

Bylaws of the American Women's Association of Qatar

ARTICLE I NAME

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

ARTICLE II PURPOSE AND POLICY

The purpose of AWAQ shall be

- to promote friendship and cooperation among American women living in Qatar and
- to provide a voice for American women there,
- to contribute actively to the local community by supporting education, the rights of women and children, the natural and human environment,
- to promote multicultural goodwill, and
- to work towards better understanding between the United States of America and other nationalities.

ARTICLE III MEMBERS

Section 1. There shall be three classes of members:

- a) Full Members
- b) Associates
- c) One Honorary Member

Section 2. **Full Membership.**

Full Membership shall be available to any woman who resides in Qatar and is a citizen of the United States of America or whose spouse is a citizen of the United States of America.

Section 3. **Associates.**

- a) Associate status shall be available to any woman who resides in Qatar regardless of nationality.
- b) Associates shall have the same rights as Full Members with the exception of holding Executive Board positions of President, Vice-President, Secretary, Treasurer, Chair of Membership, Chair of Community Service and Chair of Communications. Associates shall not serve on the Bylaws Committee or vote for the adoption or amendments to AWAQ Bylaws.

Section 4. **Honorary Membership.**

There shall be one honorary member who shall be the serving Ambassador or the wife of the serving Ambassador of the United States of America to Qatar.

Section 5. **Dues.**

Members and Associates shall be required to pay dues except for the Honorary Member.

ARTICLE IV OFFICERS

Section 1. **Officers and Duties.**

- a) The officers of AWAQ shall be
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Chair of the Membership Committee
 - Chair of the Communications Committee
 - Chair of the Community Service Committee
- b) These officers shall be Full Members.
- c) These officers shall perform the duties prescribed in the Standing Rules and by the parliamentary authority adopted by AWAQ.

Section 2. **Term of Office.**

- a) The officers shall be elected to serve for a term of one year or until their successors are elected. Their term of office will begin on June 1.
- b) No officer shall hold more than one office at a time, and shall not serve in the same office more than three consecutive terms.

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ARTICLE V MEETINGS

Section 1. **Membership Meetings.**

Membership Meetings shall be held monthly, between September and May, unless otherwise specified by the Executive Board.

Section 2. **Annual General Meeting.**

New officers shall be elected at the Annual General Meeting in May.

Section 3. **Quorum.**

The quorum of any meeting shall consist of the members present.

ARTICLE VI EXECUTIVE BOARD

Section 1. **Number, Selection.**

The Executive Board shall consist of the elected officers.

Section 2. **Executive Board Meetings.**

- a) Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held from September to May.
- b) Special meetings of the Executive Board may be called by the President or shall be called upon the written request of three members of the Executive Board.
- c) The Executive Board may hold electronic meetings to include voting, and those shall be in the nature of an audio conference.

Section 3. **Vacancies.**

Vacancies on the Executive Board shall be filled by a majority vote of the remaining members of the Executive Board. Members thus elected shall serve until the next election.

Section 4. **Quorum.**

The Executive Board quorum shall consist of a majority of the Executive Board Members.

Section 5. **Invitations to Attend.**

The President may invite Committee Chairs to attend Executive Board Meetings as non-voting members.

ARTICLE VII COMMITTEES

Section 1. **Appointment and Duties.**

The Executive Board shall appoint Chairs of Standing and Special Committees as needed.

- a) Standing Committees of AWAQ shall be:
 1. Events
 2. FAWCO
 3. Fundraising
 4. Nominations
- b) Chairs of Standing Committees will serve until the next election of officers.
- c) Chairs of Special Committees will serve as deemed necessary.
- d) Chairs shall appoint Committee Members and report their names to the Executive Board.

ARTICLE VIII FINANCE

Section 1. **Fiscal Year.**

The fiscal year shall begin on June 1 and end on May 31.

Section 2. **Dues.**

The annual dues shall be set by the Executive Board for the upcoming year before each Annual General Meeting in May.

Section 3. **Budget.**

Officers or Committee Chairs may only spend, or commit the AWAQ to spending, a sum equal to or smaller than the amount budgeted annually without prior permission of a majority of the Executive Board.

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Section 4. **Audit.**

An audit of the AWAQ's financial records shall be performed by an independent committee of two Full Members at the close of each fiscal year.

ARTICLE IX NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee.**

At the February Membership Meeting, a nominating committee shall be solicited from the Membership. It shall be the duty of this committee to nominate candidates for the offices to be elected at the Annual General Meeting.

Section 2. **Report of the Nominating Committee.**

- a) Prior to the Annual General Meeting, a slate of candidates shall be communicated to the Membership.
- b) Nominations may be made from the floor. The nominees must have given prior consent.

Section 3. **Elections.**

The election of officers shall be held during the Annual General Meeting.

Section 4. **Assumption of Duties.**

The newly elected officers will assume their duties on June 1.

ARTICLE X PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern AWAQ in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order AWAQ may adopt.

ARTICLE XI DISSOLUTION

In case of dissolution all assets remaining after payment or satisfaction of liabilities shall be distributed to an entity organized and operated exclusively for charitable humanitarian purposes in Qatar.

ARTICLE XII AMENDMENT OF BYLAWS

Proposed amendments shall be reported to the Membership in writing at least three weeks prior to the meeting at which they will be considered. Approval of amendments to the Bylaws requires a two thirds vote by Full Members at any Membership Meeting.

Adopted as revised at the Special Membership Meeting on August 23, 2015.