

CONSTITUTION

ARTICLE I - NAME

North Carolina State University Woman's Club

ARTICLE II - OBJECT

To unite North Carolina State University women in common interests and to promote the welfare and advancement of the University.

ARTICLE III - MEMBERSHIP

Women associated with North Carolina State University through self or spouses are eligible for membership upon payment of current annual dues.

ARTICLE IV – MEETINGS

- A. The Club shall meet on the third Thursday of each month September through April, at the NC State University Club unless prior notice is given.
- B. An annual business meeting shall be held at the regular March meeting. The business shall include the election of officers, approval of a projected operational budget and a financial report.
- C. Quorum is set at a majority of the members present.

ARTICLE V - DUES

- A. Annual dues are payable in March for the following fiscal year. The fiscal year is May 1 to April 30.
- B. Dues shall be set by the Board with the approval of the membership. Notice of a change in dues shall be included in a newsletter prior to membership vote.
- C. Women who join after January 1 shall pay 50% of the annual dues for the remainder of the year.

ARTICLE VI - OFFICERS

- A. The officers shall be President, First Vice President (Programs), Second Vice President (Membership), Secretary and Treasurer.
- B. These officers shall be elected for one-year terms. The President and the Vice Presidents shall be eligible to serve no more than two consecutive full terms in the same office.
- C. To be eligible for the office of President, a candidate must be an active member of the Club and shall have served a full term as an officer or as a chairman of a standing committee.
- D. If an officer is unable to perform her duties, the President shall appoint a member to serve in the interim, with the advice of the majority of the Executive Committee, until elections can be held.

ARTICLE VII - DUTIES OF OFFICERS

The officers implement the Constitution through Policy development.

A. President

1. Preside at all meetings of the Club, the Executive Committee, the Board, and serve as an ex-officio member of all committees except the Nominating Committee.
2. Call meetings of the Executive Committee or Board as required.
3. Appoint all standing committee chairmen and chairmen of special committees except those which are listed in the duties of the Vice Presidents.
4. Fill vacancies of elected officers with the advice of the majority of the Executive Committee.
5. Invite distinguished individuals to attend Club meetings.
6. Keep a file on the office up to date and provide it to the succeeding President.

B. First Vice President

1. Chair the Program Committee.
2. Appoint a committee, generally from the preference sheets.
3. Supervise the planning and coordination of all Club programs for the year, including speaker biographies, photographs and audio-visual needs.
4. Submit a schedule of programs to the Board as early as possible for approval.
5. Submit a schedule of programs to the Yearbook Committee Chairman.
6. Submit a narrative description and photo, if possible, of the upcoming monthly program to the Newsletter Committee Chairman.
7. Perform the duties of the President in her absence.
8. Keep a file on the office up to date and provide it to the succeeding First Vice President.

C. Second Vice President

1. Chair the Membership Committee
2. Appoint a committee, generally from the preference sheet.
3. Collect members committee preference sheets and distribute to the matched Committee Chairmen.
4. Plan and execute membership drives.
5. Keep a file on the office up to date and provide it to the succeeding Second Vice President.

D. Secretary

1. Keep minutes of the Executive Committee and Board meetings.
2. Record minutes of the annual meeting to be read and approved by the Board.
3. Be responsible for Club correspondence.
4. Keep a file on the office up to date and provide it to the succeeding Secretary.

E. Treasurer

1. Be responsible for all funds of the organization including dues, checking and savings accounts.
2. Sign checks and disburse all funds as provided in budget and other disbursements approved by the President.
3. Make budgetary recommendations to the Board.
4. Submit the current approved budget and the annual report of the previous year to the Yearbook Committee Chairman for inclusion in it.
5. Submit a financial statement to the Auditor Committee Chairman at the end of the fiscal year, and to the incoming treasurer.
6. Be responsible for tax forms, etc.
7. Maintain a current master member roster and provide an updated list to the Committee Chairmen as determined by the President.
8. Keep a file on the office up to date and provide it to the succeeding Treasurer.

ARTICLE VIII - EXECUTIVE COMMITTEE AND BOARD MEMBERSHIP, DUTIES AND PROCEDURES

A. Executive Committee

1. Membership: The five (5) elected officers.
2. Meet at the call of the President, who shall be a voting member of this Committee, or at the call of two members of the Executive Committee.
3. Where immediate action or decision by the Executive Committee is required, the President may poll its members by phone or email. A record of this action is to be recorded in the minutes.

B. Board

1. Membership: The five (5) elected officers and all committee chairmen.

2. Meet at the call of the President, who shall be a voting member of this board, or at the call of two members of the Executive Committee.
3. Ten (10) voting members shall constitute a quorum.
4. Approve the programs for the coming year.
5. Develop the projected annual operating budget for membership approval at the Annual Business Meeting held at the regular March meeting.
6. Operate with a balanced budget. Any balance over \$500 in the savings account shall be allocated with approval at a general meeting of the membership, with prior notice in the newsletter.
7. Determine the amount of annual dues. If different from the previous year, present the change to the membership at a general meeting for approval, with prior notice in the newsletter.

