

THE CONSTITUTION OF THE
PHUKET INTERNATIONAL WOMEN'S CLUB
Revision March 2011

ARTICLE 1: GENERAL

Section 1: The Club shall be called in English the "Phuket International Women's Club" and in Thai "Chomrom Satri Nanachat Phuket", as written in our present logo which was adopted in 1989.

ARTICLE 2: CLUB OBJECTIVES

Section 1: To unite women from all nations residing in Phuket and surrounding areas to meet on a regular basis for the purpose of friendship.

Section 2: To make living in Phuket more enjoyable.

Section 3: To hold fundraising activities for the PIWC educational fund.

**ARTICLE 3: MEMBERS,
MEMBERSHIPS AND MEMBERSHIP FEES**

Section 1: Membership fees will be reviewed annually and members will be notified in advance of the adjustments proposed. Members will have to approve the adjustments by vote at the next General Monthly Meeting.

The membership fee is due within 30 days of the AGM to be held in March and is valid till the 31st of March of the next year. No applicant may be considered as having acquired membership in PIWC until she has paid her registration fee according to this regulation.

The membership fee is as of today: 1.200 Baht per year, plus 400 Baht payable the first time as registration fee.

Section 2: Membership fees, incidental income, etc. may be used to meet legitimate Club expenses or donated to charity. The Club will maintain a minimum balance in a fixed deposit fund which will cover the total financial obligation.

Section 3: All new members will be given a copy of the constitution and an up to date list of other members' names, addresses, phone numbers and email addresses.

Section 4: Persons who attend meetings but have not paid dues will not be referred to as members and will not enjoy the rights and duties of memberships. Members can invite guests and will pay for any expenses involved.

Section 5: Honorary members are those who have been paid up members for ten years and have served on the committee.

ARTICLE 4: EXECUTIVE AND STANDING COMMITTEE

Section 1: An Executive Committee will be responsible for the running of the Club. The Executive Committee will consist of:

- 1) a President
- 2) 1st Vice-President
- 3) 2nd Vice-President
- 4) a Treasurer
- 5) a Secretary
- 6) a Membership Coordinator
- 7) a Scholarship Coordinator
- 8) a Public Relation Coordinator
- 9) a Newcomers Coordinator
- 10) an Activity Coordinator
- 11) a Fund Raising Coordinator

All positions will be filled by election by secret ballot at the Annual General Meeting or as positions become vacant. Only members who have served on the committee for a minimum of one year can be elected as President, Vice President, Treasurer, Scholarship coordinator and Fund raising coordinator. Not less than 51% of the total members including proxies constitute a quorum.

Section 2: Each Executive Committee member will be expected to present an oral report at the Annual General Meeting.

Section 3: The Executive Committee is empowered to appoint the members of the Standing Committees, as well as, to determine the duties of Standing Committees. The President will be an ex-officio member of each Standing Committee.

Section 4:

1. Special meetings may be called by either the President or five or more Executive Committee Members.
2. The Coordinators of the Standing Committees shall call the Standing Committee meeting when they deem advisable. However the President may also request the Coordinators of Standing committees to call Committee Meetings when considered advisable.
3. At the Executive Committee meetings and the Standing Committee meetings not less than 51% of the total Committee members are to constitute a quorum. The agenda for the meeting should be posted to members before hand. A resolution shall be decided by majority vote.

ARTICLE 5: GENERAL PROVISITONS

Section 1: The club will meet at least once a month. Guests are welcome to all meetings, except business meetings, when only paid up members should attend. These will be held whenever necessary to arrange fund raising activities and voting of office holders.

At the Annual General Meeting, only Full Members (no guests) may be present during the meeting itself. Only Fully paid-up members are entitled to vote.

Section 2: The President of the club shall preside at all General Meetings. If the President is unable to attend, the Vice-President shall preside. If both are unable to attend, the meeting shall continue if 51% of the Committee members are present.

Section 3: All individual members have the right to express their views on subjects pertaining to the Club at General Meetings. If unable to attend a meeting, the members' views may be expressed through a written statement.

Section 4: Business to be transacted at the Annual General Meeting is as follows:

- a) Approval of the Minutes of the previous Annual General Meeting
- b) Report of the President
- c) Approval of the Treasurer's report. Prior to Annual General Meeting the Treasurer's books will be reviewed by two Club members not on the Executive Committee.
- d) Oral report by all Executive Committee Members
- e) Old business
- f) Proposal of Committee, if any
- g) Resolutions proposed by members, if any
- h) Election of new Committee

Section 5: All documents pertaining to the different officers and Committees shall be handed over at a joint meeting of the old and new Executive Committee. This should be scheduled within 2 weeks of the Annual General Meeting.

Section 6: No activity or project which involves a monetary commitment of the Club or a substantial time commitment of the members will be undertaken without the matter having been explained and brought to a vote at a General Meeting where more than 51%

of the members take part. Proxy votes are allowed if they are submitted to the president prior to the meeting.

Section 7: No private sales are allowed at any Club function unless by prior arrangement from the committee and 10% of the total sale is donated to the club.

ARTICLE 6: AMENDMENTS

Section 1: Amendments to these by-laws can be proposed by the Executive Committee or by a resolution of not less than one-fifth of the total membership in writing to all members. A vote may not take place until the next monthly meeting and amendments shall be adopted by majority approval of those present. Proposed amendments should be emailed to all members for approval.

ARTICLE 7: DISSOLUTION OF THE CLUB

Section 1: The Club is established for an indefinite period. Should the Club be dissolved for any reason the remaining assets after its liquidation shall be distributed to a charity or charities chosen by the majority of the Club.

ARTICLE 8: BANK ACCOUNT

Section 1: There shall be three authorized Club member signatories approved by the Executive Committee for accounts for all Club accounts. Two signatories will be required for withdrawals.

Section 2: Separate accounts for fund raising projects will be considered by the Executive Committee on a one-by-one basis.