



HISTORY

The International Women's Club of Lugano was founded in 1988 by two women, one from Sweden and one from Argentina. The intent was to bring women together for the purpose of sharing resources, hobbies, interests, skills and contacts via a wide variety of informal and formal activities. The Club now has over 250 members, from more than 35 countries, most living in Ticino.

Each month, members are informed through the Newsletter of the activities proposed by the Club.

Special events are planned periodically, such as cultural tours and lectures, lunches, dinners and dances. In addition, small groups meet frequently to share particular interests, such as buracco, bridge, knitting, drama, hiking, cooking, conversation in various languages, and so on.

Every two years, the Club may support a charitable organisation, selected and voted for by the members at the December Monthly Meeting. Funds for the chosen charity are raised during that year.

The IWCL is open to all women, but considers it essential that members can communicate easily. For this purpose, English is the chosen language of the Club. A good working knowledge of this language is therefore the only condition for joining.

STATUTES FOR THE INTERNATIONAL WOMEN'S CLUB OF LUGANO

(Revised December 2020)

ARTICLE I - NAME

The name of this Organisation shall be: THE INTERNATIONAL WOMEN'S CLUB OF LUGANO with its headquarters in Lugano.

ARTICLE II - PURPOSE

As a not-for-profit organisation, this Club shall be to enhance and enrich ourselves as women, through stimulating, educational and social activities. It shall also exist to promote friendly relations with our host community and country. This Club has no political or religious affiliations.

ARTICLE III - MEMBERSHIP

The Club welcomes all women who have a good working knowledge of English.

ARTICLE IV - THE BOARD

A. The Board shall be responsible for the governance of the Club as defined in the Bylaws. Elections of the officers shall be held regularly as stipulated in the Bylaws.

B. The Board shall consist of the elected officers of the Club and the appointed Chairpersons; currently the Membership Secretary, the Newsletter Editor, the Events Chair and the Hospitality Chair, according to the Bylaws.



ARTICLE V - LIABILITY

No member of the Club shall, in any case, be subject or liable to any financial obligations of the Club beyond the annual dues.

ARTICLE VI - CHARITY

There shall be a committee which shall be responsible for organising and raising funds for the Club's chosen charity or charities. The designated recipient(s) of these funds shall be voted upon at the December Monthly Meeting. Any member of IWCL shall be free to present a charity for consideration and voting by the membership, according to the protocol in the bylaws. If there is no Charity during a fiscal year, any profit accruing from Club activities will be put into the Contingency Fund to support members as appropriate.

ARTICLE VII - NOMINATIONS

Returning Officers shall be selected by the Board and they shall be presented to and confirmed by the membership at the December Monthly Meeting. These Officers will consist of at least TWO members from the membership at large. Their role shall be to receive and count votes for any votable decisions made by the membership.

ARTICLE VIII – MEETINGS

A specific meeting will take place once a year, normally in December, when members will vote for the new Board and (if appropriate) the new Charity. Members will receive written notice at least one month before the date of the meeting through the Newsletter.

ARTICLE IX - DUES

The fiscal year for the Club runs from January to December. Membership dues are paid annually (from the start of January until the end of December). Any change in dues for the following fiscal year is established at the specific voting meeting in December by an open majority vote of the members present.

ARTICLE X - AMENDMENTS

A. A motion to amend the Statutes or Bylaws, made by the Board or a member, must be presented to the Board and published in the Newsletter at least one month in advance of the December Monthly Meeting.

B. The majority required to pass such a motion is 51% of the members present at the Annual Business Meeting.

When a decision is to be taken by a 'show of hands' vote, the details will be posted at least one month in advance, in the Newsletter. Any member who is not able to attend the meeting is welcome to send their votes by email to the Club Secretary, who will ensure that their vote is counted.

Ballot forms for formal votes will only be counted if handed in or posted to one of the named Returning Officers. They cannot be sent by email.



