



INTERNATIONAL WOMEN'S CLUB OF ST PETERSBURG CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the International Women's Club of St Petersburg, hereafter referred to as the "IWC" or the "Club"

ARTICLE II – PURPOSE

The purpose of the Club is to:

- a. Foster friendship between expatriates of all nationalities in the St Petersburg area
- b. Facilitate the adaptation of those new to St Petersburg
- c. Participate in St Petersburg life through cultural activities
- d. Participate in St Petersburg life through community service

ARTICLE III – CLUB YEAR

The Club year begins **September 1 and ends May 31**. Summer months are considered bonus months for paid members and activities are planned at the discretion of members and Interest Group leaders.

ARTICLE IV – LANGUAGE

The working language of the Club shall be English.

ARTICLE V – MEMBERSHIP

- A. Members shall be defined as either
 - a. Foreign Country Members, being members who are holders of a foreign passport, or
 - b. Adopted Country Members, being members who are married to a holder of a foreign passport, or
 - c. Host Country Members, being members who are holders of a Russian passport only.

The number of Host Country Members in the Club shall not exceed 10% of the Club's total membership. If at any point their ratio exceeds 10% no additional Host Country applications shall be accepted until the ratio again drops below 10%.

- B. Membership shall be open to (subject to points D and E below):
 - a. All women residing in St Petersburg, who are either Foreign Country Members, Adopted Country Members or Host Country Members,
 - b. All men residing in St Petersburg who are Foreign Country Members only,

who have an interest in the purpose of the Club as defined in Article II.

- C. There shall be a fee for membership, which is waived in the case of the Honorary President. The Executive Committee shall periodically review said fee to ensure it is keeping up with the operating expenses of the Club. (See Article VI)

- D. For both a Foreign Country and an Adopted Country applicant to acquire membership, the applicant needs to register with the Club's Membership

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Secretary by completing a membership application form and by paying the membership fee.

- E. For a Host Country applicant to acquire membership, the applicant needs to:
- register with the Club's Membership Secretary by completing a membership application form, and
 - present to the Membership Secretary a letter of recommendation written by an existing IWC member, and
 - be introduced to a member of the Executive Committee by the existing IWC member, and
 - pay the membership fee

On receipt and completion of a to c above, the application shall be put to vote at the next scheduled Executive Committee meeting. The Executive Committee will then notify the Host Country applicant of the result of their application. The successful applicant shall then pay the membership fee.

- F. Only a full-year or half-year membership is offered by the Club. A full-year membership runs from 1 September to 31 May. A half-year membership runs from 1 January to 31 May.
- G. In accepting membership, a person agrees to abide by the Constitution and codes of practice adopted by the Club.

ARTICLE VI – MEMBERSHIP RENEWAL AND TERMINATION

- A. Membership renewal is automatic, subject to membership fees being paid in full by 31 October of the new membership year, in accordance with the provisions in B and C below.
- B. For Foreign Country and Adopted Country members, there is no limit to how many times membership can be automatically renewed. There is no review process.
- C. For Host Country members, membership can only be renewed automatically once. The second time it shall be subject to review by the Executive Committee. After review, the Executive Committee will notify the Host Country member in writing by the 15 May of the existing membership year, if they will be able to renew automatically for the next year or if they will have to apply for new membership as per Article V above.
- D. All members are subject to membership termination, if found to have brought the Club's image or goodwill into disrepute, contempt, scandal or ridicule. The termination of a membership shall be at the discretion of The Executive Committee.



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ARTICLE VII – FUNDS

- A. Funds to cover the Club's operating expenses shall be realized from the membership fees and maintained in a General Fund.
- B. If the Club chooses to maintain a fund for charitable works, it shall be kept separately from the monies used for operating expenses, in a Charity Fund.

ARTICLE VIII – LEADERSHIP

- A. The Executive Committee shall consist of IWC members who are in good standing and are willing to commit their services to the leadership of the Club.
- B. Members of the Executive Committee are as follows:
 - a. Honorary President
 - b. Executive President
 - c. Vice President
 - d. Recording Secretary
 - e. Membership Secretary
 - f. Treasurer
 - g. Communications Secretary
 - h. Chair of the Charity Committee
 - i. Community Relationship Liaison
- C. Each position on the Executive Committee shall carry one vote at Executive Committee meetings.
- D. The Executive Committee may decide, subject to a majority vote, to split any position between two individuals, except for the positions of Honorary President and Treasurer. The vote carried by that position shall be shared by the two individuals. And reference in this document to position titles in the singular shall also mean the plural if applicable.
- E. In the event that the Executive President position is shared by two Co-Executive Presidents, then the position of Vice President shall become redundant for that term, and any reference in this document to the position of Vice President shall mean Co-Executive Presidents. The Co-Executive Presidents shall each have one vote at Executive Committee meetings.
- F. The Honorary President shall be selected by the Executive Committee and extended an official invitation by the current Honorary President and Executive President prior to the May joint Executive Committee meeting. The incoming Honorary President shall be invited to attend the May joint Executive Committee meeting along with the other new members of the Executive Committee.



