

# UWC Constitution and Bylaws

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# Constitution and Bylaws

(Approved by Membership, Spring Business Meeting, May 1, 2008)

The name of this organization shall be "The University Women's Club of The Pennsylvania State University, University Park, Pennsylvania." The familiar name is The Penn State University Women's Club. Throughout this document, "The Pennsylvania State University, University Park, Pennsylvania" and "The University Women's Club of The Pennsylvania University, University Park, Pennsylvania" will be referred to as "the University" and "the Club," respectively. It should be assumed that all mention of "The Pennsylvania State University" or "the University" refers specifically to the University Park, Pennsylvania campus.

The objective of the Club shall be to acclimate new members to life at the University and in the Centre Region, to promote good fellowship among members, to furnish members with opportunities for mutually helpful association, and to further the interests of The Pennsylvania State University.

## Article I. Membership

### Section I. Membership Categories

#### A. Regular, Dues-Paying Members

1. A regular, dues-paying member must meet one of the membership eligibility criteria listed in Section II-A ("Membership Eligibility: Personal Connection") or Section II-B ("Membership Eligibility: Family Connection") of this document.

2. The Membership Year is from September 1 through August 31, with most interest group activities suspended during June through August.

3. To remain in good standing, a Regular Member must pay her Annual Club Dues for the upcoming membership year by October 1 of that year. Failure to pay Annual Club Dues by October 1 shall result in the termination of membership and all of its privileges. Interest Group Fees are assessed by each interest group, payable directly to that group's coordinator, and are in addition to the Annual Club Dues.

4. A Regular Member who has failed to pay her Annual Club Dues by the October 1 deadline may be reinstated upon full payment of those dues but shall be considered to have missed the deadline for inclusion in the Club Directory for that year.

5. A Regular Member in good standing is eligible to participate in all Club events and to enjoy all of the privileges of membership.

6. A Regular Member in her first year of membership enjoys the additional classification of "New Member" to the Club and may be invited to additional New Member programs.

#### B. Honorary, Non-Dues Paying Members

1. Honorary, non-dues paying members are invited to participate in all Club events and to enjoy all the privileges of membership.

2. See Section II-C (Honorary Members) for a list of eligibility criteria.

#### C. Guest, Non-Dues Paying Members

1. Guest, non-dues paying members are invited to participate in all Club events but may not vote at the Annual Spring Luncheon and Business Meeting or hold office on the Executive Board.

2. See Section II-D (Guest Members) for the eligibility criterion.

### Section II. Membership Eligibility

#### A. Personal Connection to the University

1. A woman who maintains a direct connection to the University through any of the following personal circumstances is eligible for membership:

a. She is employed in a full or part time faculty or staff position at the University;

- b. She is employed in a full or part time faculty or staff position at a Federal or State agency affiliated with the University and located on the University Park Campus;
  - c. She is retired from the University in accordance with the retirement plan of the University;
  - d. She is a graduate of the University or spouse of a graduate of the University;
  - e. She is a board member of the Penn State Alumni Association or a board member of one of the boards of the Colleges and Schools of the University.
2. Any current or former member who ceases her employment at the University and who does not qualify under any other eligibility category may regain her membership status through the payment of her Annual Club Dues.
  3. A retired female employee of the University or a University alumna is considered to have a permanent connection to the University and thus remains continually eligible for membership.
  4. A woman whose appointment is longer than one year is not eligible for a guest membership and is expected to join as a regular, dues-paying member.

#### B. Family Connection to the University

1. A woman who maintains an indirect connection to the University through any of the following family relationships is eligible for membership:
  - a. She is the wife, mother, mother-in-law, adult daughter, daughter-in-law, or domestic partner of a current full-time employee at the University;
  - b. She is the wife, mother, mother-in-law, adult daughter, daughter-in-law, or domestic partner of a retired full-time employee at the University;
  - c. She is the wife of a board member of the Penn State Alumni Association or the wife of a board member for one of the Colleges and Schools of the University.
  - d. She is the wife of a Distinguished Alumnus, as defined by the University.
2. Any current or former member whose family connection to the University ends and who does not qualify under any other eligibility category may regain her membership status through the payment of her Annual Club Dues.
3. The widow of a University employee or retiree is considered to have a permanent relationship with the University and thus remains continually eligible for membership.
4. A woman whose husband's appointment with the University is longer than one year is not eligible for guest membership and is expected to become a regular, dues-paying member.

