

**Missouri Federation of Women's Democratic Clubs  
2020 Convention  
Bylaws Amendment (only one change per form, duplicate as needed)**

**Deadline: April 24, 2020 (necessary so that Margaret may send to District Presidents)**

**Submit Forms to: Margaret Gladbach, MFWDC Bylaws Chair  
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4101 Monsoon Lane  
Columbia, MO 65202**

**ARTICLE XVII: AMMENDMENTS**

- Section 1: These bylaws may be amended at any annual meeting of the Federation by a two-thirds (2/3) vote provided **written notice of the proposed amendments have been given to each member club and to each member of the executive board at least thirty (30) days prior to the date of the meeting at which action is taken.**
- Section 2: A bylaws committee may submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at any annual meeting of the Federation or by a two-thirds (2/3) vote of the executive board.
- Section 3: Amendments become effective upon approval and the Federation shall promptly incorporate such amendments in its bylaws.

**Current bylaw reads:**

Article VIII:

**Section 6:** It shall be the duty of the corresponding secretary to conduct such correspondence of the Federation as may be directed.

**Section 7:** It shall be the duty of the treasurer to receive and hold all the money of the Federation and to deposit the same in a depository approved by the executive board. Disbursements shall be by order of the executive board. She shall make a report of receipts and disbursements at the annual meeting of the Federation. She shall send a written notice of the deadline date for the payment of Federation dues to all club presidents at least two (2) months in advance of the annual meeting. The treasurer shall furnish the fifth vice-president with the name of any club with unpaid dues. She shall be the chair of the credential committee and shall submit the names of three (3) persons to serve on the credential committee for approval by the executive board. She shall send each club president credential cards corresponding with the number of delegates from each club. She shall serve as an ex-officio member of the finance committee. She shall turn the books over to the auditor as stated in Article VIII. Two signatures are required on checks and someone other than the treasurer must reconcile the bank statements.

**Section 8:** The auditor shall take the books of the treasurer for review on August 1 of the year in which a new treasurer is elected or within one month of a vacancy occurring in the office of treasurer. She shall immediately return the books (no later than August 15 or no later than two weeks following the election of a new treasurer to fill a vacancy) to the treasurer upon completion of a review by an accountant. It shall be the duty of the auditor to make a complete report of the annual review at the executive board meeting. The Federation shall pay all the expenses.

**Proposed change:**

Change Article VIII: Section 6: The wording of the bylaw does not change only the placement in the document.

**Section 6:** It shall be the duty of the treasurer.....

**Section 7:** The auditor shall take the books of the treasurer.....

**Section 8:** It shall be the duty of the corresponding secretary.....

**Rationale: (use back if necessary)**

This would put all elected officers' duties in order and place all appointed officers together.

**Submitted by: Name:** Margaret Gladbach  
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**Date:** 2-24-2020  
**Phone:** 573-449-8256

**Form may be duplicated. Alteration strictly prohibited**