

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 each month, September through April, on a date and at a location provided to members in the yearbook, a prior month's newsletter, or other communication.
- B.** An annual business meeting shall be held at the regular March meeting. The business shall include the election of officers and presentation of a projected operational budget for the upcoming fiscal year.
- 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.
- C.** To be eligible for office, a candidate must be an active member of the Club.
- D.** If an officer is unable to perform her duties, the President shall appoint a member to serve in the interim.

ARTICLE VII - 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. The President shall determine how many voting members shall constitute a quorum at the start of each called meeting.
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. 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 VIII - 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. If one or more officer positions do not have a candidate for inclusion in the newsletter, nominations will continue until and during the annual business meeting (see Section B. 2, below).

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. Newly elected officers assume their duties at the beginning of the next fiscal year, May 1.

ARTICLE IX - COMMITTEES

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.

ARTICLE X -- INTERRUPTIONS IN MEMBERSHIP YEAR, MEETING SCHEDULE, ETC.

Unforeseen interruptions to the Club's membership year, officer terms, and meeting schedule will be addressed on an as-needed basis by the Executive Board, and communicated to the members.

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 (meaning all bank accounts) shall be donated 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; March 2024.

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 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 by the Club.
3. 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.
4. Newcomers who become associated with NC State University after January 1, shall pay 50% of yearly dues for the remainder of the fiscal year.
5. 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.
6. The officers implement the Constitution through Policy development and duties as follows:

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 occasional Club meetings as guests of the Club.
6. President will coordinate with meeting facility and other committee chair(s) to sign facility contracts to ensure meeting space, meals and payments.
7. 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 and track members' dues payments and deliver to the Treasurer.
4. Collect committee preference sheets and distribute to the matched Committee Chairmen.
5. Plan and execute membership drives.

6. Maintain a current master member roster and provide an updated list to the Committee Chairmen as determined by the President.
7. 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. Send minutes of each meeting to the President for distribution to the members and for recording by the Historian.
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, meal payments, 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. Present current bank statement to the membership at each monthly meeting, if requested.
6. Submit a financial statement to the Auditor Committee Chairman at the end of the fiscal year, and to the incoming treasurer.
7. Be responsible for tax forms, etc.
8. Keep a file on the office up to date and provide it to the succeeding Treasurer.
9. As Past Treasurer, assume the role of Auditor at the start of the next fiscal year.

7. Duties of Committee Chairmen and Committees:

- A.** Auditor shall audit the records of the Treasurer for the previous fiscal year.

- B.** Communications Committee shall contact members to remind them of upcoming Club meetings and events.
- C.** 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.
- D.** Courtesies Committee shall extend appropriate expressions of joy, concern, and sympathy to Club members.
- E.** Historian shall preserve all materials of interest to the Club, i.e., newsletters, scrapbooks, yearbooks, minutes, etc., and take the materials to the Archives at the NC State University Libraries for permanent storage.
- F.** 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.
- G.** Membership Committee's duties are detailed in Section 6C.
- G.** Nametags/Registration Committee shall receive reservations, coordinate arrangements for lunch reservations with the meeting facility in partnership with the president and provide nametags for members and guests at each meeting.
- H.** Newsletter Committee shall prepare the monthly newsletter and see to its distribution to the members prior to each meeting.
- I.** Nominating Committee's duties are detailed in the Constitution.
- J.** Program Committee's duties are detailed in Section 6B.
- K.** Nominating Committee's duties are detailed in Article IX of the Constitution.
- L.** Program Committee's duties are detailed in Section 6B1-6.
- M.** Scholarship Committee shall arrange activities to raise money for the North Carolina State University Woman's Club Carol E. Caldwell Scholarship Endowment.
- N.** Website Committee shall maintain an updated and informative online presence for the Club.
- O.** Yearbook Committee shall prepare the Club yearbook and distribute it to the members, preferably at the September meeting.
- P.** Each committee chairman shall appoint members of her committee, generally from the preference sheet.
- Q.** 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.