

Constitution and Bylaws

Constitution

Article I Name The name of the organization shall be the University of Virginia Women's Club.

Article II Object The purpose of the organization shall be to promote sociability among its members and to be of service to the University community.

Article III Membership Membership shall be open to all women who are current or former employees of the University of Virginia, or who are a spouse, widow, or domestic partner of a current or former employee of UVa. If a woman is a member or eligible for membership, her membership will not be affected by subsequent divorce, separation, or change in employment.

Article IV Officers and Board of Directors

Section 1. Officers The officers shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Membership Secretary, and Treasurer. All officers will serve one term. With the exception of the President, First Vice-President, and Second Vice-President, all elected officers are eligible for reelection. The retiring First Vice-President shall automatically become the President, and the retiring President shall automatically become the Second Vice-President. A female president of the University of Virginia or the wife or partner of a male president of the University will be invited to serve as Honorary President. Honorary Presidents have no mandatory responsibilities, but as members will be invited to all University of Virginia Women's Club activities.

Section 2. Board of Directors There shall be a Board of Directors composed of nine elected members, each to serve for a term of three years, three members to be elected each year.

Article V Meetings

Section 1. Meetings shall be held at such times and places as the Executive Committee shall direct, in accordance with the provisions of the Bylaws.

Section 2. One-tenth of the members shall constitute a quorum.

Article VI Amendments The Constitution may be amended by a two-thirds vote of those voting, a quorum being present, provided that the proposed amendment has been submitted to the Executive Committee in writing and thirty days' notice has been given to members of the organization, such notice including a copy of the proposed amendment.

As amended September 16, 2014.

Bylaws

Article I Membership

Member - upon payment of dues, women who are current or former employees of the University of Virginia, or who are a spouse, widow, or domestic partner of a current or former employee of UVa.

The UVa employment may be full or part time, permanent, temporary, or visiting in any school or division and may be any of the following:

- Classified Staff
- University Staff (Operational and Administrative; Managerial & Professional; Executive & Senior Administrative; President's Professional Staff; Senior Administrative Officers)
- Faculty (Teaching and Research; Professional Research Staff).
- Medical Center Employees and Resident Physicians in Training
- Temp/Wage Employees

Unless they choose not to be, Members will be identified in the Handbook by the UVa School or Division/Department to which they or their spouse or partner belong.

Article II Election of Officers

Section 1. The officers of the club shall be elected at the Spring Business Meeting.

Section 2. All officers shall hold office for one year. The term of office shall begin at the close of the meeting at which these officers are elected. The Recording Secretary, Corresponding Secretary, Membership Secretary, and Treasurer shall be eligible for reelection.

Section 3. A Nominating Committee of three members shall be appointed in January by the President. The Second Vice-President will be one of the three and will chair the committee.

Section 4. The President shall notify members in writing of the names of the members constituting the Nominating Committee.

Section 5. Suggestions for names of candidates for officers and board members must be submitted to the Nominating Committee by March 1.

Section 6. Voting shall be by voice vote. If more than one candidate is nominated for the same office, voting shall be by ballot.

Section 7. A majority of votes cast shall constitute election.

Section 8. No member shall have more than one vote.

Section 9. In the event of her own, or of her husband or partner's resignation from the University, any member holding a voting position on the Executive Committee may continue in that position until the end of the club year following such resignation.

Article III Duties of Officers

Section 1. The President shall preside at all meetings; she shall appoint all committee chairmen and perform such other duties as pertain to the office. She shall be ex officio member of all committees, with the exception of the Nominating Committee.

Section 2. The First Vice-President shall preside in the absence of the President. The Second Vice-President shall serve in an advisory capacity.

Section 3. The Recording Secretary shall preserve a record of all meetings of the Executive Committee and all business meetings of the organization. At the end of the year, she shall file the minutes with the Archivist of the Alderman Library.

Section 4. The Corresponding Secretary shall attend to all social correspondence.

Section 5. The Membership Secretary shall correspond with members and potential members concerning membership. She shall also maintain the membership database.

Section 6. The Treasurer shall receive all dues and pay all bills. She shall report to the organization at its business meetings, or at other meetings if a report is called for.

Article IV Executive Committee

Section 1. The Executive Committee shall be composed of the duly elected officers, board members, and committee chairmen. A quorum shall consist of eleven members, five of whom shall be officers or board members.

Section 2. The Board of Directors shall be composed of nine members. Three members shall be elected each year, each for a term of three years.

Article V Duties of the Executive Committee

Section 1. The Executive Committee shall decide all matters of policy and rule on disbursements of funds, subject to the approval of the membership.

Section 2. It shall act for and in behalf of the organization when it is not in business session.

Section 3. It shall have the power to fill any vacancy occurring between elections.

Article VI Standing Committees

Section 1. The Standing Committees of the organization shall be as follows: Membership, Social, Handbook, and such other committees as the President may find necessary to appoint.

Section 2. There shall be a Permanent Standing Committee known as the Eligibility Committee, composed of two past-presidents (each to serve a three-year term of office which may be renewed). Vacancies are to be filled by the President.

Article VII Meetings

Section 1. There shall be two business meetings a year, one in the fall and one in the spring.

Section 2. The annual election of officers shall be held at the Spring Business Meeting.

Section 3. One-tenth of the membership shall constitute quorum.

Article VIII Dues

b Dues shall be paid annually on a schedule set by the Executive Board.

Section 2. Upon payment of dues, members shall receive correspondence and be eligible to participate in social events and interest groups.

Section 3. Present and former Honorary Presidents of the Club shall not be assessed dues but shall receive correspondence and be eligible to participate in social events and interest groups.

Article IX Amendments The Bylaws may be amended by two-thirds vote of the members voting, a quorum being present, provided that the proposed amendment has been submitted to the Executive Committee in writing and ten days' notice given to members of the organization, such notice including a copy of the proposed amendment.

Article X Parliamentary Authority The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases in which they are applicable and not inconsistent with these Bylaws.

As amended May 9, 2017.