICLE III - FISCAL YEAR

The Fiscal Year for the Club is June 1 through May 31.

ARTICLE IV - MEMBERSHIP AND DUES

- A. Membership in PPWC Is open to all Pecan Plantation women and alumnae of PPWC and will commence upon payment of annual dues.
1. Alumnae – former PPWC members who currently do not reside in Pecan Plantation.
 - a. Rights and privileges: payment of annual dues, voting, voluntarily serve on PPWC Committees, responsible for all luncheon charges and event fees incurred, all other rights and privileges of PPWC membership except for those listed under excluded rights and privileges.
 - b. Excluded rights and privileges: hold office on the PPWC Governing Board, hold a directorship/chair, make motions.
 2. Honorary Membership – an award bestowed on a non-resident woman who has had a significant impact on the

PPWC organization. Rights and privileges will be the same as Alumnae except an honorary member will be exempt from payment of annual dues and voting.

3. A wife of a current General Manager (GM) who according to GM's contract, may choose to become a dues-paying member of PPWC during the GM's tenure. She will have the following excluded rights and privileges: She will be a member but may not hold position on the PPWC Governing Board.
- B. Dues of PPWC are determined by the Governing Board on an annual basis.
1. Dues may be prepaid beginning April 1st for the next Fiscal Year.
 2. Dues must be paid by July 31 for members' names to be included in the annual Directory published and distributed in September. Members joining after July 31st, along with any membership data changes or corrections, will be included in an Addendum to the Directory to be published and distributed in February.
 3. Dues remain the same all year.
 4. Prospective members may attend one meeting of PPWC prior to payment of dues.
- C. Members of PPWC may receive a small token or other compensation for services provided for or within PPWC with approval by a quorum of the Governing Board.

ARTICLE V – CLUB MEETINGS

- D. PPWC will meet on a designated day each month of the Fiscal Year.

1. Chit Chat luncheons are held in June, July, and August for social purposes. PPWC business is not conducted during these meetings.
 2. A PPWC Evening Social will be held quarterly unless otherwise noted.
 3. Regular monthly meetings commence in September with the final meeting in May.
- E. Cost of meals will be determined on an annual basis.
- F. Members attending any regularly scheduled monthly meeting will constitute a quorum.

ARTICLE VI - PPWC GOVERNING BOARD

- A. The PPWC Governing Board will include: the (1) Officers: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Parliamentarian (2) Directors of the Standing Committees, and (3) Voting chairs as specified in Bylaws Standing Rules # 1. These three parts constitute the Governing Board.
- B. Officers are elected in March for the ensuing Fiscal Year by popular vote of the members.
1. Installation of the Officers will be performed in May prior to assuming office on June
 2. The outgoing President will serve as Parliamentarian.
 3. The Vice-President may become President for the ensuing year.
- C. When deemed necessary to expedite a business decision, the Officers may perform a function of the Governing Board with a majority vote.
- D. Each Officer and Director will maintain an updated notebook listing the duties, responsibilities, and updated task-oriented timelines of the office and pass on to incoming Officers and Directors at the close of the Fiscal Year.

- E. If an Officer resigns: A resignation must be presented to the President in writing. The resignation becomes official when the President receives the written resignation. The President will immediately inform the Officers of the resignation in writing. The board member resigning shall return all records and notebooks immediately to the President. A person will be appointed by the President to complete the term. The appointee will be sworn in as soon as possible by the Parliamentarian.

ARTICLE VII – DUTIES OF OFFICERS

Each Officer will submit to the Treasurer a budget of income and expense for the ensuing Fiscal Year by July 31.

A. President

1. Preside at all PPWC and Governing Board meetings.
2. Appoint a Director for each Standing Committee.
3. Appoint an Auditing Committee in the May Governing Board meeting.
4. Appoint a Bylaws Committee with the approval of the Governing Board when deemed necessary.
5. Appoint a Nominating Committee at the November general meeting to select a slate of Officers for the following Fiscal Year.
6. May call unscheduled meetings of the Governing Board when deemed necessary.
7. Shall be ex-officio member of all committees except the Nominating Committee.
8. Oversee Historian activities. Collect, create, and maintain, record(s) of all club events.
 - a. Collect, create, and maintain record (s) of all club events, memorabilia, and other information of

historical nature primarily in digital format. Digital records to be accessible by the Officers.

- b. Research and provide historical findings as requested by the Governing Board and/or PPWC membership.
- c. In conjunction with the Secretary, once any PPWC minutes are approved, to post into the historical electronic files.
- d. Is responsible for maintaining a physical repository of all non-digital Club Historical items. Physical repository will be accessible to the Officers and maintained in a secure climate environment.
- e. Keep spreadsheet on amounts given to charities, scholarships, and donations to PPOA Club as well as all other donations.

B. Vice President

- 1. Assist the President in the performance of duties.
- 2. Serve on the Bylaws and Nominating Committees.
- 3. Coordinate donations to charities, scholarships and to the community needs of PPOA.
- 4. Update the Club Presidents Plaque annually.
- 5. Purchase gift for the outgoing President.

