

# Bylaws of the American Women's Association of Qatar

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## 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 and all other nationalities living in Qatar,
- To contribute actively to the local community,
- To promote multicultural goodwill, and
- To work towards better understanding between the US and other nationalities.

## ARTICLE III MEMBERS

### Section 1. There shall be three classes of members;

- a) Full Members
- b) Associates Members
- c) One Honorary Member
- d) Lifetime 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 women who reside in Qatar regardless of nationality.
- b) Associates shall 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 American Ambassador and Lifetime Members. - Fay Gotting, Feryal Al Thani, and Ellie Le Baron.

## ARTICLE IV OFFICERS

### Section 1. Officers and Duties

- a) The Executive Board of AWAQ Shall be
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Membership
  - Communications
  - Community Service
- 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.

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## 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.

## 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 April and take position in June.

### Section 3. Quorum.

The quorum 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 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) 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

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## 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 Incoming Executive Board for the upcoming year prior to the first meeting in September.

### 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 or the Executive Board.

### 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. Records shall be kept by the Secretary for five years and include financials, agendas, Board Meeting Minutes and General Meeting Minutes.

## 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 Membership.
- b) Nominations may be made from the floor. The nominees must have given prior consent.

### Section 3. Elections.

The elections 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 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 the amendments to the Bylaws requires a two-thirds vote by Full Members at any Membership Meeting.