ARTICLE XI - DISSOLUTION

- A. A motion dissolving the Club must be presented by either the Board or one fourth of the membership.
- B. The Board shall notify all members at least two months in advance of any monthly meeting held in order to consider dissolution of the Club.
- C. The majority required to pass such a motion is 51% of voting members. The vote may be taken by correspondence and all ballots must be received within 30 days from the date of the letter that is sent to the entire membership.
- D. In the event of dissolution, the remaining assets of the Club shall be disposed of by voting members to a charitable organisation. Under no circumstances will any of the assets be returned to the founders or members of the Club.
- E. The Board or the membership at large shall determine the manner of dissolution and liquidation (according to ARTICLE XI D).

ARTICLE XII - GUESTS

Members are welcome to invite a guest to attend one Monthly Meeting and one activity but, thereafter, said guest must become a fully paid up member of the Club in order to participate in any future events. Interest Group Leaders should use their discretion about guests attending their group activities under special circumstances. When in doubt please contact one of the Board Members. Any special event outside the normal remit should be organised according to the appropriate protocol (available from the Club Secretary – see Article VII) before being announced either in a Monthly Meeting or in the Newsletter.



BYLAWS FOR THE INTERNATIONAL WOMEN'S CLUB OF LUGANO

ARTICLE I - MEMBERSHIP

A. No member shall profit materially from organising anything in the name of the Club. The membership mailing list shall be for the use of members only and shall not be circulated for commercial, political, religious or charitable (other than for the designated IWCL charity) purposes.

B. It is absolutely forbidden for members to use the Club itself and/or its membership list for furthering commercial purposes or for any personal gain. The use of said above will result in automatic suspension or expulsion from the Club. Furthermore, no commercial or for-profit sales are permitted at Club functions apart from the Spring Fair or unless the said activity is to raise money for the Club Charity. All sales and advertisements must be done through the Newsletter and paid for directly to the IWCL.

C. Prospective members are required to complete the IWCL membership forms and submit them to the person stated on the membership form. Membership shall expire by resignation or two months after the beginning of the fiscal year when no renewal fee has been paid.

D. The Board reserves the right to limit membership of the Club.

E. The Board reserves the right to ask for resignation of any member or refuse renewal of membership if deemed necessary.

F. Cancellation Policy: If a member does not appear at an IWCL event for which she has already reserved a place, she will be billed for her share of the event unless she honours the cancellation deadline.

ARTICLE IIa - THE BOARD

The Board shall consist of four elected officers: President, Vice-President, Executive Secretary and Treasurer. The President and the officers shall appoint the Chairpersons to serve on the Board. The officers are elected for a one year term. Their duties shall be as follows:

President: She shall administer the affairs of the Club and officially represent the Club. She shall preside at all meetings of the Club and the Board. She shall appoint the Group Leaders for the special interest groups and for other committees as they are needed. She shall be an ex-officio member of all committees except the Nominations Committee. In case of vacancy in one of the offices (elected or appointed) she shall appoint a new person for that position. She shall be responsible for the supervision of the Chairwomen. She shall act as a liaison between the Board and the members at large. She shall not be President for more than two consecutive terms (2 years) unless no member should come forward to fill the President's position after her two-year term of office. The membership may then vote to extend the mandate for the current President provided that she wishes to continue to serve the Club. The vote shall take place annually, when members will be asked to reaffirm their confidence in the whole Board, should they wish to remain at the Club's disposal. She is to call a meeting of the Board every month.



Vice President: She shall assist the President and perform her duties in her absence. In case of vacancy in the office of the President, the Vice-President shall at once succeed to this office for the duration of the term. She shall be responsible for all supervision of the Interest Group Leaders.

Executive Secretary: She shall keep a record of all Board meetings and notify members of the Board for said meetings.

Treasurer: She shall receive and disburse the funds of the Club. She shall have custody of said funds. She can choose to have an Assistant Treasurer with approval from the Board. She shall pay all bills and keep an accurate account of all receipts and disbursements. She shall present a financial statement at the President's or a member's request. The IWCL books shall be audited every year by a professional accountant and the findings of said accountant shall be published in the IWCL Newsletter.

This audit will take place within a reasonable amount of time after the closure of the fiscal year.

ARTICLE IIb – CHAIRWOMEN

(MEMBERSHIP, EDITORIAL, HOSPITALITY, EVENTS)

As stated above, the Chairpersons shall be appointed by the Officers. They are responsible for their designated task as defined by the Board, and may or may not choose to have a committee to help them. All Chairpersons are expected to attend the monthly Board Meetings. The Board Chairpersons and Interest Group Leaders may not ask for financial contributions (in addition to the annual dues) to pay for activities in the name of IWCL without approval from the Board. Financial reimbursements for their expenses incurred are made only after prior permission from the Board.

