

# Women's Activity Club Constitution

2024

## ARTICLE I. NAME, PURPOSE, AND ACTIVITIES OF THE CLUB

**Section 1. Name.** The name of this organization shall be the "Women's Activity Club".

This club shall adhere to Swiss norms as stated in the Swiss Civil Code, Article 60 with Addenda. The official address of this organization shall be Winterthurerstrasse 18, 8610 Uster. The building at this address is known as the Women's Activity Club, or "WAC". Legal jurisdiction shall be the city of Uster.

**Section 2. Purpose and Activities of the Club.** The Women's Activity Club is a multifunctional organization whose purpose is to meet the social, educational and personal needs of its members. The Club is designed to encourage international friendship, support, and sharing. The Club may run an English school for children. The organization shall be non-profit, non-religious and apolitical. The working language of the Club shall be English.

## ARTICLE II. FINANCE

**Section 1. Membership Dues and Income.** All administrative costs and other operating expenses of the Club shall be funded by annual membership dues, income from activities, revenue from room rentals and school fees. The amount of the annual dues shall be decided at the Annual General Meeting. The fee schedule for membership dues is:

**a) Full membership                                  160 CHF per year (Feb 1<sup>st</sup> – Jan 31<sup>st</sup>)**

\*applicable for all members with children in the Learning Tree Cooperative School

\*members given first priority for all ticket-only events and/or courses

**b) Adult Social membership                  40 CHF per year (Feb 1<sup>st</sup> – Jan 31<sup>st</sup>)**

\*benefit from members rate for adult-only social activities and classes

\*benefit from members rate for WAC room rentals

\*advertise their business for free on WAC communication channels

**c) Half-yearly membership \*                  90 CHF per half year (Feb-July OR Aug– Jan)**

\*same benefits as full member

d) Please note there will be NO half-yearly fee attached to Adult Social membership fees.

e) All new full and half-yearly memberships are subject to a one-off administration fee of 50



CHF. It will be added to the first payment when the membership commences.

**Section 2. Expenses.** The Treasurer and the President are authorized to sign payment orders on behalf of the Club in payment of proper expenses incurred by the Club.

**Section 3. The Club's Year.** The fiscal year shall cover the period from January 1 through to December 31.

**Section 4. Treasurer's Report.** At the end of the fiscal year, the books and/or computer records as well as financial statements will be reviewed and the results will be available to all members upon written request. A report of the fiscal state of the Club shall be made by the Treasurer at the Annual General Meeting.

**Section 5. Surplus Funds.** Should surplus funds exist, the Board will set up a separate bank account (the premises' fund account) to cover the contingency that the premises currently used by the Club are no longer available. On an annual basis, the Board will vote on the amount to put in the premises' fund account. A minimum of two signatures is required to access funds from this account.

### **ARTICLE III. MEMBERSHIP**

1. Membership shall be open to women and men of all nationalities interested in participating in the activities of the Club.
2. Prospective members are required to submit a completed membership form with the annual dues. Members will be accepted by the Board upon receipt of these two items.
3. Members agree to adhere to the rules and Bylaws of the Club. The Bylaws of the Club, which shall be adopted by the Board and given to all members, can be enforced. The Board can dismiss members who do not abide by the rules of the Club.
4. Withdrawal from WAC membership must be received in writing by the 10th December. If no cancellation is received by this date, membership will automatically be renewed for the following year.
5. Members may resign at any time. Such members are asked to inform the Club Office Manager, in writing (email com@wac.ch), of their resignation. Dues are not refundable.
6. Parents or guardians of children enrolled in the Learning Tree School must be members of the Club.

### **ARTICLE IV. ORGANIZATION OF THE CLUB**

The organization of the Club shall be comprised of the general membership plus the Board of Directors. Members of the Board serve in the capacity of a volunteer.

**Section 1. Annual General Meeting.** The Annual General Meeting shall be held each year in late March. The agenda for this meeting shall be:

1. President's report
2. Treasurer's report
3. Election of the Board of Directors for the coming year
5. Preliminary planning/discussion of activities and the agenda for the coming year
6. Other business of concern to the general membership

Decisions of the Club shall be made at the Annual General Meeting. Voting at the Annual General Meeting shall be by a simple majority vote of those members present and those voting by proxy or absentee ballot. Each member is entitled to one vote at all meetings of the membership of the Club. A quorum for transaction of business shall be not less than one-third of the general membership.



Special meetings can be called by the Board or requested by one-fifth of the general membership, in writing to the Board, at any time during the year. The written agreement of all members to an issue is equivalent to a decision made at the Annual General Meeting.

