

BY-LAWS OF THE AMERICAN WOMEN'S ASSOCIATION OF QATAR

**(By-Laws Amended and Approved by Members Present
at March 14, 2011 General Meeting)**

ARTICLE I NAME

The name of this organization shall be the American Women's Association of Qatar.

ARTICLE II PURPOSE

The American Women's Association is a non-profit, secular, and charitable organization. Members meet in fellowship, to exchange ideas and interests, and to become acquainted with the customs and culture of Qatar and the Middle East. As a voluntary organization of women, we support charitable causes through donations and community service.

ARTICLE III MEMBERSHIP

Section 1. Membership in the American Women's Association of Qatar shall be on an annual basis, commencing on September 1 (or such later date as the member joins or renews and pays her dues) through the following August 31.

Section 2. Full Membership is available to any woman residing in Qatar who is a citizen of the Americas (North, South, or Central) by birth or naturalization, or whose husband is a citizen of the Americas (North, South, or Central), or who is a permanent resident of the Americas (North, South or Central).

Section 3. Associate Membership is available to any woman residing in Qatar not eligible for membership under Section 2. Associate Membership entitles a woman to Full Membership privileges with the exceptions of: holding the Executive Board positions of President, Vice President, Treasurer and Secretary or voting on the Association's By-Laws. Associate Membership may not exceed 40% of the total membership. To facilitate the responsibilities of the Membership Chair when collecting Associate Membership dues at the beginning of any new membership year, a working cap number of no more than 40% of the prior year's total number of Full Members shall be set by the Executive Board prior to any September General Membership Meeting so as not to place restrictions or delays upon requests for membership by Associate Members in attendance at the Association's September General Membership Meeting.

Section 4. An Honorary Member of the Association shall be a female Ambassador of the United States to Qatar or the wife of an Ambassador of the United States to Qatar. In the event the Ambassador does not have a wife, the wife of the next senior officer in the Embassy shall be asked to be the Honorary Member. She shall have all the rights and privileges of a Full Member.

ARTICLE IV FINANCE

Section 1. American Women’s Association annual dues shall be decided yearly by the Executive Board for the ensuing year. These dues shall be payable no earlier than at the September Membership Meeting and shall cover membership for the period from payment through the following August 31. Membership dues shall be prorated 50% effective February 1. Potential members may attend as a guest twice without being subject to membership dues.

Section 2. Funds for maintaining the Association shall be raised when necessary. The Executive Board shall have authority to disburse all funds.

Section 3. There shall be three signatories for the Association’s bank account: the President, the Vice President and the Treasurer.

Section 4. Expenditures of Association funds in an amount exceeding QR 5,000 shall only be made with prior approval of the Executive Board. Expenditures in amounts exceeding QR 10,000 shall additionally require the majority votes of members present at a General Meeting except when payments are being used to fund special events previously approved by the Executive Board for the Association.

Section 5. A second signature shall be required on any check drawn on the Association’s accounts.

Section 6. A review of the Association’s financial records shall be conducted by the Executive Board at the close of each fiscal year, which runs from September 1 through August 31.

Section 7. AWA proceeds may be donated to a charity or charities that have been investigated and presented to the Executive Board for their approval. All requests for charity considerations must be submitted by February 15. Recommendations for funding shall be presented to the General Membership at the March General Membership Meeting and approved by a majority vote of the membership present at the April General Membership Meeting. Charity funds will not be awarded to individuals. Funds shall typically be awarded to recipients at the May General Meeting. An absentee ballot shall be sent to any member requesting one prior to the April General Membership Meeting where the charity funding vote is taken.

The procedures outlined above do not preclude a vote by the Executive Board to present special charity funding considerations to the General Membership for consideration at any time.

Section 8. In the event of the dissolution of the American Women's Association, all properties and funds belonging to the Association shall be donated to worthwhile causes at the discretion of the Executive Board and membership.

ARTICLE V OFFICERS

It is recommended that all members of the AWA Board not hold full-time jobs while seated on the board. This recommendation will be reviewed each year.

