

CONSTITUTION

THE WOMEN'S CLUB AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

ARTICLE I. NAME

The name of this organization shall be the Women's Club at the University of Illinois at Urbana-Champaign (hereinafter to be referred to as the Club).

ARTICLE II. OBJECT

The object of the Club shall be to promote the friendly association of its members, to furnish them with organized opportunities for promoting their common interests, and whenever possible, to further the interests of the University.

ARTICLE III. MEMBERSHIP

Section 1. ELIGIBILITY

Eligibility is automatic, not elective. Those eligible shall include:

- A.** Members of the faculty or staff of the University and allied agencies, current or retired, who share the social and intellectual interests of the club.

- B.** The spouse or partner, widow or widower, of such individuals.

- C.** A visiting member of the faculty or staff, or his/her spouse or partner.

- D.** Others deemed eligible by the Executive Committee of the Club.

- E.** Associate membership is open to graduate students and their spouses. This grants all privileges of the Club except voting at the general Club meetings and being a member of the Governing Board.

Section 2. MEMBERSHIP

Membership is attained and retained only by payment of dues.

Section 3. HONORARY MEMBERS

Honorary members of the Club shall be the President, President Emeritus, Chancellor, Chancellor Emeritus, and the Provost of the University of Illinois at Urbana-Champaign, and their spouses, widows, or widowers.

ARTICLE IV. GOVERNING BOARD

Section 1. ELECTED MEMBERS, APPOINTED MEMBERS, SUSTAINING MEMBERS

A. The elected members shall be the executive committee (Article VI Section 1) and the assistant second vice president, assistant third vice president, assistant treasurer, membership/directory chair and assistant chair, newsletter chair and assistant chair, scholarship chair and assistant chair, publicity chairs, meeting manager, and budget chair.

B. The appointed members shall be the archivist, tour director, hospitality chair, web master, and scholarship committee members. These members are appointed by the President.

C. The sustaining member shall be the immediate past president of the Club.

Section 2. NOMINATION, ELECTION, AND TERM OF OFFICE OF BOARD MEMBERS

A. NOMINATION

1. The Nominating Committee shall present its slate of Governing Board nominees for election at the annual business meeting.
2. The retiring first vice president shall be the nominee for president; the retiring assistant second vice president shall be the nominee for second vice president; the retiring assistant third vice president shall be the nominee for third vice president; the retiring treasurer shall be the nominee for budget chair; the retiring assistant treasurer shall be the nominee for treasurer; the retiring assistant scholarship chair shall be the nominee for scholarship chair; and the retiring assistant membership chair shall be the nominee for membership chair.
3. Should any of the above be unable to serve the following year, the Nominating Committee shall select a candidate from the membership at large. The responsibility of the Nominating Committee continues until all slate positions are filled, beyond Board election, if necessary.
4. The chairperson of the Nominating Committee shall be the third vice president or another Club member appointed by the president.

B. ELECTION

The Governing Board members shall be elected by the membership at the annual business meeting. The Board members shall assume their duties at the beginning of the Club year. A Club year is defined as beginning with the passing of the gavel at the spring general meeting. The treasurer is the only member of the Governing Board who will not assume duties at that time.

The incoming treasurer shall assume the duties of office as soon as the books for the previous year are audited at the end of the fiscal year, which is June 30.

C. TERM

No member may be nominated to serve more than three consecutive years on the Governing Board with the exception of the president who may have served three consecutive years prior to nomination as president. The president shall not serve consecutive terms in office. Vacancies occurring during a term in office shall be filled by Executive Committee appointment.