**Section 2. Officers of the Club.** The Club shall have the following Executive Officers: President, Vice President, Secretary, and Treasurer.

**Section 3. Board of Directors.** The Club shall be governed by a Board of Directors consisting of the Executive Officers and one or more Chairpersons as needed. The Board of Directors shall consist of a minimum of five members. All Board members shall be entitled to one vote each. In the case of a tie the issue may be put on the agenda of the next meeting, discussed again and voted on again.

All members of the Board of Directors shall hold office for a period of one year from April 1 to March 31 of the following year. The same elected office shall not be held for more than two consecutive years, except when, seven days prior to the election, no candidate has come forth, the existing office holder, having already served a two-year term, may then stand for election again.

**Section 4. Vacancies.** If a Board position becomes vacant, the Board will elect a replacement and inform the general membership in the next Women's Activity Club newsletter. The term of the newly appointed person shall be considered a full year if it commences before or during July. If a position is vacant until the Annual General Meeting, the new board may vote in new members for board positions at the first board meeting.

**Section 5. Duties of the Board of Directors.** The Board of Directors shall manage the activities, property and affairs of the Club. Duties of all members of the Board are set forth in the Bylaws. For every contract entered on behalf of the Women's Activity Club, at least two executive board members must sign. One of these signees must be the President (in the absence of the President, it must be the Vice President).

## ARTICLE V. LIABILITY

**Members are to note that they participate in any Club activity entirely at their own risk. Neither the Club nor the Board of Directors shall be held responsible for any injury, damage or loss incurred by the general members, while participating in any Club activity or function. The liability of each individual member of the Club to any third party is limited to the membership dues, see fee schedule under ARTICLE II. Finance, Section 1. Membership Dues and Income. (Swiss Civil Code, Article 71).**

## ARTICLE VI. AMENDMENT OF THE CONSTITUTION

This Constitution may be amended by a simple majority vote of the general membership at either the Annual General Meeting or at a special meeting. Amendments may be proposed by the Board of Directors or by any 25 members, in writing, to the Board of Directors. The Board must present the amendment to the membership, together with its recommendation for approval or disapproval, not less than 30 days prior to the meeting at which it is to be considered.

## ARTICLE VII. CONSTITUTION

This constitution is the first constitution of the Women's Activity Club and shall be considered valid as of the date of approval by the general membership. The Constitution (also contained within the



Women's Activity Club Handbook) shall be made available to any member upon request.

### **ARTICLE VIII. BYLAWS**

Bylaws as necessary for the proper governance of the Club may be enacted or modified by a two-thirds majority vote of the Board of Directors, to become operative 30 days after adoption provided that such Bylaws do not in any way modify or conflict with this Constitution.

### **ARTICLE IX. SEAL**

The seal of the Club shall consist of a child, represented by a stick figure, carrying three colored balloons and shall bear its symbol "WAC".

### **ARTICLE X. DISSOLUTION**

Dissolution shall occur at a general meeting with the approval of three-quarters of the members present. In the event of dissolution, there shall be total liquidation of all material assets. All money from this liquidation and all remaining money, including money in the premises' fund account, shall be donated to charitable organizations or to organizations with goals similar to those of the Women's Activity Club. The Board shall identify such organizations, and the exact organizations shall be voted upon at either the Annual General Meeting or a special General Meeting after recommendations from the Board.

### **ARTICLE XI.**

The formation of the Women's Activity Club and its statutes were approved by the undersigned at the Board Meeting on April 21, 1997 at the Women's Activity Center in Volketswil:

*Grace Widmer  
Caroline Schwarz  
Karen Breitenmoser  
Dawn Martin  
Marleen Bueno de Mesquita  
Dorothy Fiskum  
Annejacq Massink  
Jackie Cerri  
Amanda Kearns*



## Version History

The original constitution was proposed by the Board of Directors on January 22, 1997; revised on March 24, 1997; and accepted by the General Membership in June 1997 at the Annual General Meeting.

Revised in accordance with Article VI:

| Version no. | Revised on | Modified by | Approved on        | Description of changes  |
|-------------|------------|-------------|--------------------|---|
| 1.0         | 7.12.2023  | Anja Hirt   | AGM March 30, 2024 | <ul style="list-style-type: none"><li>- Split Handbook into Constitution and by-laws</li><li>- Introduce version history</li><li>- Correct terminology such as “Child Development Program” or “Disciplinary Policy” which are no longer used.</li></ul> |

**Older updates: June 1998, June 1999, June 2000, June 2001, May 2002, June 2004, June 2005, April 2010, June 2014.**

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