Section 1. The elected officers of the Association's Executive Board shall be: President, Vice President, Secretary, Treasurer, Hospitality Chair, Membership Chair, Communications Chair, Fundraising Chair, Social Welfare Chair, Activity Groups Chair and Historian/Photographer. Associate Members may Chair an Executive Board position, with the exception of President, Vice President, Treasurer or Secretary which must be held by a Full Member. Associate Members who Chair an Executive Board position will have voting rights on the Executive Board.

Section 2. Officers shall be elected to serve for one year or until their successors are duly elected. Their term of office shall begin June 1.

Section 3. No Executive Board Member shall hold more than one office at any time, except in extraordinary circumstances, but can serve as a temporary replacement for another Executive Board Member in the event the Board Member is temporarily unable to fulfill the duties of the office due to illness or vacation. See also Article VII, Section 3. An Executive Board Member holding more than one position as a temporary replacement for another Board Member shall have only one vote. The President shall be eligible to serve only two consecutive years in that office, except in extraordinary circumstances. The extraordinary circumstances shall be approved by both the Executive Board and a majority of the members present at the General Meeting at which a vote is taken.

Section 4. There shall be a joint Executive Board Meeting in May or early June following the May General Meeting to expedite the smooth transition of offices.

Section 5. Officers shall attend all Executive Board meetings and operate only with Executive Board approval.

Section 6. Officers shall be familiar with American Women's Association By-Laws.

Section 7. The duties of the officers shall be as follows:

A. The President shall be a Full Member and shall preside at all meetings of the Association and of the Executive Board, call all special meetings, appoint Chairmen of all Special Committees with the advice and consent of the Executive Board and shall be an ex-officio member of all committees. She shall be one of the three signatories on all American Women's Association's bank accounts. She shall perform the duties of leadership and coordination pertaining to the office.

B. The Vice President shall be a Full Member and shall, in the absence of the President, perform the duties and exercise the powers of the President and otherwise shall assist the President in the day-to-day affairs of the Association. She is also the Program Chairman and, as such, shall arrange the program and place of each monthly General Meeting, arrange for door prizes and 50/50 draws, and make arrangements for any refreshments served. She shall also be one of the three signatories of all American Women's Association bank accounts.

C. The Secretary shall be a Full Member and shall keep record of the proceedings of the Association. She shall be responsible for taking minutes of all General, Executive Board and Special Meetings. She shall provide a copy of the Executive Board meeting minutes to each Executive Board Member. The Secretary shall carry on the official correspondence of the Association under the direction of the President. She shall keep copies of all correspondence on file. She shall submit all correspondence to the President for approval before mailing. Under the direction and supervision of the President, she shall be responsible for arranging for all the Association's publicity, i.e., updating information with Qatar Happenings, submission of newspaper articles, etc. She shall be responsible for sending Association thank you, cards to hospitalized members, congratulatory and sympathy cards, etc. She shall be responsible for all secretarial supplies and keep an inventory of such.

D. The Treasurer shall be a Full Member and shall receive all monies, keep the accounts, and pay the bills of the Association as authorized by the Executive Board. She shall give a monthly Treasurer's Report to the Executive Board and General Membership. She shall be one of the three signatories on all American Women's Association bank accounts. She shall have the account books reviewed yearly by the Executive Board before turning them over to the incoming Treasurer.

E. The Hospitality Chair shall be a Full or Associate Member and shall be the official hostess of the Association. She shall be responsible for social events on a monthly basis for the Association's membership.

F. The Membership Chair shall be a Full or Associate Member. She shall collect dues and meeting fees for members and guests, maintain membership attendance records, and keep an up-to-date mailing and phone list of Association Members. She shall oversee the New Member Coffee Sub-Committee. She shall print and distribute, yearly, an accurate telephone directory to all American Women's Association members in good standing. She shall distribute name tags at the Association's meetings and work closely with all Executive Board Members.

G. The Communications Chair shall be a Full or Associate Member and shall be responsible for all the Association's website communications. This will include: collecting monthly submissions for the website, researching and adding information on community events, and updating the website.