Section 3. DUTIES AND POWERS OF THE GOVERNING BOARD

A. DUTIES

1. The president, the recording secretary, the corresponding secretary, and the treasurer shall have such powers and perform such duties as are customarily incident to those offices.
2. Vice presidents
 - a. The first vice president shall have the responsibility for planning the year's program for the general meetings of the Club and shall submit suggestions for approval by the Governing Board.
 - b. The second vice president shall be in charge of activities of the Newcomers' Group. This person shall be assisted in these activities by the assistant second vice president.
 - c. The third vice president shall have the responsibility for directing the interest groups (see standing rule #8 for further outline of duties) and for serving as chair of the Nominating Committee unless the President appoints another for that service.
3. Treasurer
 - a. The treasurer shall be bonded.
 - b. The treasurer shall submit a complete report to the Governing Board at regular intervals.
 - c. The treasurer is responsible for keeping track of and releasing scholarship funds.
4. Scholarship
 - a. The scholarship chair shall request the University representative to prepare an announcement to interested students of the amount and number of scholarships to be offered by the Club during the year (see Article IX).
 - b. The scholarship chair shall work with the treasurer of the Club concerning the handling of awards and submit reports to the Governing Board concerning the fiscal handling and allocation of the scholarships.
5. Elected chairs. The membership and newsletter chairs and the publicity chairs shall perform such duties as are consistent with the respective positions.
6. Elected assistants. The treasurer, the scholarship, newsletter, and membership chairs, and the second vice president and the third vice president shall be aided by their respective assistants in any way necessary to facilitate the function of their offices.

B. POWERS

The president of the Club shall appoint additional chairs as necessary to facilitate the work of the Club.

ARTICLE V. MEETINGS

Section 1. SCHEDULE

The date, hour, and place of the meetings shall be determined by the Governing Board. A general meeting in the spring semester of the University calendar shall be the annual business meeting. The election of officers occurs at the annual business meeting. The passing of the gavel occurs at the final general meeting of the spring semester.

Section 2. QUORUM

The members in attendance at a meeting shall constitute a quorum provided that the number in attendance is not less than five percent of the membership. A quorum at a board meeting is ten board members.

ARTICLE VI. COMMITTEES

Section 1. THE EXECUTIVE COMMITTEE

This committee shall consist of the president, the first vice president (programs), the second vice president (newcomers), the third vice president (interest groups), the recording secretary, the corresponding secretary, and the treasurer.

Section 2. PUBLICITY COMMITTEE

This committee shall consist of the two publicity chairs and one or more members if deemed necessary to fulfill the duties of the committee.

Section 3. MEMBERSHIP COMMITTEE

The membership/directory chair, the assistant membership/directory chair, the second vice president, and the assistant second vice president shall constitute this committee. It shall be responsible for all matters concerning eligibility of members as outlined in Article III.

Section 4. AUDITING COMMITTEE

This committee shall consist of three members appointed by the outgoing president before the close of the Club year. It shall audit the accounts of the treasurer and report to the incoming board.

Section 5. NOMINATING COMMITTEE This committee shall consist of seven members: the first vice president, the second vice president, the third vice president, the assistant third vice president, and three members appointed by the president. It is recommended that at least two members of the committee should be past presidents. The third vice president, or another

member appointed by the president, shall serve as chair of the Nominating Committee. This committee shall present its slate to the Governing Board and then publish the slate in the newsletter no less than one week before the election. The slate of nominees shall be presented for election at the annual business meeting. The slate shall be the president, the three vice presidents, the recording and corresponding secretaries, the treasurer, the meeting manager, the chairs for budget, scholarship, newsletter, membership/directory, publicity, and the assistants to the vice presidents, the treasurer, and the other chairs. If the committee is unable to present a full slate, the Nominating Committee shall continue seeking nominees until the Board has been filled.

Section 6. SCHOLARSHIP COMMITTEE

This committee shall consist of the scholarship chair, assistant chair, and one member appointed by the president. The president of the Club is an ex officio member of this committee. It shall review all applications and select recipients.

Section 7. FINANCE COMMITTEE

This committee shall consist of the budget chair, the treasurer, and the assistant treasurer. It shall submit a budget to the Governing Board for approval at the first Board meeting of the academic year. The committee shall provide oversight for the club's finances.

Section 8. PROGRAM COMMITTEE

This committee shall consist of the first vice president and the meeting manager. It shall arrange the programs and the locations of the meetings for the Club year, and all necessary activities for the meetings.

Section 9. SPECIAL COMMITTEES

The president shall appoint such special committees as are necessary.

ARTICLE VII. INTEREST GROUPS

Section 1. FORMATION

If ten or more Club members are interested in a particular activity, a new interest group may be formed upon authorization of the Executive Committee.

Section 2. MEMBERSHIP

All members of the interest groups must be members of the Club.

Section 3. DUTIES OF THE THIRD VICE PRESIDENT AS INTEREST GROUP CHAIR

It shall be the responsibility of the interest group chair to organize and administer the interest groups for the program year in accordance with the Standing Rules of the Club.

ARTICLE VIII. NEWCOMERS' GROUP

Section 1. ELIGIBILITY

Club members are eligible for membership in the Newcomers' Group during their first two full years at the University or their first two years in the Club.

