

The University of Colorado at Boulder
University Women's Club
Standing Rules
Approved by the Board 2-5-2019, Revised 3-5-2019, Revised 9-7-2021

STANDING RULES

NOTE: Standing rules differ from bylaws in that standing rules can be adopted by a majority vote of the Executive Board, referred to hereinafter as the board, and without previous notice provided there is a quorum.

The Standing Rules remain in force until rescinded or amended. They may be rescinded or amended by a majority vote of those present at an Executive Board meeting provided there is a quorum. By majority vote they can be suspended for the duration of a meeting if doing so conforms with the UWC Bylaws.

A. General Rules

1. The fiscal year is from August 1 through July 31.
2. Dues paid prior to April 1 shall be considered as dues for that year. Women wishing to join UWC after April 1 are allowed provisional membership until the following September without payment of dues.
3. Guests are welcome at any regular meeting for the same cost as is charged members.
4. Lecture events include a lecture and a meal. Individuals may not attend the lecture only.
5. Refunds
 - a. Refunds for events may be issued if notice is given to the organizer more than two weeks before the event.
 - b. If a UWC event is cancelled by UWC and no cost for the cancelled event is incurred by UWC, registration fees will be fully refunded.
 - c. If a UWC event is cancelled by UWC but some cost is incurred, the difference between the cost incurred and the registration fee will be refunded.
 - d. Refunds will be processed after the event date and will be completed within one month. Fees will be refunded in the same mode as payment was made – i.e., online payments will be refunded to the credit card or PayPal account used to pay; fees paid by check will be refunded via check mailed to the member's address.
 - e. Members will be given an opportunity to request that all or part of their refund be donated to the UWC Scholarship Fund.

B. Information Sharing and Record Keeping

1. The UWC website is the main resource for members. It shall contain
 - a. current information about upcoming events;
 - b. current information about interest groups;
 - c. membership and registration forms;
 - d. current and past issues of the newsletter;
 - e. information about the UWC scholarship and past winners;

- f. lists of past presidents and past award winners;
 - g. the UWC Bylaws and Standing Rules;
 - h. a list of current board members;
 - i. publication guidelines;
 - j. a photo archive; and
 - k. other appropriate information.
2. The president shall request and provide guidelines for an annual report from each member of the Executive Board specifying the date the reports are due. The report must include a suggested budget request for the upcoming year. Copies of the annual report must be made available to the outgoing president, the incoming president, the treasurer, and other board members as deemed appropriate.
 - a. Electronic copies of board minutes, annual reports, and treasurer's reports shall be kept in an electronic repository.
 - b. Hard copies of board minutes, treasurer's reports, and annual reports shall be kept by the historian.
 3. Each board member shall maintain and keep current a record or notebook of the details of the responsibilities and activities of her area/committee, including useful historical and background information which shall be passed on to the incoming officer or chair along with an annual report at the Tri-board meeting.
 4. The UWC has deposited historical material in the archives at Norlin Library.
 - a. There are currently two accessions of the UWC Archives in the library. The first contains material from 1919 – early 1980s; the second contains material from the early 1980s to 2008-09. The historian should maintain the listings of the materials in the archives.
 - b. After a period of five or more years, the historian shall gather and review saved materials and take materials deemed appropriate to the Norlin Library Archives for permanent storage, keeping a list of the materials deposited.
 5. A Dropbox account accessible only to board members provides a way to share materials among board members. The Dropbox account shall contain
 - a. annual reports from the previous year;
 - b. that year's treasurer's reports;
 - c. that year's board minutes;
 - d. Bylaws and Standing Rules;
 - e. insurance policy;
 - f. board contact information;
 - g. tax-exempt information;
 - h. photos of UWC events
 - i. check request forms; and
 - j. other information as determined by the president.

C. Budget

1. The incoming president and treasurer shall use the budget requests in the annual reports and other financial information to develop a budget over the summer to present to the incoming Executive Board.

2. The proposed budget shall be reviewed by the Executive Board at its first meeting after the Tri-board meeting and approved as written or amended.
3. The UWC annual budget shall include the amount or percentage of funds to be distributed in scholarships.
4. The UWC annual budget may include a specified amount or specified percentage of available funds that will be deposited in the Endowment Fund.
5. Consideration should be given to occasionally changing the financial record reviewers to provide a fresh perspective on the financial records.

D. Interest Groups

1. All members of interest groups must be paid members of the UWC except as noted in General Rules A.2 of these Standing Rules. Failure to follow this policy will result in the interest group being dropped.
2. Interest group chairs must annually coordinate the interest group mailing list with the most recent Directory to ensure that all interest group attendees are UWC members.
3. Five or more UWC members may propose the formation of an interest group and select a chair. The group must be approved by the Executive Board and its program information (purpose, meeting information, etc.) communicated to all members.

E. Mailing List and Directory

1. The UWC Directory of paid and honorary members shall be distributed electronically by early November to members. Periodic updates shall be distributed electronically throughout the year.
2. The UWC Directory and interest group membership lists may not be used for commercial solicitation, political activities, or ideological purposes without the express consent of the Executive Board. Members must be advised of this policy at least annually.
3. Printed copies shall be made available to members unable to access the electronic version.
4. The historian and directory chair shall keep printed copies for the historical record.

F. Scholarships

1. UWC scholarships are provided to assist non-traditional students in their pursuit of an undergraduate degree.
2. In order to receive a UWC scholarship, applicants must
 - a. be a Colorado resident;
 - b. have had a delay or interruption in their college education;
 - c. be at least 24 years of age;
 - d. be working on their first undergraduate degree;
 - e. have completed at least 12 semester hours at CU Boulder with a 3.0 or higher GPA; and
 - f. plan to enroll for at least 9 credit hours for both semesters of the scholarship year.
3. Annual dues may include a mandatory donation to the scholarship fund.

4. Individuals can donate to the UWC Scholarship Fund “in honor of” or “in memory of” a person. If the total of the amounts so designated for an individual equals or exceeds the scholarship award amount per student for that year, one UWC scholarship may be awarded in the name of that individual that year.

G. Margaret Willard Award

1. The University Women’s Club may present the Margaret Willard Award at the Spring Honors Reception.
2. The woman receiving the award must fulfill some or all of the following criteria:
 - a. Demonstrate outstanding work in her field of endeavor;
 - b. Enhance the quality of life for women on the Boulder campus and/or in the Boulder community’
 - c. Be an exceptional role model
 - d. Elevate women’s performance
 - e. Bring honor to all women and to the University/Boulder community through her accomplishments