

CONSTITUTION

Article I. NAME

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

Article II. PURPOSES

The purposes are to provide a means of furthering friendly relations among members through social contact, to provide entertainment and instruction by the presentation of stimulating programs, and to provide an opportunity for campus and community service through the organization as a unit.

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.

B Y - L A W S

Article I. OFFICERS

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

Section 2. Officers shall be nominated by the elected officers with the president-elect as chairman of 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, the chairmen of the standing committees, the immediate past-president, and the wife of the president of Ottawa 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, serve as chairman of 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 also be president-elect. She shall preside in the absence or at the request of the president and serve as chairman of the membership committee.

Section 3. The second vice-president shall serve as chairman of the program committee with responsibility for the year-book.

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.

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 scholarship-treasurer shall receive funds for financing scholarships, disburse the awards and keep an accurate account of the fund. She shall close her records and submit them to the auditing committee by May 31. She shall serve as chairman for the scholarship committee.

Section 7. 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 serve as chairman.

Article III. COMMITTEES

Section 1. The program committee shall include the second vice-president as chairman and 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 shall include the first vice-president as chairman, 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 scholarship-treasurer as chairman, the president, the 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 to the new treasurers by June 15 each year.

Article V. DUES

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

Article V. SCHOLARSHIPS

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

Section 2. Scholarships awarded each semester shall be upon the recommendation of the scholarship committee.

Section 3. Each scholarship shall be awarded to a deserving woman who is representative of the high ideals and spirit of the University and has a grade point average of 1.5 or better. The same woman may receive an award 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 recommendation of the executive board.

Article VIII. PARLIAMENTARY PROCEDURE

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

Adopted: March 26, 1968
Ottawa, Kansas