

**CONSTITUTION
and
BY-LAWS
of
THE UNIVERSITY WOMEN'S CLUB
of
THE UNIVERSITY OF COLORADO AT BOULDER
(revised 1991, Spring 1995)**

ARTICLE I. NAME

SEC. 1. 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 bond of common interest.

SEC. 2. To provide assistance to the University as the UWC so desires and to advance such matters of University interest as may seem expedient from time to time.

SEC. 3. To provide service to the University by annually funding scholarships for women and funding short term loans for UCB student emergencies.

SEC. 4. To promote service to the community through UWC's specific service projects.

ARTICLE III. MEMBERSHIP

SEC. 1. Membership shall be opened to women in the following categories:

- a. Women employed at the University of Colorado (staff and/or faculty).
- b. Wives of any employee (faculty and/or staff) of the University of Colorado.
- c. House mothers of fraternities, sororities, and International House.
- d. Women relatives of men or women employed at the University of Colorado.
- e. Women members of the Board of Regents and wives of members of the Board of Regents.
- f. Other women affiliated with the University through adjunct appointments, visiting professorships, sabbaticals, or retirement from other universities.
- g. Alumnae and wives of alumni.
- h. Membership may be extended to individual women at the discretion of the UWC Board.

SEC. 2. Eligibility for membership shall not be affected by the following circumstances: retirement, resignation, widowhood, or divorce.

SEC. 3. Membership and participation in UWC activities shall be contingent upon payment of dues.

SEC. 4. All members of UWC at the time of adoption of this Constitution may continue as members so long as they pay their dues.

- SEC. 5.** Honorary members of UWC shall include:
- a. the President of the University if female;
 - b. the wife of the President of the University;
 - c. former presidents of the University if female;
 - d. wives of former Presidents of the University;
 - e. former chancellors if female;
 - f. wives of former Chancellors of the Boulder Campus;
 - g. current chancellor of Boulder campus if female;
 - h. wife of current chancellor of Boulder campus.

SEC. 6 One year honorary memberships may be named at the discretion of the current Board.

ARTICLE IV. OFFICERS

SEC. 1. The elected officers shall be 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 officers 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, and the Chancellor of the Boulder Campus, if a female, or the wife of the Chancellor of the Boulder Campus shall be honorary Co-Presidents of UWC and members of the Executive Board.

ARTICLE V. MEETINGS

SEC. 1. The month and time of the meetings during the academic year shall be set by the President with the approval of the Executive Board.

ARTICLE VI. AMENDMENTS

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

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

SEC. 3. The Constitution and By-Laws should be reviewed every four years by a committee appointed by and chaired by the President and approved by the Executive Board. This Review Committee shall make its report and recommendations to the Board at the October Board meeting. The Membership shall then be apprised of the proposed changes 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 Constitution and/or By-laws and shall take effect the following May.

ARTICLE VII. RULES OF ORDER

SEC. 1. The UWC leadership shall conduct Executive Board meetings and general meetings in accordance with *Robert's Rules of Order, Newly Revised*, as long as they are not inconsistent with the By-Laws or the special rules of order of the UWC.

BY-LAWS

ARTICLE I. OFFICERS

SEC. 1 Duties

a. Duties of President, President-Elect, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect shall be those commonly pertaining to those offices.

b. The President shall appoint such special committees as UWC activities may require. The President shall appoint the Chairpersons of the committees and the President-Elect shall appoint the Chairpersons-elect of the subsequent committees. The size of 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 Executive Board shall advise and assist the President in overseeing UWC programming, fund-raising, and service projects.

e. 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 the Officers and/or Chairpersons and shall be given to the incoming Officers and committee Chairpersons by the President at the conclusion of each year at the Tri-Board meeting.

f. Each Executive Board member shall submit three (3) typewritten copies of her annual report, one for the President, one for an Incoming Officer or Chairperson and one for the President-Elect.

g. A 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 this meeting is to share annual reports, acknowledge the efforts of the Outgoing Board, and orient members of the Incoming Board.

SEC. 2. Election

a. Election of officers shall take place each spring at a regularly scheduled meeting of the UWC no later than April.

b. A Nominating Committee, chaired by the Membership Chairperson, shall consist of three to five members: two from the Board, and one to three from the UWC membership at large, with the total being an uneven number. This committee shall be appointed by its Chairperson and announced at a general meeting at least two months prior to the election of officers. This Committee may be given suggestions for nominees by any UWC member. The Nominating Committee shall present to the UWC a list of nominees for each office. No person shall be nominated unless the Committee has secured the consent of that person to serve. Nominations may also be made from the floor on the day of the election, provided the consent of the nominee to serve has been obtained. The person receiving the highest number of votes shall be elected to the office. The term of office shall be from June First through May Thirty-first.

SEC. 3. Vacancies

a. In case of a vacancy in the office of the President, the President-Elect shall succeed to the Presidency and will continue in that office for the remainder of the academic year in which the vacancy occurred and during the following academic year which would have been her normal term as President.

b. A vacancy in the office of the President-Elect shall be filled by election within two months at a regular meeting of the UWC, unless the vacancy was created because of a vacancy in the Presidency. In the latter case, the election of the President-Elect will be held at the regular election of officers.

c. A vacancy in any other 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 during the following academic year which would have been her normal term of office. A vacancy in an Officer-Elect position will be filled in the same manner as is the vacancy in the office of the President-Elect in "b" above.

d. Vacancies in appointive offices shall be filled by the President. Vacancies in appointive offices-elect shall be filled by the President-Elect.

ARTICLE II. MEMBERSHIP

SEC. 1. Membership may be initiated at any time by payment of current dues, providing the applicant meets constitutional requirements for membership.

ARTICLE III. DUES

SEC. 1. Annual dues shall be determined by the Executive Board; they shall be for the Academic Year of June First through May Thirty-First. Dues paid prior to May 1 of the academic year will be considered dues for that year.

ARTICLE IV. GUESTS

SEC. 1. Guests are welcome at any regular meeting. If there is a meeting charge for members, the guest(s) will be expected to pay the same amount.

ARTICLE V. INTEREST GROUPS

SEC. 1. Five or more members of the UWC may form an Interest Group and elect a Chairperson. The name of the new group and the Chairperson 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 written consent of the Executive Board.

SEC. 2. Only names of members whose dues have been received and recorded by October 15 will be included in the Directory.

SEC. 3. The Directory will be mailed by early November to paid members.

ARTICLE VII. FISCAL YEAR

SEC. 1. The fiscal year shall be from June First through May 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, appointed by the President of the UWC, shall conduct the audit by July Thirty-First. Results of the audit shall be presented to the President of the UWC.

SEC. 3. The Auditing Committee shall consist of three or more members which includes The Incoming Treasurer, the Outgoing Treasurer and the auditor as approved by the President. The committee will be chaired by the Outgoing Treasurer.

ARTICLE IX. BUDGET

SEC. 1. The Outgoing Board shall ensure that a minimum balance of Eight Hundred Dollars (\$800.00) in the UWC checking account shall be available to the Incoming Board to cover immediate expenses.