#### C. Honorary Members

1. A woman who meets one of the following criteria may be invited to join the Club as an Honorary (non-dues paying) Member:
  - a. She is the President of the University or the partner of the President of the University;
  - b. She is a Charter Member of the Club;
  - c. She is a member of, or the partner of a member, of the Board of Trustees;
  - d. She is an Emerita Trustee, or the partner of an Emeritus Trustee, of the Board of Trustees.

#### D. Guest Members

1. A woman who is a visiting staff or faculty member to the University with an appointment of six months or less is eligible for a guest, non-dues paying membership for the duration of her visit.
2. A woman who has an appointment, or whose husband has an appointment, with the University of longer than one year is not eligible for guest membership and is expected to become a regular, dues-paying member.

E. Anyone who desires membership in the Club and does not fit any of the preceding categories may request, directly or through a member, that the Executive Board consider her for membership in the club. Following the payment of Annual Club Dues and any Interest Group Fees, the new member shall be accorded full membership status and shall receive all of the rights and privileges of a Regular Member.

## Article II. Officers

### Section I. The Honorary President

- A. The Honorary President of the Club shall be one of the following:

1. The female President of the University;
2. The wife of the male President of the University.

## Section II. The Executive Board

### A. Composition

1. The Executive Board shall consist of the following officers:

a. Presidents:

- 1) President;
- 2) President-elect;
- 3) Immediate Past President.

b. Vice-presidents:

- 1) Program Vice-president;
- 2) Assistant Program Vice-president;
- 3) New Member Vice-president;
- 4) Assistant New Member Vice-president

c. Interest Groups Officers:

- 1) Interest Groups Director;
- 2) Assistant Interest Groups Director.

d. Financial Officers:

- 1) Treasurer;
- 2) Assistant Treasurer/Member Services.

e. Secretaries:

- 1) Corresponding Secretary;
- 2) Assistant Corresponding Secretary;
- 3) Recording Secretary.

f. Public Relations Officers:

- 1) Publicity Director;
- 2) Newsletter Editor;
- 3) Web Site Editor.

2. In addition, the President of the Club may appoint Special Ad Hoc Committee Chairs to the Executive Board as needed.

### B. Terms of Office for Elected and Appointed Positions

1. All nominees, elected officers, and appointees to the Executive Board must be members in good standing (as outlined in Article I, Section 1, Item A-3). Guest members are not eligible for office on the Executive Board.

2. The President of the Club is elected to a three-year term, moving from President-elect in her first year of office, to President in her second year, and to Immediate Past President in her third year.

3. The following Executive Board Officers are elected to a two-year term, with each officer moving from the assistant position to the full position in the second year of her commitment: 1st Year Position 2nd Year Position

Assistant Program Vice-president Program Vice-president

Assistant New Member Vice-president New Member Vice-president

Assistant Interest Groups Director Interest Groups Director

Assistant Corresponding Secretary Corresponding Secretary

4. The Treasurer, Assistant Treasurer/Member Services, and Recording Secretary are elected to a one-year term and may be reelected.

5. Election of Executive Board Officers occurs during the Annual Spring Luncheon and Business Meeting of the Club and must follow the Election Procedures outlined in Article III ("Election of Officers") of this document.

6. The Publicity Director, Newsletter Editor, and Web Site Editor are appointed by the incoming President to a one-year term. They may be reappointed.

7. All terms of office begin following the election of the new officers at the Annual Spring Luncheon and Business Meeting.

8. In the event of a mid-term vacancy, the Executive Board shall nominate candidates for the position and

voting shall take place at the next Executive Board Meeting. Members shall be informed of any mid-term changes to the Executive Board through the Club newsletter.

#### C. Responsibilities

1. The Executive Board is responsible for the general supervision of the Club between Annual Business Meetings. This includes, but is not limited to, the right to set Annual Club Dues and to disperse funds necessary for the functioning of the Club.
2. The Executive Board shall inform the General Membership through Club newsletters and the Annual Business Meeting of all substantial actions taken by the Board.
3. The Executive Board does not have the power to counteract any action voted upon by the General Membership of the Club.

