

THE VIRGINIA TECH WOMEN'S CLUB CONSTITUTION AND BYLAWS

Article I: Name

The name of this organization shall be the Virginia Tech Women's Club (VTWC).

Article II: Purpose

The purpose of this organization shall be to expand the intellectual and social horizons of its membership, provide scholarships to women at Virginia Tech, and promote the interests of the University.

Article III: Membership and Dues

Section 1: Regular Membership. Membership is open to all women who support the stated purpose of VTWC. We welcome all women who are interested in sharing opportunities for intellectual growth, friendship, social activities, and service to Virginia Tech.

Section 2: Honorary Membership. Honorary membership shall be awarded to:

- The spouse of Virginia Tech's President.
- Other persons whom the Board may designate.

Section 3: Payment of Dues. The dues for this Club shall be recommended by the Board to the Club at its annual meeting. Regular members shall be required to pay dues before participation in Club activities, interest groups, etc. Honorary members are not required to pay dues.

Article IV: Meetings

Section 1: Regular Meetings. Three meetings of the Club shall be held each academic year unless otherwise ordered by the Club or by the Board. The annual meeting shall be held in April and shall be for the purpose of electing officers, receiving reports of officers and committees, recognizing scholarship recipients, and for any other business that may arise.

Section 2: Special Meetings. Special meetings of the Club may be called by the President, the Board, or upon the written request of 15 members of the Club. The purpose of the meeting shall be stated in the call; and except in cases of emergency, at least seven days written notice shall be given.

Article V: Board of Directors

Section 1: The Board shall consist of the elected officers of the Club, the Standing Committee Chairs, the Honorary President, and the immediate Past President.

Section 2: The Board shall supervise the affairs of the Club between the Club's regular meetings, fix the hour and place of meetings, make recommendations to the Club, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Club, and none of its acts shall conflict with actions taken by the Club.

Section 3: Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held August through June. Special meetings of the Board may be called

by the President or shall be called upon the written request of three members of the Board.

Section 4: The Board shall have the power to fill all vacancies on the Board not in conflict with these bylaws.

Article VI: Officers

Section 1: Selection of Candidates for Nomination. When selecting a candidate for First Vice President, the Nominating Committee should act with the knowledge that the person selected for First Vice President be trained for the Presidency her respective term in order to serve as President the following year.

Section 2: Elected Officers. The elected officers of this club shall be: President, Past President, First Vice President, Vice President of Membership, Vice President of Interest Groups, Vice President of Communications, Executive Director at Large, Treasurer, Recording Secretary, and Newsletter Director. These officers shall perform the duties prescribed by the parliamentary authority adopted by this Club. The President shall be ex officio of all committees except the Nominating Committee.

Section 3: Term of Office. The term of office shall begin at the close of the annual meeting at which officers are elected. No member shall hold more than one elected office at a time. The President, the First Vice President, and the Executive Director at Large shall be elected for a one-year term and shall be eligible to serve two consecutive terms in the same elective office. All other officers may be reelected.

Section 4: Honorary Officers. The spouse of Virginia Tech's President shall be designated as the Honorary President of the Club and shall have the same right to attend meetings, speak, and vote as the elected officers of the Club. The Board shall reserve the right to appoint such other honorary officers as it shall from time to time deem appropriate.

Section 5: Election of Officers. Nominated candidates shall stand for election at the annual meeting. Additional nominations from the floor may be accepted with prior consent of the nominee(s).

Article VII: Committees

Section 1: Standing Committees. The standing committees of the Club shall be: Directors at Large (three), Directory, Finance, Historian, Luncheon and Program, Scholarship, Travel and Tours, Ways and Means. Chairs of these committees shall be appointed by the President.

- a. Directors at Large (3). The Executive Director at Large shall chair the Directors-at-Large Committee. The Directors-at-Large Committee shall plan and organize the Welcome Reception and organize New Member activities.
- b. Directory. A Directory Chair may select a committee and shall produce an annual directory that includes a roster of members, officers, the Club's annual program, constitution and bylaws, and such other things as might appropriately be included in the Directory.
- c. Finance. The First Vice President shall select and chair the Finance Committee, which shall be composed of five members including the Treasurer. It shall develop and present the annual budget, oversee the Club's funds, and develop long range financial plans.

- d. Historian. The Historian may select a committee. The Historian shall create a lasting book of the Club's year that reflects the Club's activities and events.
- e. Luncheon and Program. A Luncheon and Program Committee shall be selected by the co-chairs and shall plan and organize the three luncheons with programs for the Club, submitting their plans for approval by the Board.
- f. Scholarship. The Scholarship Chair shall select a committee, which shall organize the scholarship program for the Club and present the Club's scholarship recipients.
- g. Travel and Tours. The Travel and Tours Chair(s) may select a committee and shall plan and oversee special events of interest to Club members.
- h. Ways and Means. The Ways and Means Chair shall select a committee, which shall oversee the fund-raising activities of the Club. All money raised by the Ways and Means Committee shall be deposited in the scholarship fund.

Section 2: Special Committees. Such other committees, standing or special, shall be appointed by the President as the Club or the Board shall from time to time deem necessary to carry on the work of the Club.

- a. Audit Committee. The President shall appoint three persons from the general membership, exclusive of the Board, to perform the annual audit of the Club's accounts.
- b. Chaplain. The Chaplain shall be appointed by the President and is responsible for providing a devotion at each luncheon.
- c. Nominating Committee. The President, with Board approval, shall appoint a committee to nominate a slate of candidates for the offices to be filled.
- d. Sunshine Committee. The Sunshine Committee shall be appointed by the President and is responsible for mailing sunshine cards.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws and any special rules of order the Club may adopt.

Article IX: Amendment of Constitution and Bylaws

This constitution and bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided the members have received written notification of the proposed change at least four weeks in advance of the meeting.

Revised 2017