

SOUTHERN ILLINOIS UNIVERSITY WOMEN'S CLUB

BY-LAWS

Article I Name

The name of this organization shall be the Southern Illinois University Women's Club.

Article II Purpose

"This shall be a social organization, the purpose of which shall be to afford its members opportunities to broaden their acquaintances, to further friendships, and to serve Southern Illinois University Carbondale and the women of Southern Illinois in any way the group may deem advisable."

Article III Membership

Section 1. Eligibility

Those eligible for membership shall be any woman with a personal (e.g., current or former employee, alumna, retiree) or family connection to Southern Illinois University Carbondale and supportive of the stated purpose of the SIU Women's Club. Membership may also be offered by special invitation from the SIU Women's Club Board of Directors.

a. Active Membership

Active membership and participation in SIU Women's Club activities and interest groups shall be contingent upon payment of annual dues.

b. Honorary Membership

Honorary members are not required to pay dues; honorary membership shall be extended to:

- Southern Illinois University System President or spouse
- Southern Illinois University Carbondale Chancellor or spouse
- Southern Illinois University Board of Trustees members or spouses
- Mayor of the city of Carbondale or spouse
- Governor of the state of Illinois or spouse

c. Honorary members may become active members by paying dues.

Section 2. Continuing Eligibility

A member shall retain her eligibility for membership although her status may be changed by retirement, spouse's death, marital status, or severance from the University.

Article IV Board of Directors

Section 1. Membership

The Board of Directors shall be composed of elected directors, the past President, and committee chairs as identified in Article VI.

Section 2. Eligibility for Office

- a. President: The President shall have been a Club member at least two (2) years.
- b. President-Elect: The President-Elect shall have been a club member for at least one (1) year. The President-Elect may at the same time hold another Director position other than President.
- c. Treasurer: The Treasurer should have some financial background and shall have been a member of the Club at least one (1) year.
- d. Secretary: The Secretary shall have been a member of the Club for at least one (1) year.
- e. Program Director: The Program Director shall have been a member of the Club at least one (1) year.
- f. Communications Director: The Communications Director shall have been a member of the Club at least one (1) year.
- g. Membership Director: The Membership Director shall have been a member of the Club at least one (1) year.
- h. Historical Director: The Historical Director shall have been a member of the Club at least one (1) year.
- i. Scholarship Director: The Scholarship Director shall have been a member of the Club at least one (1) year.
- j. Interest Group Director: The Interest Group Director shall have been a member of the Club at least one (1) year.
- k. Technology Director: The Technology Director shall have been a member of the Club at least one (1) year.

Section 3. Meetings

- a. The Board shall meet monthly when the University is in session.
- b. A special meeting shall be called by request of a majority of the elected officers.

Section 4. Quorum

A quorum for a meeting of the Board of Directors shall be a presiding officer, a secretary, and four (4) additional Board members.

Article V Officers and Directors

Section 1. Voting Directors

- a. The elected officers shall be President, President-Elect, Treasurer, Secretary, Program Director, Communications Director, Membership Director, Historical Director, Scholarship Director, Interest Group Director, and Technology Director.
- b. The SIU Women's Club Past President remains a voting Director of the Board.

Section 2. Duties

- a. The President shall preside at all meetings of the Club and of the Board of Directors and shall discharge all duties regularly connected with her office according to *Robert's Rules of Order Newly Revised*. She shall appoint committee chairs and committees as needed. She shall serve as ex-officio member of all committees except the Nominating Committee.
- b. The President-Elect shall serve in the absence of the President and shall assist the President in the performance of her duties. At the conclusion of the President's term(s), the President-Elect shall assume the duties of the President if elected to the Presidency.
- c. The Treasurer shall collect the annual dues, scholarship contributions, and have responsibility for all the Club's funds. The Treasurer shall submit the required IRS Form

990-N for the fiscal year running June 1 to May 31 before the October 15 deadline and any other required tax documents. The Treasurer shall submit her records for audit by the end of June. The Chair for a Club event shall present a report and funds to the Treasurer in a timely manner before the event.

