

# 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 fellowship among American women and female members of all nations,
- To contribute actively to the local community,
- To promote multicultural goodwill.

## ARTICLE III MEMBERS

### Section 1. There shall be four classes of members:

- a) Full Members
- b) Associate Members
- c) One Honorary Member
- d) Lifetime Member(s)

### 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. Associate Membership

- a) Associate Membership status shall be available to any woman who resides in Qatar regardless of nationality.
- b) Associate Members 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. Associate Members 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 spouse of the serving Ambassador of the United States of America to Qatar. If no Ambassador is appointed, the spouse of the highest-ranking representative shall hold the Honorary Membership.

### Section 5. Lifetime Membership

Individuals granted Lifetime Memberships shall have access to all meetings and events. Lifetime Memberships are not transferrable during lifetime or posthumous.

### Section 6. Dues

Full Members and Associate Members shall be required to pay dues. Dues shall be waived for the Honorary Member and Lifetime Member(s).

## 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 May 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.

## Section 3. Review of Records

- a) A review of the AWAQ's financial records can be performed by an independent committee of two Full Members at the close of each fiscal year.
- b) Records shall be kept electronically by the appropriate Board Members to include Financials, Membership Data, Agendas, Board Meeting Minutes and General Meeting Minutes.

## 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 held towards the end of the fiscal year and take position in May.

## 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 August 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 which shall be documented.

### Section 3. Vacancies

Vacancies on the Executive Board, upon Executive Board recommendations, 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 Committee
  - 1) Events
- b) Special Committee
  - 1) Nominations
- c) Chairs of Standing Committees will serve until the next election of officers.
- d) Chairs of Special Committees will serve as deemed necessary.
- e) 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 May 1 and end on April 30.

### Section 2. Dues

The annual dues shall be set by the Incoming Executive Board for the upcoming year prior to the first General Meeting in September.

### Section 3. Budget

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

## ARTICLE IX NOMINATIONS AND ELECTIONS

### Section 1. Nominating Committee

At the January 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 held towards the end of the fiscal year.

### 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 at the March General Meeting. The nominees must have given prior consent.

### Section 3. Elections

The elections of officers shall be held during the Annual General Meeting held towards the end of the fiscal year.

### Section 4. Quorum

The quorum shall consist of the members present.

### Section 5. Assumption of Duties

The newly elected officers will assume their duties on May 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

Upon Executive Board's decision by majority, 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(S) OF BYLAWS

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