H. The Fundraising Chair shall be a Full or Associate Member and shall be responsible for organizing and overseeing all the Association's fundraising events. She shall coordinate with the Vice President for the solicitation of door prizes, silent auction items, etc. She shall form and supervise sub-committees as needed to help her in the performance of her duties.

I. The Social Welfare Chair shall be a Full or Associate Member and shall be responsible for establishing a committee of members whose responsibilities will include: preparation of the Association's charity funding request applications, reviewing all charity funding applications, investigating and visiting prospective charities who may become recipients of AWA charitable donations, and regularly reporting back to the Executive Board and the General Membership. She shall be responsible for the scheduling of any community volunteer activities for the Association's Membership.

J. The Activity Groups Chair shall be a Full or Associate Member. She shall develop and oversee activity groups which serve special interests within the organization. She shall be responsible for establishing guidelines for all the Association's Activity Groups.

K. The Historian/Photographer shall be a Full or Associate Member and shall keep a written history of the Association. She shall also keep pictures, news clippings and records of the Association's functions in an up-to-date scrapbook and photo album to be displayed at General Meetings.

ARTICLE VI GENERAL MEETINGS

Section 1. The American Women's Association meetings shall be held on the second Monday of each month, unless otherwise specified by the Executive Board.

Section 2. At the May General Meeting, any annual reports by retiring officers shall be presented and the election of new officers shall be held.

ARTICLE VII EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers.

Section 2. The Executive Board shall meet monthly and shall have general charge of the affairs, funds and property of the Association. It shall have the power to fill any vacancies and may create additional Special Committees when deemed necessary.

Section 3. Vacancies occurring on the Executive Board shall be filled by a majority vote of the total remaining members of the Executive Board. Members thus elected shall serve until the next election. A vacancy shall be deemed to exist when an officer of the Executive Board is unable to fulfill the obligations of her office due to absence, or otherwise, for more than 45 days. An officer who has served more than half a year in that office shall be considered to have served a full year.

Section 4. The President shall have the discretion to invite Special Committee Chairs to attend Executive Board Meetings as non-voting members.

Section 5. An Executive Board quorum shall consist of a two-thirds majority of the Executive Board Members. In extraordinary circumstances, issues(s) shall be referred to the General Membership to be voted upon in the event the Executive Board is unable to reach a decision on any particular issue(s). The issue(s) shall be referred to the General Membership for a vote by a two-thirds majority of the membership present at the General Meeting. In this event, the issue will be communicated to the membership prior to the next General Meeting at which time the issue will be voted upon.

ARTICLE VIII COMMITTEES

Section 1. Special Committees may be appointed by the President with the approval of the Executive Board.

Section 2. Special Committee Chairs may appoint Committee Members and report their names to the Executive Board.

ARTICLE IX NOMINATION AND ELECTIONS

Section 1. In March, all Executive Board positions and responsibilities will be presented to the general membership and volunteers invited to submit their names as candidates for the various Executive Board positions.

Section 2. A slate of nominations will be presented and communicated to the General Membership prior to the April General Membership Meeting.

Section 3. At the April General Membership Meeting, the slate of nominations will be presented and further nominations from the floor and volunteers for those positions will be accepted at that time.

Section 4. A slate of nominations will again be communicated to all Association Members prior to the May General Membership Meeting.

An absentee ballot will also be available upon request for those members in good standing (i.e. dues paid) who will be unable to attend the May General Membership Meeting.

Section 5. The election of officers shall be held in May according to Article VI, General Meetings, Section 2.

Section 6. The election shall be conducted by ballot from among the candidates determined under Sections 1, 2, 3, and 4 of this Article.

Section 7. The newly elected officers will assume the duties of their respective office on June 1 following the May elections.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

Should procedural questions arise, reference shall be made to ROBERTS' RULES OF ORDER NEWLY REVISED.

**ARTICLE XI
AMENDMENT OF BY-LAWS**

These By-Laws may be amended at any General Meeting of the Association by a two-thirds vote of the Full Members present, who shall have been informed in writing prior to the said General Membership Meeting. Amendments shall also be read at the General Meeting prior to the meeting at which the voting is to take place.