- d. The Secretary shall keep minutes of meetings, conduct the Club's correspondence, and provide current copies of the By-Laws to Board members and Club members upon request. The Secretary shall notify Board members of all meetings.
- e. The Program Director shall serve as the Program Chair, arranging for all programs and social events of the Club. She may select her own committees for the events.
- f. The Communications Director shall be responsible for communications with the membership, including newsletters and media releases. She may select her own committee for assistance.
- g. The Membership Director shall be responsible for obtaining new members and developing membership recruitment and retention strategies for the club to pursue keeping the membership list current. She may select her own committee for assistance. The membership director also personally notifies honorary members of their membership and upcoming events.
- h. The Historical Director shall act as Historian for the Club. As Historian, she shall keep a physical and/or digital scrapbook of the Club's current year's activities.
- i. The Scholarship Director and her committee shall be responsible for selecting scholarship recipients. The Director shall select a committee of three (3) to include herself and at least one past committee member. The Director shall be responsible for advertising scholarship availability, working with SIUC Financial Aid Office, and selecting students who meet all the requirements for the scholarship(s).
- j. The Interest Group Director shall be responsible for coordinating all interest groups. She shall be responsible for listing existing interest groups at any time, and their establishment shall be announced in the newsletter.
- K. The Technology Director shall maintain any technology and/or software solutions needed by the club, including maintaining any required training. She shall manage the official club website, online membership form, payment gateway, and event registration forms as needed. She shall assist other directors as needed with technical needs pertaining to their roles and make recommendations to the board regarding technology solutions which would be advantageous to the club.

Section 3. Nominations

- a. A Nominating Committee composed of at least three (3) persons shall be appointed by the President, with the approval of the Board of Directors no earlier than February 1, but at least six weeks before the annual business meeting. One member shall be a member of the Board of Directors and one a member of the Nominating Committee of the previous year.
- b. It shall be the duty of the Nominating Committee to select the slate of officers and present the slate to the Board at the March Board meeting. c. A slate of officers shall be presented to the Club by the Nominating Committee at the

annual spring business meeting. This slate shall include the President, President-Elect, Treasurer, Secretary, Program Director, Communications Director, Membership Director, Historical Director, Scholarship Director, Interest Group Director, and Technology Director.

d. Officers' duties may be shared, and co-officers may be chosen at the discretion of the Nominating Committee.

e. Nominations may be accepted from the floor provided the consent of the nominee has been given in writing.

Section 4. Election

a. Officers shall be elected at the annual spring business meeting.

b. If there is more than one nominee for an office, the vote shall be by written ballot.

Section 5. Vacancy

If an officer resigns, the Board of Directors shall select and appoint a replacement.

Section 6. Term

All officers shall serve for at least one (1) year.

Article VI Committees

Section 1. Committees

As needed, special committees may be appointed by the President with Board approval.

Article VII Meetings

Section 1. Regular Meetings

The events of the Club shall be held during the academic year or at the discretion of the Board of Directors.

Section 2. Annual Business Meeting

The annual business meeting of the Club shall be held in April or May.

Article VIII Finances

Section 1. Dues

a. The dues of the Club shall be determined by the Board of Directors and ratified by the membership.

b. Membership cycle begins Oct. 1 of each year.

c. The privilege of membership may be extended to newcomers arriving on campus or to the Southern Illinois region at any time at the discretion of the board. New members joining up to four (4) months prior to this date shall have courtesy membership extended to them for those four months, in addition to their full year of membership beginning Oct. 1 of the same year.

Section 2. Scholarship Fund

Members may contribute to the SIU Women's Club Scholarship Fund at any time. Provision will be made for itemization of dues and scholarship monies on the initial mailing to all prospective members. Scholarship Fund contributions will be used only for scholarships given by SIU

Women's Club as determined by the Scholarship Committee and approved by the Board of Directors.

Section 3. Budget

The President, the President-Elect, the Past President, the Program Director, and the Treasurer shall prepare a proposed budget which shall be presented to the Board after the Club audit has been reported.

Section 4. Audit

The President shall appoint a committee of two (2) members who shall audit the Treasurer's books at the end of the fiscal year, May 31.

Article IX Student Scholarship(s)

The Board of Directors shall have the authority to present student scholarship(s). It is the intent of the Scholarship Fund to distribute at least two (2) scholarships according to tax laws. Scholarship amounts shall be determined by the maximum donations of the current school year plus any accumulation from the prior year. The Board of Directors shall have authority to transfer funds from membership dues to the Scholarship Fund as available. Accounts of exact amounts in the Fund shall be kept by the Treasurer. Any accumulation within the Fund is to ensure continuity of scholarships to future recipients.

The scholarship(s) funds shall be administered by the SIU Financial Aid Office. A three (3) member committee appointed by the Scholarship Director and approved by the Board of Directors shall work with a representative of the SIU Financial Aid Office to select the student award recipient(s). Announcement of the recipient(s) will be made at the spring business meeting.

Article X Parliamentary Authority

Parliamentary authority shall be *Robert's Rules of Order Newly Revised*.

Article XI Amendments and Revisions

These articles may be amended or revised at the annual spring business meeting: All proposed amendments or revisions must be presented in writing to the membership at least one month prior to the annual business meeting. A two-thirds (2/3) majority vote of those present shall be necessary for amendment or revision.

As revised: 1961, 63, 67, 70, 72, 76, 78, 80, 87, 88,94, 98, 2004, 12, 16, 20, 23.