ARTICLE IX - NOMINATING COMMITTEE AND ELECTIONS

A. Nominating Committee

1. The immediate Past President shall serve as chairman and shall appoint a committee of not more than six (6) nor less than four (4) other members. The chairman is a voting member of this committee.
2. The committee shall present a slate of nominees for the officers of the Club to the membership in January. The slate shall be included in a newsletter prior to the annual business meeting.

B. Elections

1. The officers will be elected by a plurality of the members present at the annual business meeting in March.
2. If there are nominations from the floor, voting will be by written ballot.
3. Installation of the new officers will take place at the general meeting in April.

ARTICLE X - COMMITTEES

A. Standing Committees

May be, but not limited to, the following: Auditor, Communications, Constitution, Courtesies, Historian, Hostess, Membership, Nametags/Registration, Newsletter, Nominating, Program, Scholarship, Website and Yearbook.

B. Duties of Committee Chairmen and Committees

1. Auditor Committee shall audit the books of the Treasurer for the fiscal year.
2. Communications Committee shall contact members to remind them of upcoming Club meetings and events.
3. Constitution Committee shall study proposed recommendations or revisions to the Constitution submitted to it by Club members and present its recommendations to the Club. The Committee shall periodically review this document to ensure it remains relevant to the Club and its Object.
4. Courtesies Committee shall extend appropriate expressions of joy, concern and sympathy to Club members.
5. Historian shall preserve all materials of interest to the Club, i.e., scrapbooks, yearbooks, minutes, etc., and take the materials to the Archives at the NC State University Libraries for permanent storage.
6. Hostess Committee plans the decorations for the tables at the general meetings, selects the menu and works with the Nametags/Registration Committee Chairman as required.
7. Membership Committee's duties are detailed in Article VII, Section C.
8. Nametags/Registration Committee shall receive reservation forms from the Treasurer; coordinate arrangements for lunch reservations with the meeting facility and provide corresponding nametags for members and guests at each meeting.
9. Newsletter Committee shall prepare the monthly newsletter and see to its distribution to the

- members prior to the general meeting.
10. Nominating Committee's duties are detailed in Article IX.
 11. Program Committee's duties are detailed in Article VII, Section B.
 12. Scholarship Committee shall arrange activities to raise money for the North Carolina State University Woman's Club Carol E. Caldwell Scholarship Endowment.
 13. Website Committee shall maintain an updated and informative online presence for the Club.
 14. Yearbook Committee shall prepare the Club yearbook and distribute it to the members, preferably at the September meeting.
 15. Each committee chairman shall appoint members of her committee, generally from the preference sheet.
 16. Each committee chairman shall submit a report at the end of the year to the President and the incoming chairman of her committee, of the activities of her committee.

ARTICLE XI – AMENDING THE CONSTITUTION

All proposed amendments or revisions to the Constitution should be submitted in writing to the Chairman of the Constitution Committee. The committee shall present its recommendations in a newsletter distributed before the general meeting at which they will be voted upon. The recommended amendments or revisions may be adopted or rejected by a majority vote of the Club members present either by vote or by ballot.

ARTICLE XII - DISBANDING

Should the Club disband, any balance of funds in the treasury shall be turned over to the North Carolina State University Woman's Club Carol E. Caldwell Scholarship Endowment in the North Carolina State University Foundation, Inc.

ARTICLE XIII - EFFECTIVE DATE

The effective date of this Constitution is March 16, 1972. Revised April 1984; April 1987; April 1990; April 1992; January 1993; March 1995; March 1996; September 2003; September 2010; November 20, 2014; April 2017; April 2018.

The current edition of Robert's Rules of Order is the parliamentary authority in all cases applicable and where not inconsistent with the Constitution.

POLICIES

1. North Carolina State University Woman's Club was organized for the purpose of fellowship and to promote the welfare and advancement of the university through service projects. It is advisable to avoid participation as a club in political drives or to permit distribution of political literature at meetings of the club. This policy is not to be construed as barring the club from participating in any activity considered desirable for the common good by a majority of the members present at any regular meeting.
2. The Courtesy Chairman extends appropriate expressions of joy, concern or sympathy to Club members.
3. The financial policy includes the following:
 - a. The Club assists in putting on University functions but assumes financial responsibility only for Club activities.
 - b. Meals for official guests, including news media, and gifts of appreciation to speakers will be paid from the Program Committee budget.
4. Members may support the NC State University Woman's Club Carol E. Caldwell Scholarship Fund with personal gifts, bequests, memorials and proceeds from Club projects.
5. Life members, as defined by the Club, are those retired members who were honorary members prior to 1970.
6. Newcomers who become associated with NC State University after January 1, shall pay 50% of yearly dues for the remainder of the fiscal year.
7. Distinguished members shall be the wife of the Governor, the President of the University and the Chancellor of NC State University, or holders of these positions should they be women.
8. All revisions to the policies shall be submitted to the President for study by the Executive Board. The recommended revisions may be adopted or rejected by a majority of the Executive Board either by voice vote or by ballot.