#### D. Voting at Executive Board Meetings

1. A simple majority of the Executive Board shall constitute a quorum for purposes of voting.
2. A simple majority of votes cast by the Executive Board Officers shall determine the outcome of the vote.
3. Each Executive Board Officer, whether elected or appointed, may cast one vote in any decision before the Board.
4. Members holding Special Ad Hoc Committee Chair positions on the Executive Board are not eligible to vote in decisions before the Executive Board.

#### E. Executive Board Standing Committees

1. The Finance Committee
  - a. The Finance Committee shall consist of the Treasurer, the Assistant Treasurer/Member Services, the President, the President-elect, the Program Vice-president, the New Member Vice-president, and any others as needed.
  - b. The Treasurer shall serve as the Committee Chair.
  - c. The Finance Committee shall submit budget recommendations to the Executive Board for final approval.
2. The Auditing Committee
  - a. The Auditing Committee shall consist of the newly elected Treasurer and Assistant Treasurer/Member Services, the Immediate Past President, and a Member-at-Large selected by the Executive Board.
  - b. The Immediate Past President shall serve as Committee Chair.
  - c. The Auditing Committee shall review the Treasurer's records from the membership year that is ending and submit a written report to the Executive Board.
3. The Program Committee
  - a. The Program Committee shall consist of the Program Vice-president, the Assistant Program Vice-president, the President, the President-elect, and the New Member Vice-president.
  - b. The Program Vice-president shall serve as the Committee Chair.
  - c. The Program Committee shall make program recommendations to the Executive Board for the Fall Reception, the Midwinter Event, and the Annual Spring Luncheon and Business Meeting.
4. The Nominating Committee
  - a. The Nominating Committee shall consist of the President-elect, the Assistant New Member Vice-president, and three Regular Members appointed by the current President.
  - b. The President-elect shall serve as the Committee Chair.
  - c. The Nominating Committee shall nominate one candidate from the regular membership for each of the following elected offices:
    - 1) President-elect
    - 2) Assistant Program Vice-president
    - 3) Assistant New Member Vice-president
    - 4) Treasurer
    - 5) Assistant Treasurer/Member Services
    - 6) Assistant Interest Groups Director
    - 7) Assistant Corresponding Secretary
    - 8) Recording Secretary
  - d. The Nominating Committee shall have completed the nomination slate for the upcoming membership year in time for publication in the Club's Spring Newsletter.
  - e. The offices of Publicity Director, Newsletter Editor, and Website Editor are appointed by the incoming President to a one year term.

## Article III. Election of Officers

### Section I. Election Procedures

- A. The Nominating Committee shall submit the nomination slate of Executive Board Officers for the upcoming membership year to the membership prior to the Annual Spring Luncheon and Business Meeting by publishing it in the Club's Spring Newsletter.
- B. The Nominating Committee shall submit the nomination slate to those members present at the Annual Spring Luncheon and Business Meeting. Following presentation of the nomination slate, the Nominating Committee shall accept nominations from the floor and amend the nominating slate accordingly.
- C. Ten percent of voting-eligible members shall constitute a quorum for the purposes of voting.
- D. Voting-eligible members include Honorary Members and Regular Members in good standing (Article I, Section I, Item A-3). Guest Members are not eligible to vote.
- E. Voting shall be by voice with a simple majority vote required.

## Article IV. Meetings

### Section I. Frequency

- A. There shall be a minimum of one Annual Business Meeting to which all Members shall be invited.
- B. The number of Club functions each year beyond the Annual Business Meeting shall be determined by the Executive Board.
- C. Any member may call a special meeting of the membership by submitting a written petition to the Executive Board signed by at least twenty-five Honorary or Regular Members.

### Section II. Governance

- A. The Annual Spring Luncheon and Business Meeting shall include, but not be limited to, the election of Executive Board Officers, the presentation of the minutes of the previous Annual Business Meeting, and a review of the Annual Financial Report.
- B. Robert's Rules of Order Revised shall govern the Club in all business meetings.

## Article V. Constitution and By-laws Revisions

This Constitution and Bylaws may be revised at any regular meeting of the Club by a two-thirds majority vote of members present, providing notice of the proposed amendments has been sent to members at least three weeks prior to the meeting.

## Article VI - Dissolution of the Club

In the case of dissolution of The University Women's Club of The Pennsylvania State University, University Park, Pennsylvania, the funds remaining in the treasury after financial obligations have been met shall be

donated to The University Women's Club Scholarship Fund of The Pennsylvania State University (Account #0901113UP).