

UNIVERSITY CLUB

OF INDIANA UNIVERSITY, INC.

CONSTITUTION AND BYLAWS

ARTICLE I - Name

The name of the organization is the University Club of Indiana University (herein referred to as the U Club).

ARTICLE II - Purpose

The purpose of the organization shall be to promote the social and intellectual interests of its members.

ARTICLE III - Membership

Section 1. Categories of Membership

There shall be three categories of membership: Active, Life, and Honorary. A spouse, widow, or widower shall hold membership of the same class as that of the member.

- A. Active members are faculty, librarians, staff, alumni of Indiana University, and community residents.
- B. Life members are retired Indiana University faculty and staff who were members of the U Club in good standing for at least five years preceding retirement.
- C. Honorary members are
 - members of the Indiana University Board of Trustees during the term of their membership on the Board, and
 - others who have served Indiana University or the U Club with distinction and are selected by action of the U Club's Board of Directors.

Section 2. Privileges of Membership

All categories of members shall enjoy all privileges of membership.

ARTICLE IV - Dues

Section 1. Amount

Honorary members shall pay no dues. Other members shall pay dues set by the U Club Board of Directors.

Section 2. Time Payable

Dues should be paid by September 15. The Membership Committee evaluates and recommends the proration of dues in the year a member joins the U Club.

Section 3. Delinquency

Dues are delinquent if not paid by November 15. Members whose dues are delinquent and members who are deemed to be not in good standing (see Article VIII, Section 2) will not be listed in the next edition of the directory and must pay the guest rate if attending functions. These members and others who have failed to meet financial obligations to the U Club are not eligible to reserve U Club facilities.

ARTICLE V - Constituent Clubs

The Board of Directors may authorize the formation and operation of constituent clubs that:

- adopt bylaws that identify the name of the club, eligibility for membership in the club, and the club's governing structure (including its board, officers, and committees),
- are subject to the financial policies (such as prices and collections) and responsibilities (such as the budget) of the U Club and separate dues for a club are not permitted,
- do not have exclusive use of any portion of the U Club, and
- permit all members of the U Club to participate in all programs and activities of the club.

ARTICLE VI - Officers and Directors

Section 1. Officers

The officers of the U Club shall be a President, Vice President/President-Elect, Secretary, and Treasurer. The Vice President/President-Elect shall automatically become President. The term of office of the President and vice President/President-Elect is one year in each office, a combined total of two years. The term of office of the Secretary and Treasurer is two years and these officers are elected in even numbered years. Each officer's term begins on June 1 of their election year and they shall serve until a successor is elected.

Section 2. Board of Directors

Elected members of the Board of Directors are:

- the officers
- the presidents of the constituent clubs
- two representatives of each constituent club
- two representatives of Indiana University alumni and/or the community.

Members of the Board of Directors appointed by the President are the chairmen of the Membership, House, and Publicity Committees.

Other members of the Board of Directors are:

- past elected President of the U Club
- chief executive of the Indiana University Memorial Union
- U Club Webmaster
- U Club Manager

All elected directors shall serve for the term of the office that qualifies them to serve on the board of directors or for two years beginning June 1. Each individual will serve in their position until a successor is elected. Each constituent club determines the term of service of their club's representatives; the representatives of Indiana University alumni and/or the community are elected for two-year terms beginning on June 1 of even numbered years.

Section 3. Nomination and Election

The President shall appoint a Nominating Committee of five including a board member from each of the constituent clubs. The President shall designate the chairman. The Nominating Committee shall present, at or before the annual business meeting of the U Club, nominations for each office and for the elected members of the Board of Directors. Additional nominations may be made from the floor at the meeting.

Election of officers and elected directors shall be conducted at the annual business meeting of the U Club. If there is more than one candidate for an office, the candidate receiving the most votes is elected. If there are more than the designated number of candidates for a category of elected directors, the candidates in the category receiving the most votes are elected.

Section 4. Vacancies

Any vacancy, except in the presidency, shall be filled by appointment by the Board of Directors. Such an appointment is for the remainder of the unexpired term of the position.

If the office of President becomes vacant, the Vice President shall immediately become President. The resultant vacancy in the position of Vice President shall be filled by appointment by the Board of Directors for the period until the next annual business meeting of the U Club. Provisions of Article VI, Section 3, are followed for nomination and election of the person to fill the unexpired term of the Vice President from the date of the election to the end of the term.

Section 5. Powers and Duties

Officers shall perform customary duties. The appropriate officer or the Executive Committee may enter into contracts and incur obligations for the U Club as authorized or directed by the Board of Directors.

