

**The University of Colorado at Boulder
University Women's Club
Bylaws**

Approved at a General Meeting on March 12, 2019

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the University Women's Club of the University of Colorado at Boulder, hereinafter referred to as the University Women's Club or the UWC.

ARTICLE II. OBJECTIVES

Section 1 To promote friendship among the members and to strengthen their bonds of common interest.

Section 2. To provide assistance to the university and the university community as the UWC so desires.

Section 3 To provide service to the university by annually funding scholarships.

ARTICLE III. MEMBERSHIP

Section 1 Membership shall be open to women who are members or friends of the university community.

Section 2. Membership and participation in UWC activities shall be contingent upon payment of annual dues. Dues cover membership from September through August.

Section 3. Honorary members of the UWC shall include the current chancellor of the Boulder campus, if female, or the wife of the chancellor of the Boulder campus. Honorary memberships may be named at the discretion of the Executive Board.

ARTICLE IV. OFFICERS

Section 1 The officers of UWC shall be the president, president-elect, secretary, secretary-elect, treasurer, and treasurer-elect.

Section 2. Nominations

a. A nominating committee shall consist of three or five members, with two from the Executive Board, and one or three from the membership at large. The chair and committee shall be appointed by the president. The committee shall select nominees for the president-elect, secretary-elect, and treasurer-elect for the following year. The names of the committee members shall be announced three months prior to the election.

b. The names of consenting 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. Nominations of members may also be made from the floor on the day of the election provided the nominee consents.

Section 3. Election

Election of officers shall take place at a regular meeting and no later than April. The person receiving the highest number of votes shall be elected.

Section 4. Term of Office

The term of officers is one year and shall commence with the Tri-board meeting in May and end with the subsequent Tri-board meeting. Officers-elect shall serve in their officer position the following year.

Section 5. Vacancies

A vacancy in any office shall be filled by the appropriate officer-elect, who will continue for the remainder of the year in which the vacancy occurred and during the following year which would have been her normal term of office. A vacancy in an officer-elect position shall be filled by action of the Executive Board.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The officers of the UWC shall perform the duties prescribed by the UWC Bylaws and Standing Rules, by parliamentary authority, and as assigned by the UWC Executive Board.

Section 2. The president shall

- a. be the chief executive officer of the UWC;
- b. provide general supervision of the affairs of the UWC;
- c. maintain or establish such committees as activities may require and appoint all committee chairs;
- d. appoint a reviewer or a committee to annually review the financial records;
- e. appoint a parliamentarian;
- f. preside at all meetings of the UWC and the Executive Board; and
- g. be ex-officio member of all committees.

Section 3. The president-elect shall perform the duties and responsibilities of the president in her absence or inability to serve.

Section 4. The secretary shall

- a. document in writing the proceedings of the Executive Board meetings and the business conducted at regular meetings; and
- b. be custodian of all records not otherwise provided for.

Section 5. The secretary-elect shall perform the duties and responsibilities of the secretary in her absence or inability to serve.

Section 6. The treasurer shall

- a. receive all funds and deposit them as appropriate;
- b. disperse funds and pay bills as directed by the UWC annual budget or as authorized by the Executive Board;
- c. prepare a written report of finances for each Executive Board meeting;
- d. prepare materials for the annual review of the financial records and report the results of that review to the Board by November 15.

- e. ensure account signatories are the president, the treasurer, and treasurer-elect;
- f. be custodian of all treasurer records;
- g. file the appropriate tax forms following the end of the fiscal year and any annual reports required by the Department of Revenue or other taxing authority; and
- h. maintain a list of assets and their location.

Section 7. The treasurer-elect shall perform the duties and responsibilities of the treasurer in her absence or inability to serve.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Composition of the Executive Board

The Executive Board shall include the officers, the officers-elect, the chairs of committees appointed by the president, and the parliamentarian. The outgoing president shall sit on the Executive Board for the term immediately following her term of office.

Section 2. Meetings and Quorum

- a. The Executive Board shall meet subject to the call of the president.
- b. A quorum of 50% of the Executive Board is required to transact business.

Section 3. Duties

The Executive Board shall

- a. establish the annual dues;
- b. advise and assist the president in programming and scholarship fundraising; and
- c. establish and maintain the Standing Rules approved by the Executive Board.

Section 4. Tri-Board Meeting

The Tri-board meeting shall be held each May. The Tri-board consists of members of three boards: the outgoing board, the incoming board, and the board-elect.

ARTICLE VII. MEETINGS

Section 1. Regular Meetings

- a. Regular meetings are those events open to the membership-at-large even if there is a cost to attend, such as Lecture Luncheons.
- b. The month and time of the regular meetings shall be set by the president with the approval of the Executive Board.

Section 2. Quorum

In a UWC regular meeting, the quorum is the number of members present at the time.

ARTICLE VIII. ENDOWMENT FUND AND SCHOLARSHIPS

The UWC has a signed agreement with the University of Colorado Foundation which is known as Fund Agreement: The University Women’s Club Scholarship Fund. The Fund is supervised by the University of Colorado Foundation.

ARTICLE IX. RULES OF ORDER

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

ARTICLE X. AMENDMENTS

Section 1. Amendments to the UWC Bylaws may be made by a two-thirds vote of those members present at a regular meeting, provided notice of intention to amend has been given at any previous regular meeting or by newsletter or email at least three weeks prior to the vote.

Section 2. Unless otherwise provided for prior to its adoption or in the motion to adopt, an amendment shall take effect immediately upon its adoption.

Section 3. The UWC Bylaws shall be reviewed periodically by an advisory committee made up of its chair appointed by the president and at least two members, selected by the chair.

ARTICLE XI. DISSOLUTION

Although the period of duration of the UWC is perpetual, if for any reason the UWC is to be dissolved or otherwise terminated, no part of the property or its proceeds shall be distributed to or inure to the benefit of any of the officers or members. Upon the dissolution, assets shall be surrendered to the UWC's University Foundation Scholarship Fund by the president and treasurer.
