

CONSTITUTION AND BYLAWS

Amended 1965, 1969, 1972, 1974, 1988, 1994, 1996, 1999

CONSTITUTION

ARTICLE I Name

This organization shall be called the University Women's Club of Indiana University, a division of the University Club.

ARTICLE II Purpose

The purpose of this club shall be to promote acquaintanceship and to foster a spirit of friendliness among the University Club women.

ARTICLE III Officers, The Executive Committee, and the Board

- Section 1. The elected officers of this Club shall be a President, three Vice Presidents, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The above elected officers shall constitute the Executive Committee.
- Section 2. There shall also be a Parliamentarian, a Program Chair, a Social Chair, a Publicity Chair, an Historian and other such members of the committee as the President deems necessary. The President shall appoint them.
- Section 3. All the elected officers and appointed officers mentioned in Section 1 and Section 2, together with the outgoing President of the University Women's Club, shall constitute the Board. The Board shall conduct the business of the Club and prepare a budget for submission to the Finance Committee of the University Club.
- Section 4. All officers, committee chairs and committee members, for any given year shall be selected from the list of active members of the University

Club.

- Section 5. The President may not be reelected, but the year following her term of office she shall be a member of the new Board as an advisor.

ARTICLE IV Amendment

This constitution may be amended at any regular meeting of the Club by two-thirds vote of the members present and voting, notice having been given at the previous meeting or having been sent in writing to all active members thirty days before the date of consideration.

BYLAWS

ARTICLE I Membership

Membership shall be open to all women members of the University Club.

ARTICLE II Meetings

- Section 1. There shall be eight meetings. All meetings of the Club shall be held on the second Thursday of each month unless otherwise ordered by the Board. At the discretion of the Board, business may be transacted at any meeting of the Club. The annual election of officers shall be held on the second Thursday of March. At the April Board Meeting the retiring officers shall present their annual reports to their successors.
- Section 2. The Board shall meet during the active year at such times as the President may request. A majority shall constitute a quorum of the Board.

ARTICLE III Nomination and Election of Officers

- Section 1. Nomination of officers shall be made by a committee of five appointed by the President and announced at the February meeting.
- Section 2. At the March meeting the nominations of the committee shall be announced, and further nominations may be made from the floor,

providing the consent of the nominee has been obtained. New officers shall be elected at this meeting and shall assume office following the April meeting. They shall serve for one year.

Section 3. The President, with the approval of the Board, shall fill by appointment all vacancies for any unexpired term.

**ARTICLE IV
Duties of Officers and
Members of the Board**

Section 1. The President shall preside at all meetings of the members of the Club and of the Board, shall appoint the chairs of all standing committees, shall be an ex-officio member of these committees, and shall perform such other duties as usually devolve upon this office.

Section 2. The First Vice President, in the absence of the President, shall perform all the duties and exercise the powers of the President.

Section 3. The Second Vice President shall assist in forming and administering any desired Interest Groups. If the First Vice President shall be called upon to assume the duties of President, the Second Vice President shall become the First Vice President.

Section 4. The Third Vice President shall be Membership Chair and shall encourage and develop a strong membership.

Section 5. The Treasurer shall prepare the budget for the consideration of the Board. The Treasurer shall then submit the approved budget to the Finance Committee of the University Club. She shall keep financial records and oversee the expenditure of the University Women's Club funds.

Section 6. The Corresponding Secretary shall assume responsibility for the correspondence of the Club.

Section 7. The Recording Secretary shall keep the minutes of the meetings of the Club and of the Board. She shall include in her annual report all amendments to the Constitution and Bylaws passed during her year in office.

Section 8. The Parliamentarian shall be thoroughly familiar with the Constitution and Bylaws of the Club and shall advise the President, the Club, and the

Board on points of parliamentary law.

Section 9. The Publicity Chair shall handle publicity for the Club meetings.

Section 10. The Historian shall keep a record of all activities of the Club not ordinarily covered by the minutes of the meetings.

Section 11. The duties of all other Board members shall be designated by the President.

**ARTICLE V-
Interest Groups**

Section 1. The University Women's Club shall sponsor various Interest Groups for members in good standing. These Interest Groups shall be planned each year under the direction of the Second Vice President.

Section 2. The Chair of each Interest Group and such officers as each group deems necessary shall be responsible to the Second Vice President of the University Women's Club for a list of the group's membership and an annual report of activities.

**ARTICLE VI
Dues**

Women members in good standing in the University Club are automatically members of the University Women's Club.

**ARTICLE VII
Rules of Order**

Club Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

**ARTICLE VIII
Amendment**

These Bylaws may be amended at any regular meeting of the Club by a two-thirds vote of the members present and voting, notice having been given at a previous meeting or having been sent in writing to all active members thirty days before the date of consideration.