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- G. Members of the Executive Committee are elected for a term of one year, which can be extended to a second term. The maximum term any member may serve in any one position on the Executive Committee is two years, unless agreed otherwise by members of the Executive Committee by two-thirds majority vote.
- H. The overall term of any single Executive Committee member is limited to four consecutive years, unless otherwise agreed upon by the Executive Committee. If an Executive Committee member has been in a position for four years, the position will be advertised to the rest of the membership to enquire as to interest level. If no other member is interested in pursuing the position, the current Executive Committee person will be allowed to remain in their position for another year.
- I. Duties of the Executive Committee positions are defined in the IWC Operating Procedures Manual.
- J. In the event of an Executive Committee position becoming vacant due to resignation, departure, prolonged absence, inappropriate behavior, poor performance or for any other reason, the appointment of a replacement is at the discretion of the current Executive Committee.
- K. Should a vacancy occur in the position of the Executive President of the Club, the Vice President should serve as interim Executive President until the Executive Committee appoints a new Executive President.
- L. An Executive Committee member who has filled a position for part of a Club year shall be considered to have occupied the position for a full year if the appointment was made prior to the December or January Executive Committee meeting.

ARTICLE IX – OPERATING PROCEDURES

- A. In order to facilitate the smooth running of the Club and to ensure a common code of conduct, the Executive Committee shall from time to time revise and publish an Operating Procedures Manual.
- B. The Operating Procedures Manual may be amended by a majority vote of the Executive Committee.
- C. The Operating Procedures Manual is binding on all members of the Club.

ARTICLE X – NOMINATIONS

- A. All members shall be eligible for nomination to the Executive Committee. The ratio of Host Country members serving on the Executive Committee may not exceed 10% at any one time.

- B. Each Executive Committee member is responsible for finding their positions' replacement prior to their departure from the Executive Committee, if possible. Prior to the departure of an Executive Committee member, nominations will be made for their replacement to the remaining Executive Committee members. Positions will also be advertised in the Bulletin to the general membership.

ARTICLE XI – MEETINGS

- A. General Club meetings shall be open to all members upon proof of membership, i.e. membership badges and /or registration with Membership Secretary. IWC General Meetings shall be held with a program that reflects the purpose of the Club as defined in Article II. General Club meetings shall be held once each month from September to May, with the exception of December.
- B. Executive Committee meetings shall be held once each month from September to May, with the exception of either December or January. The Executive President shall preside over the meetings. In the event of their absence, the Executive President shall nominate another Executive Committee member to preside. Decisions affecting the running of the Club may be taken whenever a quorum of 40% of the Executive Committee members is present. Executive Committee members must abide by majority decisions. A two third majority vote is required to pass decisions in Executive Committee meetings where the full Executive Committee is not present. The May Executive Committee meeting shall be a joint meeting with all incoming and outgoing Executive Committee members for the forthcoming year.

ARTICLE XII – INTEREST GROUPS

- A. Interest Groups are formed for the benefit of the Club members.
- B. Each Interest Group leader shall:
- Communicate changes and other relevant information to the Vice President
 - Provide Interest Group information to the Communications Secretary by the deadline for the weekly Bulletin
 - Ensure the smooth operation of their Interest Group
- C. Guests of members may occasionally attend Interest Group activities with the prior approval of the Interest Group leader.
- D. An Interest Group leader may charge a group fee. In accordance with ARTICLE XIII, this fee can only go towards covering the costs of operating the Interest Group. This fee must be decided and agreed on by the whole Interest Group. The Interest Group leader must notify the Vice President of any fees charged.



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ARTICLE XIII – ADVERTISING AND DISSEMINATION OF MEMBERSHIP INFORMATION

- A. No IWC member may be paid to participate in, lead or instruct an Interest Group. IWC members who wish to give lessons or provide services on a paid basis may advertise in the Club's weekly bulletin, but may not have sign up sheets at Club meetings as they are not considered an Interest Group. Members who are providing either lessons or services on a paid basis may provide details of these services in the Bulletin.
- B. Only those Interest Groups instructed by individuals, who are NOT members of the Club, may operate on a paid basis. Fees shall be decided by the Interest Group leader and are subject to the approval of the IWC Vice-President.
- C. Information provided on IWC membership forms is considered confidential and is only distributed to the Club with the approval of individual members. Said information cannot be sold, distributed or used in any way by individual members for mailing lists, etc.
- D. The use of the IWC membership list is strictly prohibited for business purposes. The weekly Bulletin may be used for occasional advertising of a member's business, which must first be agreed upon by the Executive Committee.

ARTICLE XIV – AMENDMENTS

- A. Amendments to the IWC Constitution may be proposed and voted on by the Executive Committee. Any member of the IWC wishing to request an amendment to the Constitution may propose an amendment to the Executive Committee. Notice of the proposed amendment to the Constitution shall be given to the Executive Committee members at least two weeks prior to the meeting at which the amendment will be discussed and brought to a vote.
- B. If an amendment to the Constitution is approved, members of the Club must be notified thereof in the next IWC Bulletin.

ARTICLE XV – RECORD RETENTION

Physical and electronic documents pertaining to Club business must be retained either in hard copy or electronic form for current year plus two years. Archival documents must be retained in perpetuity.



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ARTICLE XVI – DISSOLUTION

- A. In the event of the dissolution of the Club's Charities Group, the Charity Fund shall revert to the Club's General Fund.

- B. In the event of the dissolution of the Club, any assets remaining after the payment of all debts shall be donated to a non-profit organization designated by the Executive Committee.

Approved: Oct 2014

Note: This document and its content supersede all other amendments from previous versions.