

**The University of Colorado at Boulder
University Women's Club
Constitution and By-Laws**

March 10, 2009

Constitution

Article I. NAME

The name of this organization shall be the University Women's Club of the University of Colorado at Boulder (UCB). It shall be referred to hereinafter as UWC.

Article II. OBJECTIVES

- Sec. 1. To promote friendship among the members and to strengthen their bonds of common interest.
- Sec. 2. To provide assistance to the University as the UWC so desires, and to advance matters of University interest.
- Sec. 3. To provide service to the University by annually funding scholarships.
- Sec. 4. To promote service to the community through UWC's specific service projects.

Article III. MEMBERSHIP

- Sec. 1. Membership shall be open to women who are members or friends of the University community.
- Sec. 2. Membership and participation in UWC activities shall be contingent upon payment of annual dues.
- Sec. 3. All members of UWC at the time of adoption of this Constitution may continue as members so long as they pay their annual dues.
- Sec. 4. Honorary members of UWC shall include the following:
 - a. the president of the University, if female, or the wife of the president of the University;
 - b. the chancellor of the Boulder campus, if female, or the wife of the chancellor of the Boulder campus;
 - c. former presidents, or the wives of former presidents of the University of Colorado;
 - d. former chancellors, if female, or the wives of former chancellors of the Boulder campus.
- Sec. 5. One-year honorary memberships may be named at the discretion of the current Board of UWC.

Article IV. OFFICERS

- Sec. 1. The elected officers of UWC shall be the president, president-elect, secretary, secretary-elect, treasurer, and treasurer-elect.
- Sec. 2. Appointed officers shall include the chairpersons of the committees.
- Sec. 3. The Executive Board shall include the elected and appointed officials and shall be led by the president in transacting UWC business. This Board shall meet subject to the call of the president. The outgoing president shall sit on the Executive Board for the term immediately following her term of office.
- Sec. 4. The president of the University of Colorado, if a female, or the wife of the president of the University of Colorado, and the chancellor of the University of Colorado at Boulder, if a female, or the wife of the chancellor of the University of Colorado at Boulder shall be honorary co-presidents of UWC and ex-officio members of the UWC Executive Board.

Article V. MEETINGS

- Sec. 1. The month and time of the meetings during the academic year shall be set by the president of UWC with the approval of the UWC Executive Board.
- Sec. 2. The UWC's academic year shall be June First through May Thirty-First.

Article VI. AMENDMENTS

Sec. 1. Amendments to the UWC Constitution may be made by a two-thirds vote of those members present at a designated UWC general meeting, provided notice of intention to amend has been given at any previous general meeting or by mail or e-mail at least three weeks prior to the vote.

Sec. 2. Amendments to the By-Laws of the UWC Constitution may be made by a two-thirds vote of those members present at a designated UWC general meeting, provided notice to amend has been given at any previous general meeting or by mail or e-mail at least three weeks prior to the vote.

Sec. 3. The UWC Constitution and By-Laws shall be reviewed periodically by a committee appointed by the UWC president. This review committee shall make its report and recommendations to the UWC Executive Board at the October meeting. The membership shall be apprised of the proposed changes, if any, and shall vote in a general meeting on said proposed changes no later than the following March. If the proposed changes are accepted by a two-thirds vote of the members present, said changes are to be incorporated into the UWC Constitution and/or By-Laws by the following May.

Article VII. RULES OF ORDER

The UWC leadership shall conduct Executive Board meetings and general meetings in accordance with *Robert's Rules of Order* as long as they are not inconsistent with the UWC Constitution.

BY-LAWS

Article I. Officers

Sec. 1. Duties

- a. Duties of the UWC President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect shall be those commonly pertaining to those offices. The Secretary shall record minutes at both the Board and General Meetings.
- b. The president shall appoint such special committees as activities may require. The president shall appoint the chairpersons of the committees. The size of the standing committees shall be left to the discretion of each chairperson.
- c. In addition to the officers listed in "a" above, chairpersons of appointed committees in "b" above shall serve as members of the Executive Board.
- d. The UWC Executive Board shall advise and assist the president in overseeing programming, fund-raising, and service projects.
- e. A quorum of the UWC Executive Board is required to transact the business of the UWC.
- f. Records of each area/committee (including such items as duties, activities, costs, dates, names, and phone numbers, which might prove helpful) shall be maintained by their officers and/or chairpersons, and shall be given as annual reports to the incoming officers or chairpersons by the UWC president at the conclusion of each academic year at the Tri-Board meeting. Each annual report shall include a suggested budget request for the coming year.
- g. Each Executive Board member shall submit four (4) typewritten copies of her annual report, one for the incoming president, one for the incoming officer or chairperson, one for the incoming president-elect, and one for the archival record.
- h. The historian shall serve as archivist, and shall receive and record the annual reports and the current constitution and by-laws. She shall distribute these reports to the appropriate officers or chairpersons at the annual Tri-Board meeting.
- i. Tri-Board meeting shall be held each May. It consists of members of three Boards: the outgoing Board, the incoming Board, and the Board-Elect. The purpose of the meeting is to share annual reports, orient members of the incoming Board, and acknowledge the efforts of the outgoing Board.