The Board may invite any other persons to their monthly meeting when deemed appropriate. All matters requiring a decision by the Board shall be decided by a majority vote of the elected officers and the appointed Chairpersons present at the meeting. A quorum shall comprise a minimum of three attendees for voting purposes. Absentees may vote by proxy. In the event of a stalemate, the President shall cast the deciding vote.

ARTICLE III - CHARITY

A. The Charity vote shall take place at the Monthly Meeting in December of every alternate year and shall be by written ballot prior to the Monthly Meeting and by show of hands at the Monthly Meeting (to be counted by the Returning Officers).

B. A written description should be presented to the Board NO LATER THAN THE FIRST OF OCTOBER. It is the responsibility of the Board to forward the recommendations to the Newsletter Editor no later than the deadline of the Newsletter mailed in November.

C. The Club does not have to elect a NEW charity every other year. However, the Club's charity fund-raising efforts will run for one year following the vote in December.

D. The Charity shall be a separate account of the IWCL. The Charity Treasurer and the Club Treasurer shall have access to this account.

E. Throughout the duration of a Charity Year, as voted by the Membership, any profit accrued from normal Club events will be added to the Charity account. Throughout the duration of a non-Charity year, any profit accrued from normal Club events will be added to



the Contingency Fund. The destination of any profit will no longer be announced in Club notices, since it will follow these guidelines.

ARTICLE IV - NOMINATIONS AND ELECTIONS

- A. The Nominations Committee shall submit to the Newsletter Editor a list of the nominees for the four elected positions together with a brief biography of each nominee by the deadline of the 1st of October.
- B. The membership will receive a list of the nominees and their biographies as well as a numbered ballot in the November mailing and will vote either by mail, email or at the monthly meeting in December.
- C. Nominations will be closed by October 1st and votes will be valid until the end of the December monthly meeting at which time the results of the elections will be announced.
- D. In the case of a Nominating Committee member accepting a nomination, she is required to resign from the Committee and the other Committee members must find her replacement.
- E. In case of vacancies in the elected officers, positions may be filled by appointment of the Board in consultation with the former Nominating Committee, to serve until the next elections.

ARTICLE V - MEETINGS

- A. Meetings will be held once a month from September until June. Written notice will be sent to all members in the Newsletter.
- B. Special Meetings: the Board may call a Special Meeting only with written notice to all members no less than 30 days prior to said meeting. These Special Meetings must be attended by 15% or more of the membership in order to change policy.

ARTICLE VI - DUES

- A. With payment of yearly dues, by the end of January, the member is entitled to a year's subscription of the Newsletter, membership directory, and entrance to all general activities conducted by the Club. (There may be a door charge to cover costs.) Some special activities such as visits or excursions will be charged at normal door prices.
- B. Dues not paid by the end of January will result in deletion from the mailing list.
- C. If any member finds that she cannot pay the said fee for the year by the end of January, she, or her representative, may contact a member of the Board in full confidence. The Board will use its discretion to apply the Contingency Fund as appropriate.
- D. The Board determines a reduced fee for those joining mid-year.



ARTICLE VII - PROTOCOLS

In the interests of parity and transparency the Board uses a series of protocols to regulate some issues, events and activities:

- A. Conducting the Monthly Meetings
- B. Creating a new Interest Group
- C. Proposing a Charity
- D. Proposing a Special Event
- E. Role descriptors for Board Members and Chairs
- F. Safeguarding of Protocols and ensuring continuity and the smooth running of the Club will occur through role shadowing, so that if a Board Member or Chair is unable to undertake their duties for any reason, another BM/C acts as their shadow.
- G. Spring Fair
- H. Induction of New Members

These protocols are located in the IWCL Dropbox and are available to all members upon request to the Club Secretary.

DATA PROTECTION/PRIVACY POLICY

Here at IWCL we take your privacy seriously and will only use your personal information to manage your account and to contact you with our newsletters and other information you might want. We will never pass your details onto other organisations or companies. Please see our Privacy Policy for further information.