

The University of Delaware Women's Club By-Laws

The Name of this Club shall be:
The University of Delaware Women's Club

Article I – Purpose

The purpose of this club shall be to welcome newcomers to the University community, promote social, informational and service opportunities for its members and to further the interests of the University of Delaware.

ARTICLE II – Membership

- A. Membership** is open to women employed by the University of Delaware (UD), current and retired; Wives, female domestic partners and widows of UD employees, current and retired; Female UD graduate students and the wives or female domestic partners of UD graduate students. Membership is also open to any woman who supports the University of Delaware Women's Club's (UDWC) purpose and who wants to participate in UDWC activities.
- B. Honorary Membership** shall include the female President of the University or the wife of the President and past Honorary Members. Honorary membership may also be awarded at the discretion of the board.

ARTICLE III – Dues

- A. Dues will be collected annually.
- B. Dues shall be set by the Executive Committee.
- C. Only those who have paid dues will be included in the Club directory and receive newsletters.

ARTICLE IV - Executive Board

- A. The elected officers (also referred to as the Executive Board) of the Club shall be President, Vice President, Secretary, Treasurer, Membership Chair and Communications Chair.

Article V - Duties of Executive Board

- A. Elected officers shall serve one year beginning June 1st and ending May 31st.
- B. Elected officers shall attend executive meetings which will be held on a regular basis. Date, time, and location of executive meetings will be determined by the board. The Board can vote to eliminate or add meetings as needed.

- C. In addition to performing their regular duties, officers shall; assist the President with the Annual Fall Meeting, assist the Scholarship Fundraiser and Woman of the Year committees as needed, and help plan special activities for the Club.
- D. Except the President, officers shall vote on decisions affecting the club, changes to the by-laws, and Woman of the Year. In case of a tie, the President will cast the deciding vote.

ARTICLE VI - Description Board Positions

- A. President** - It shall be the duty of the president to preside at all meetings of the Club and of the Board. She shall host the first executive meeting of the year and oversee the planning of the first general meeting. She shall serve as ex-officio president for one year, hold backup signature authority of the checking account, and perform such other duties as commonly pertain to the office of President.
- B. Vice President** - The Vice President shall serve in the absence of the President and shall assist her as requested by the President. She shall chair the ad-hoc committee for Woman of the Year.
- C. Secretary** - The Secretary shall record the minutes of the Club and of the Board and perform such other duties as commonly pertain to the office of secretary.
- D. Treasurer** - The treasurer shall have charge of the funds of the Club; she shall collect the dues and scholarship contributions from the Membership Chair, pay all bills upon approval of the officers, keep record of all transactions, report the condition of the treasury at meetings and notify the Membership Chair of paid officers.
- E. Membership Chair** - The Membership Chair shall keep a record of paid members, organize The New Member Tea in the Fall, supply address labels or lists for membership mailings and create the annual directory.
- F. Communications Chair** - Shall help promote club events to the UD community and the Club membership. Shall communicate information about special events to the newsletter Editor(s) and Website Coordinator(s).
- G. Ex Officio President** - Shall be available to advise current president as needed. Shall appoint the Nominating Committee. The Ex-Officio President is not a voting member of the board.

ARTICLE VII -Ad Hoc & Standing Committees

- A. Fundraising Committee** - This committee will plan the annual scholarship fundraiser. The chairman of this committee will attend board meetings as necessary to report the details and progress of the fundraiser and to coordinate with the officers.
- B. Woman of the Year (WOY) Committee** – This committee is responsible for planning the WOY luncheon. The chairman of this committee will attend board meetings as necessary to report the details and progress of the luncheon and to coordinate with the help of officers. The chairman will put forth the nominations for the WOY that meet the criteria described in Section X of these bylaws to the executive board for a vote.

- C. **Nominating Committee** - This committee will nominate candidates for the executive officer position.

ARTICLE VIII - Newsletter Editors/ Website Coordinator

- A. **Newsletter Editor(s)** - The Newsletter editor(s) shall publish and distribute the Club newsletter in the Fall, Winter, and Spring. Additional publications can be added at the discretion of the board and editors.
- B. **Website Editor(s)** - The Website Editor(s) shall update the UDWC website as necessary.

ARTICLE IX - Special Interest Groups

- C. Special Interest Groups shall be organized according to the interest of the club.

ARTICLE X - Woman of the Year

- A. **Eligibility** - All women associated with the University of Delaware are eligible for nomination for the Woman of the Year. Any active UDWC member can submit a nomination. Executive board members are not eligible for nomination during the years they are on the board.
- B. **Criterion** - The Woman of the Year shall have made substantial volunteer contributions to UD or to the broader community.
- C. **Deadline** - Nominations must be received by the WOY Chairman or any Executive Board Member prior to the scheduled vote. Voting will take place at the executive board meeting two months before the luncheon or as determined by the board and published in the newsletter.
- D. **Vote** - If there is more than one qualified nomination, Executive Board members will vote for the WOY. At least half of the Executive Board must be present for a vote. In case of a tie, the President will cast the deciding vote. In the interest of fairness to all those who have submitted a nomination, those who have submitted a nomination should not be present during the vote.

ARTICLE XI - By-Law Amendments

By-laws must be approved by the majority of the membership and take effect the following year. Amendments can be made with a 2/3 vote of the executive board.