Sec. 2. Election

- a. Election of officers shall take place each spring at a regularly scheduled general meeting of the UWC, and no later than April. The person receiving the highest number of votes cast by members in attendance shall be elected to the office. The term of office shall be for the next academic year.
- b. A nominating committee shall consist of three or five UWC members, with two from the UWC Executive Board, and one to three from the UWC membership at large, with the total being an uneven number. The chairperson and committee appointed by the UWC president shall select nominees for the elective offices for the following year. Names of the committee members shall be announced to the UWC membership at least three months prior to the election.
- c. The names of nominees shall be approved by the Executive Board, after which the nominees' names shall be publicized at least two months prior to the election of officers at a UWC general meeting. The committee may be given suggestions for nominees by any UWC member. No person shall be nominated unless the committee has secured the consent of that person to serve. Nominations by UWC members may also be made from the floor on the day of the election provided the consent of the nominees to serve has been obtained.

Sec. 3. Vacancies

- a. A vacancy in any elective office shall be filled by the appropriate officer-elect, who will continue for the remainder of the academic year in which the vacancy occurred, and also during the following academic year which would have been her normal term of office. A vacancy in an officer-elect position shall be filled by election as soon as possible.
- b. Appointments for vacancies in appointed offices shall be chosen by the UWC president.

Article II. Membership

Membership may be initiated at any time by payment of the current dues, providing the applicant meets UWC Constitutional requirements.

Article III. Dues

The amount of annual dues shall be determined by the Executive Board; the dues shall be for the academic year. Dues paid prior to May First of the academic year will be considered as dues for that academic year.

Article IV. Guests

Guests are welcome at any general meeting. If there is a meeting charge for members, the guest(s) will be expected to pay the same amount as paid by the UWC member.

Article V. Interest Groups

Sec. 1. All members of Interest Groups must be paid members of the UWC.

Sec. 2. Five or more paid UWC members may form an interest group and elect a chairperson. The name of all interest groups, names of members, and the names of chairpersons must be communicated to the president and to the general chairperson of interest groups.

Article VI. Mailing list and directory

Sec. 1. The UWC membership list may not be used for commercial solicitation, political activities, or ideological purposes without the express consent of the Executive Board of the UWC.

Sec. 2. Only names of members whose dues have been received and recorded by October Thirty-First of the current academic year will be included in the annual UWC directory.

Sec. 3. The annual UWC directory will be distributed by early November of the current academic year to paid members.

Article VII. Fiscal Year

The fiscal year shall be from August First through July Thirty-First.

Article VIII. Auditing

Sec. 1. The records of the treasurer shall be audited each year by an auditing committee.

Sec. 2. The auditing committee shall be appointed by the UWC president by the end of her term. The results of the audit shall be presented to the succeeding UWC president and the Executive Board by December Thirty-First.

Sec. 3. The auditing committee shall consist of three or more members, which include the incoming treasurer, the outgoing treasurer, and the auditor as approved by the UWC president. The committee shall be chaired by the outgoing treasurer.

Article IX. Budget

Sec. 1. The outgoing UWC board shall ensure that a minimum of One Thousand Dollars (\$1000.00) in the UWC checking account shall be available to the incoming UWC Board to cover immediate expenses.

Sec. 2. Budget requests should be submitted to the outgoing president in May of her academic year and be included as part of the annual report. The incoming president and other necessary officers shall then use these requests to develop a budget during the summer proceeding the incoming president's term of office for presentation to the incoming Executive Board at the September meetings.

Sec. 3. The budget shall be approved by the Executive board at its first meeting in September.

Article X. Quorum

Sec. 1. A quorum is the number of members entitled to vote who are present in order that business can be legally transacted. The quorum refers to the number of such members present, not to the numbers actually voting on a particular question.

Sec. 2. In a UWC general meeting, the quorum is the number of members present at the time, since they constitute the entire membership at that time.

Sec. 3. For a UWC Board meeting, the quorum shall be 50 per cent of the Board members.

Sec. 4. Those who do not attend impliedly assent that those who do attend should transact the business of the UWC.

Article XI. Endowment Fund

Sec. 1. In 1982 the UWC created a scholarship to encourage women over the age of 24 who have interrupted their education to return to the university to complete their degrees. In 2006 the UWC voted to expand scholarship eligibility to include male students.

Sec. 2. Funding comes from individual donations, fundraising events, and from the UWC's Endowment Fund. The last is supervised by the University Foundation.

Sec. 3. The UWC Endowment Fund will be used for Scholarships.

Sec. 4. The UWC annual budget should include a specified amount for donating money to the Endowment Fund.

Presented to the membership on February 10, 2009 and Voted On March 10, 2009.