At the annual meeting, the President shall present: a report of activities during the year, plans for the future, and the financial status.

The Board of Directors shall:

- assess dues and fees,
- have general supervision and management of the funds and properties of the U Club,

- guide and direct the officers and committees in conducting the business of the U Club, and
- receive and act on committee recommendations.

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE VII - Membership Meetings

Section 1. Annual Meeting

An annual business meeting shall be held each year in the spring.

Section 2. Special Meetings

Special meetings of the U Club may be called by the Board of Directors and shall be called upon petition by 20 members.

Section 3. Notice

A notice of all meetings must be given in writing at least seven days in advance.

Section 4. Quorum

The members present at a meeting shall constitute a quorum.

Section 5. Rules of Order

All meetings shall be conducted according to Robert's Rules of Order, newly Revised.

ARTICLE VIII - Standing Committees

The Standing Committees of the U Club are:

- Executive
- Membership
- Program
- House
- Finance
- Publicity

All members of Standing Committees serve for two years beginning June 1. The President shall be an ex-officio member of each Standing Committee.

Section 1. Executive Committee

The Executive Committee consists of the four elected officers. The duties of this committee are to function on behalf of the U Club Board of Directors between board meetings, reporting all actions to the Board of Directors at their next meeting. The Executive Committee will also handle all personnel matters including hiring, firing, supervision, and compensation of the U Club Manager.

Section 2. Membership Committee

The Membership Committee shall consist of five members:

- Chairman appointed by the President
- U Club Manager
- A representative appointed by each constituent club president

The duties of this committee are to promote membership, screen applicants for membership, and recommend the proration of dues in the year a member joins the U Club. This committee, in cooperation with the Finance Committee, deals with a member's failure to meet financial obligations to the U Club and identifies members not in good standing.

Section 3. Program Committee

The Program Committee shall consist of six members, five are appointed by the President. The Vice President serves as the committee chairman. The duties of this committee are to plan, promote, and direct the social, cultural, educational, and travel activities of the U Club.

Section 4. House Committee

The House Committee shall consist of three members appointed by the President, the President designates the committee chairman. The duties of this committee are to oversee the general management of the U Club rooms, to supervise the care and maintenance of the rooms and their furnishings, and to formulate, for action by the Board of Directors, House Rules for the general governance of the U Club rooms.

Section 5. Finance Committee

The Finance Committee shall consist of five members:

- Treasurer, who serves as chairman
- Vice President in the role as chairman of the Program Committee
- Chairman of the House Committee
- The Treasurer of each constituent club.

The duties of this committee are to prepare an annual budget, oversee the financial management of the U Club, recommend banking relationships and procedures, assure the long-range financial viability of the U Club, and deal with delinquent accounts receivable (working with the Membership Committee if a member is involved).

Section 6. Publicity Committee

The Publicity Committee shall consist of a representative appointed by each constituent club president. The U Club Manager serves as chairman of the committee. The duties of this committee are to coordinate publicity of U Club activities including the contents of the newsletter and yearbook.

ARTICLE IX - Fiscal Control

Section 1. Fiscal Year

The U Club's fiscal year shall be from June 1 to May 31.

Section 2. Budget

The Finance Committee shall prepare a budget for the ensuing year, based on estimated revenues and expenditures, to be presented to the Board of Directors at the last meeting of the fiscal year for the Board's final approval or revision.

After the beginning of the new fiscal year, the new Finance Committee may recommend, and the new Board of Directors may make changes in the budget, provided that the revised budget honors definite commitments duly made by the previous Board of Directors.

Section 3. Financial Statements

The Board of Directors shall regularly receive and review financial statements with comparison to the budget, directing corrective action if appropriate.

Section 4. Audit

The Board of Directors shall periodically arrange for an independent review of the financial records, procedures, and statements of the U Club.

Section 5. Member Information

On request, any member in good standing (see Article VIII, Section 2) will be provided a copy of the annual budget, financial statements, and/or report of the independent review of the financial records.

ARTICLE X - Amendments

Section 1. Method of Proposing

An amendment to the Constitution and Bylaws may be proposed by the Board of Directors or by twenty members in good standing. Members shall be notified in writing at least two weeks prior to the meeting at which the amendment will be voted on. The proposed amendment shall be available in the U Club and shall be mailed/transmitted to an individual member on request. After these provisions for notification and distribution have been met, the amendments may be voted on at the U Club annual meeting or at a special meeting called for that purpose.

Section 2. Approval

A two-thirds majority of those voting shall be necessary for adoption of an amendment to the Constitution and Bylaws.

This Constitution and Bylaws was adopted March 21, 2000, and revised March 29, 2004.