Section 2. DUTIES OF THE SECOND VICE PRESIDENT AS CHAIR OF THE NEWCOMERS' GROUP

The second vice president shall have such powers and perform such duties as are consistent with the office.

ARTICLE IX. SCHOLARSHIP FUND

Section 1. SOURCE OF SCHOLARSHIP FUNDS

The Women's Club at the University of Illinois at Urbana-Champaign shall maintain a separate fund for the purpose of offering financial assistance to needy and deserving students. The Scholarship Fund is an endowment consisting of annual contributions from the membership and may be augmented by gifts, bequests and designated memorials. It follows University of Illinois Foundation (UIF) rules. The Executive Committee may add Club funds to the Scholarship Fund from time to time.

Section 2. ADMINISTERING SCHOLARSHIP FUNDS

The Scholarship Fund shall be administered and funds disbursed by the scholarship chair and the treasurer of the Club. The treasurer shall be responsible for tracking club funds at the Foundation. The scholarship committee shall be responsible for the selection of the recipients. The treasurer shall be responsible for presenting to the Board a suggested scholarship amount for discussion and approval.

Section 3. AWARDS

Scholarships shall be awarded to students at the University of Illinois at Urbana-Champaign. Scholarship awards may be taken from the interest earned by the Scholarship Fund endowment, from current operating funds, donations, and/or savings at the recommendation of the treasurer and the Scholarship Committee and upon approval of the Executive Committee. Scholarships should be based on monies realized during the prior fiscal year.

ARTICLE X. DUES

The Governing Board shall determine the amount of the annual dues. Dues are payable as of the fall meeting and delinquent as of December 1st. Members are welcome throughout the year; however, dues are not prorated.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Revised shall be the parliamentary authority in all matters not specified in the Constitution or Standing Rules of the Club.

ARTICLE XII. AMENDMENTS

This constitution may be amended at any regular meeting of the Club by two thirds of the votes cast by the members present provided that the amendment has been approved by the Governing Board and has been submitted to the membership in writing at least ten days prior to the meeting at which such proposed amendment is to be acted upon.

STANDING RULES

STATEMENT OF POLICY

1. Programs presented to the Club at large may involve payment of an honorarium to be determined by the Executive Committee.
2. The Club shall not consider requests from any agency or group to (a) present speakers, (b) distribute literature, (c) conduct surveys, (d) have representation on board, and/or (e) use membership lists.
3. The Club shall not sponsor or support any promotional activities that involve the use of existing or anticipated funds. However, with the approval of the Governing Board, Club funds may be used for fund raising to benefit special Club activities.
4. The Governing Board may consider requests from the University for volunteer help.

MEMBERSHIP AND DUES

5. Membership may be retained despite subsequent eligibility changes.
6. Guests not eligible for membership may be invited by members to any meeting designated by the Governing Board as being open to guests. The Board shall determine the amount of the guest fee payable at the time of the meeting.
7. The membership and mailing files shall be supervised by the membership/directory chair.

INTEREST GROUPS

8. The duties of the third vice president as interest group chair shall be as follows:
 - a. Insure that each interest group selects a chair for the following year.
 - b. Gather information for the publicity chair concerning interest group programs for newsletter, newspaper, and media releases.

- c. Verify the membership of each person attending interest group meetings and present this information to the membership committee chair by December 1 for the first semester and by March 15 for the second semester.
- d. Plan interest group registration at the first meeting of the Club and also at the first meeting of the Newcomers.

9. The membership chair shall send notice of delinquent dues to anyone attending an interest group meeting and deem ineligible any member whose club dues have not been paid by December 1.

10. Interest groups may be disbanded when there are fewer than ten members in the group.

PUBLICITY, RECORDS, INVENTORY

11. The publicity chairs shall be responsible for newspaper and media publicity and for general supervision of the work of the publicity committee.

12. The archivist shall keep a permanent record of the Club and shall determine what material is placed in the University of Illinois Library Archives at Urbana Champaign.

13. There shall be an inventory of all equipment owned by the Club in the president's file with a duplicate in the treasurer's file.

CHANGES IN THE STANDING RULES

14. Standing Rules may be adopted, amended, or rescinded at any meeting of the Governing Board by a majority vote of its total membership.

Women's Club at UIUC
Constitution, February 2, 2005