C. Secretary

- 1. Take minutes of Governing Board and General Club Member Meetings and to present them in writing for approval at the next appropriate meeting. To make any changes as approved by the appropriate meeting before filing.
- 2. Maintain permanent records including minutes of all Governing Board and General Club meetings that are

formally approved. Secretary shall keep a separate log of motions and motions passed.

3. Handle all official correspondence on behalf of PPWC as directed by the Governing Board and to maintain copies.
4. Provide approved documents to the Historian.

D. Treasurer

1. Coordinate annual budget requests and submit to Governing Board for approval by the August Governing Board meeting.
2. Receive and disburse all monies of the PPWC as directed by the Governing Board.
3. Submit a written financial report at each PPWC and Governing Board Meeting.
4. Retain at least a minimum balance as required by bank at the close of the Fiscal Year after paying all bills.
5. Coordinate with a CPA to prepare and submit any required Governmental reports on a timely basis.
6. Submit annual records to a CPA for tax filings.
7. Submit the records annually to the audit committee by June 30.

E. Assistant Treasurer

1. Assist Treasurer in the performance of duties of Treasurer as specified under ARTICLE VII(D.)
2. Processes expense reports from Directors and provides Treasurer with statements for payment.
3. Assists Treasurer with Petty Cash for appropriate committees and attends all events where cash is required, as needed.

4. Works with the Treasurer to learn all bookkeeping procedures as a backup to the Treasurer.

F. Parliamentarian

1. Advise the Club on all parliamentary questions.
2. Serve as Chair of the Bylaws Committee and the Nominating Committee.
3. Serve as PPWC Evening Social Chair and coordinate with Program Director and Evening Social Committee.
4. Present slate of officers at the February General Meeting.

ARTICLE VIII - DUTIES OF THE GOVERNING BOARD

- A. Hold and attend regular scheduled meetings of the Governing Board.
- B. Conduct meetings with a majority of the Governing Board voting members present.
- C. Conduct business of PPWC.
- D. Review and approve a budget for PPWC for the ensuing year.
- E. Interpret the Bylaws.

ARTICLE IX - DUTIES OF DIRECTORS

- A. Manage the functions of each respective Standing Committee and appoint voting chairs per the BYLAWS STANDING RULES #1.
- B. Review and approve all purchases recommended by the Committee.
- C. Submit to the Treasurer a budget of income and expense for the Committee by July 31.

ARTICLE X - FUNCTIONS OF STANDING COMMITTEES

The following Committees are established to perform permanent and continuing functions for PPWC. The Governing Board may authorize the formation of additional Committees when deemed

necessary. Each Standing Committee will recruit its members for the ensuing Fiscal Year by July 1st.

A. Boot Scootin'

Plan and coordinate this general fund-raising event.

1. Decorations/Menu

- a. Plan menu and table decorations for the event.
- b. Manage the storage and maintenance of decorations.
- c. Establish a budget line for purchase of decorations and supplies.

2. Raffle

Plan and coordinate the collection, presentation, and items gifted for raffle(s).

3. Silent Auction

Plan and coordinate the collection, presentation, and sale of items gifted for silent auction.

B. Christmas Tour of Homes

Plan and coordinate this fund-raising event dedicated to the purchase and maintenance of Christmas decorations and other related expenses as needed.

1. Tour of Homes

- a. Plan and coordinate the home tours.
- b. Plan menus and table decorations for the event.

2. Fundraiser(s) – to support Christmas Décor

- a. Plan, coordinate and execute function(s).

3. Christmas Decorations

- a. Establish a specific plan for decorating each area of Pecan Plantation and review annually with PPOA management.
- b. Approve purchases of all decorations.
- c. Establish a budget line for annual purchase of decorations and supplies.

- d. Determine and replace depleted items on an annual basis as needed and funds allow.
- e. Manage the storage and maintenance of decorations.

B. Communications

Coordinate and communicate PPWC events and happenings utilizing a variety of media.

1. Cheer

- a. Send get well, sympathy and thank you cards as necessary.
- b. Send a memorial gift to the spouse of the deceased PPWC member. A memorial gift will be sent to the PPWC member if their spouse passes.

2. Social Media/Website/Facebook

- a. Maintain and update Social Media, including Facebook and Website.

3. Photographer

- a. Take pictures at all PPWC events to preserve PPWC history.

4. Publicity/Posters

- a. Publicize meetings and all activities of PPWC.
- b. Create posters and display as needed.

5. Coordinate the publication of PPWC's annual Directory and distribute the Addendum in February.

C. Fashion Show

Plan and coordinate fashion show programs.

1. Decorations/Menu

Plan and coordinate menus and decorations for fashion show programs.

2. Merchant Coordinator

Plan and coordinate merchant participation and support.

3. Models Coordinator

Select models for the fashion shows.

