

Section 5. The treasurer shall receive and keep a record of all funds and make disbursements in accordance with the budget. She shall serve as an ex-officio member of the membership committee and send notices of delinquent dues. She shall close the books and submit them to the auditing committee by May 31.

Section 6. The retiring and newly-elected officers shall meet together near the first of June to transfer records and discuss matters pertinent to each office. The retiring president shall chair the meeting.

Article III COMMITTEES

Section 1. The program committee, chaired by the second vice-president, shall also include four appointed members. The wife of the dean of the college and the first vice-president shall serve as ex-officio members. This committee shall plan the year's programs and prepare the yearbook.

Section 2. The membership committee, chaired by the first vice-president, shall also include the wife of the president of the University, three appointed members, one of whom shall have served the previous year, and the treasurer as an ex-officio member. This committee shall determine the roll of membership, invite eligible women to membership, and present them to the club.

Section 3. The courtesy committee shall consist of three members. They shall express the interest and concern of the club through service upon appropriate occasions.

Section 4. The scholarship committee shall include the treasurer, the president, the associate dean of women, the wife of the president of the University, and two appointed members. They shall choose from lists available in the financial aid office suitable candidates for scholarships. They shall be responsible for the annual fund-raising project, all proceeds of which shall be for the scholarship fund.

Section 5. The size of the telephone committee shall be related to the size of the club membership. They shall contact the members of the club when necessary.

Section 6. The auditing committee shall consist of three members who will audit the books of the treasury and the scholarship fund and pass them on to the new treasurer by June 15 of each year.

Article IV DUES

The annual dues of active members shall be five dollars and shall be due by December 1.

Article V SCHOLARSHIPS

Section 1. The treasurer shall receive funds from the club treasury, individual gifts and projects to finance the scholarship fund.

Section 2. Scholarships awarded April 1 shall be upon the recommendation of the scholarship committee.

Section 3. Scholarships presented by the club shall be known as the Marjorie Martin Scholarships.

Section 4. Scholarships shall be awarded to one or more deserving women who contribute to the life and spirit of the University community and who have a grade point average of 3.0 or better. A woman may receive a scholarship as often as the committee chooses.

Article VI QUORUM

Those members present at a regular or called meeting shall constitute a quorum.

Article VII AMENDMENTS

This constitution may be amended at any regular meeting of the club by a two-thirds vote of the members present, upon the recommendation of the board.

Article VIII PARLIAMENTARY PROCEDURE

In matters not covered by these by-laws, *Robert's Rules of Order, Revised*, shall govern.

CONSTITUTION

BY - LAWS

Article I NAME

This organization shall be known as: The Ottawa University Women's Club.

Article II PURPOSES

The purposes shall be to provide an avenue of service to the entire campus community; to provide a means of financing scholarships; and to provide fellowship and educational opportunities for the personal enrichment of members.

Article III MEMBERSHIP

Section 1. Active membership shall be open to all women who are affiliated with the University in administrative, faculty, or staff capacities, or whose husbands are so affiliated.

Section 2. Membership shall not be open to students or wives of students except by recommendation of the executive board.

Section 3. Active members, upon retirement from Ottawa University, shall become honorary members with full participation and privileges in all club activities.

Article IV MEETINGS

Section 1. The club shall hold regular meetings on the first Wednesday of each month at 8:00 p.m., October through May, unless otherwise designated by the program committee.

Section 2. A called business meeting may be held upon the recommendation of the executive board. The membership shall be notified at least three days in advance of the meeting.

Article V BUDGET

The annual budget shall be prepared by the executive board for adoption by the club at the beginning of the year.

Article I OFFICERS

Section 1. The officers shall be: president, first vice-president (president-elect), second vice-president, secretary, treasurer.

Section 2. Officers shall be nominated by the elected officers with the president-elect chairing the committee. Election shall take place at the April meeting and shall be by oral vote, a majority of those present being necessary to elect.

Section 3. Officers shall be elected for a term of one year, beginning June 1.

Section 4. Nominations to fill vacancies in office shall be made by the remaining members of the executive board and acted upon by the club.

Section 5. The executive board shall consist of the elected officers, those chairing the standing committees, the immediate past president, and the wife of the president of the University. It shall meet at the call of the president to formulate the budget, to make recommendations, transact any business of emergency nature and business not of sufficient importance to bring before the club.

Article II DUTIES OF OFFICERS

Section 1. The president shall preside at all business meetings, chair the executive board, appoint all committees, and be an ex-officio member of them with the right to vote.

Section 2. The first vice-president shall be the president-elect. She shall preside in the absence or at the request of the president, and chair the membership committee.

Section 3. The second vice-president shall chair the program committee, with responsibility for the yearbook.

Section 4. The secretary shall keep a record of proceedings of all club meetings and executive board meetings, keep an accurate list of the membership, and be responsible for all publicity and correspondence.