D. Hospitality/Reservations

Coordinate hospitality, reservations and all sign-ins at meetings.

1. Hospitality

- a. Greet, register and introduce new members and guests at monthly meetings.

Prepare and present welcome packet to each new member.

- b. Create, prepare, distribute, and collect name tags. Prepare event signage.

- c. Host coffee for new members.

2. Reservations

- a. Manage reservations including cancellations for Club events.

Collect monies for reservations as needed.

E. Membership

Coordinates membership, membership roster, and recruits new members.

1. Maintains roster of all dues paying members.
2. Sends list of active members and a list of new members to the Governing Board one week before each monthly meeting or as designated by the President.
3. Send current Membership Roster to Communications Director prior to August 1st of each year.
4. Records all new membership information and/or membership data changes for the annual Directory and the mid-year Addendum.

5. Compile Directory Addendum of the membership and provide information to the Communications Director prior to the February General Meeting.
6. Collects dues and distributes Directories
7. Welcomes new members and guests to meetings and serves as their hostess.
8. Contacts non-renewal and former members to join PPWC.
9. Attends Evening Social meetings and Summer Chit Chat. Recruits new members at PPWC events.

F. Program

1. Organize and coordinate monthly General Meetings of PPWC.
 - a. Plan and coordinate menu and table decorations with program theme for monthly General Meetings.
 - b. Schedule and introduce programs for monthly General Meetings.
 - c. Select tabletop charities.
2. Coordinate Chit Chat Luncheons for June, July, August, including menus and table decorations.
3. Coordinate PPWC Evening Socials under the direction of the Parliamentarian as Chair and committee of at least 4 members. Socials will be held quarterly unless otherwise noted.

G. Ways and Means

Plan and coordinate general fund-raising events.

1. Fall Fundraiser
 - a. Plan, organize and execute Fall Fundraiser.
2. Door Prizes
 - a. Plan and coordinate with merchants and PPWC members for the collection of door prizes.

- b. Manage the presentation of items at monthly meetings.

ARTICLE XI – SPECIAL COMMITTEES

Special committees are created for a special and temporary purpose. Each committee is automatically dissolved when its final report is given.

A. Audit Committee

1. Appointed by the President at the May Governing Board meeting.
2. Composed of one Director serving as Chair, and two members at large.
3. Audit the Treasurer's accounts at the close of the Fiscal Year and report to the Governing Body no later than the September Governing Board meeting.

B. Bylaws Committee

1. Appointed by the President with approval of the Governing Board.
2. Composed of the Parliamentarian serving as Chair, the Vice President, and three members with approval of the Governing Board.
3. Revise the Bylaws if deemed necessary.
4. Present the revisions(s) in writing to the Governing Board vote.
5. Present to the general membership for vote as specified in ARTICLE XII.

C. Nominating Committee

1. Appointed by the President at the November general meeting.
2. Composed of the Parliamentarian serving as Chair, the Vice President, and three members.

3. Propose a slate of Officers, selected from the membership, which will consist of one candidate for each office, and present to the Governing Board meeting in January. Present to the membership in February.
4. Elect Officers in March at which time nominations may be made from the floor with prior approval from the nominee.

ARTICLE XII - AMENDMENTS

These Bylaws may be amended by a majority vote of the members present at any regular or called meeting provided the proposed amendments are presented at a previous meeting.

ARTICLE XIII – ALLEGIANCE

These shall be subordinate to the Bylaws and/or Rules and Regulations of Pecan Plantation Country Club, and/or the Pecan Plantation Owners Association, Inc.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern all procedures of this Club not provided for in the Constitution and Bylaws.

Amended and Restated April 1, 2020, effective June 1, 2020

Amended and Restated March 11, 2021, effective June 1, 2021

Amended and Restated April 1, 2022, effective June 1, 2022

Amended and Restated April 18, 2024, effective June 1, 2024

Amended and Restated March 20, 2025, effective June 1, 2025

BYLAWS STANDING RULES:

1. In addition to the elected Officers voting, the members of the Governing Board are:
 - Boot Scootin' Committee – 3 votes including Director

- Christmas Tour of Homes Committee – 4 votes including Director
 - Communications Committee– 2 votes including Director
 - Fashion Show Committee – 2 votes including Director
 - Hospitality Committee – 3 votes including Director
 - Membership Committee –3 votes including Director
 - Programs Committee – 2 votes including Director
 - Ways and Means Committee – 2 votes including Director
2. If a person holds more than one voting position, that person gets only 1 vote.
 3. The selection of the designated voting members must be submitted by the Director to the President by July 1st of each year.
 4. At the beginning of the fiscal year, conduct workshops to discuss PPWC processes and bylaws.
 5. All workers for any PPWC event must be a current member of PPWC. The only exception is for CTOH where the homeowner chooses their hostesses.

Amended and Restated May 16, 2019, effective June 1, 2019

Amended and Restated March 21, 2024, effective June 1, 2024

Amended and Restated March 20, 2025, effective June 1, 2025