CONSTITUTION of the FACULTY WOMEN’S CLUB of the UNIVERSITY OF NEBRASKA MEDICAL CENTER

Article I

The name of the association shall be “The Faculty Women’s Club of the University of Nebraska Medical Center.”

Article II

The object of the Club shall be to promote good fellowship among its members; to cooperate with, and encourage student body activities; to foster social life in the University of Nebraska Medical Center and to have constantly in mind, and to work zealously for, the advancement of the Medical Center.

Article III

Membership in the Club shall be open to those women who hold Academic – Administrative Appointments at the University of Nebraska Medical Center or whose husbands hold such appointments. Wives of the Regents of the University of Nebraska shall be honorary members. All women who have been members of the Club at any time may continue their membership.

Article IV

Section 1. The officers of this Club shall be a president, a president-elect, a recording secretary, corresponding secretary and a treasurer.

Section 2. Nominations for office shall be made by a nominating committee appointed by the president.

Section 3. The annual election of officers shall be held in April. Officers shall assume the duties of their respective positions at the close of the May meeting.

Section 4. The fiscal year shall run from 6/1 to 5/31.

Section 5. The term of office shall be for one year.

As amended | Spring 2008
Section 6. Any office becoming vacant during the year shall be filled by the Executive Committee; the appointee shall hold office until the next annual election.

Article V

Section 1. The Executive Committee shall consist of the elected officers of the Club.

Section 2. The Board shall consist of the Executive Committee, the chairmen of the committees and the immediate past president. Advisor(s) may be appointed to the board by the president with the approval of the Executive Committee.

Article VI

The articles of the Constitution may be amended at any regular meeting, at which a quorum is present, by a two-thirds vote, provided the amendment has been presented previously to the membership.

BY-LAWS of the FACULTY WOMEN’S CLUB of the UNIVERSITY OF NEBRASKA MEDICAL CENTER

Section 1. The regular meetings of the Club shall be held on the fourth Wednesday with exceptions to be made by the Executive Committee.

Section 2. There are three categories of membership: Active Level I, Active Level II and Contributing. The annual dues for each member of the Club shall be payable to the Treasurer on or before August 1 for the following year.

Section 3. a. It shall be the duty of the president to preside at all meetings of the Club and to perform such other duties as regularly come within the scope of this office. The president shall select chairmen of the committees.
   1. The president shall call a meeting of the Board at least twice during the year.
   2. The president shall be an ex-officio member of all the committees.
Section 4. It shall be the duty of the president-elect to acquaint herself with the duties of the office of the president. She shall assist the president and assume the duties of the president in her absence.

Section 5. It shall be the duty of the recording secretary to record the minutes of the meetings of the Club and of the Executive Committee and the Board. She shall be the custodian of the records, except such as are specifically assigned to others.

Section 6. The corresponding secretary shall attend to all correspondence of the Club except such as are specifically assigned to others.

Section 7. It shall be the duty of the treasurer to collect dues, pay all accredited bills, and keep a record of receipts and disbursements. The treasurer shall make one complete annual report and be prepared to make a financial report at any time. The treasurer shall be audited annually by a committee appointed by the president.

Section 8. It shall be the duty of the past president to act in an advisory capacity to the president.

Section 9. All committees shall be appointed by the president.

Section 10. Fifteen percent of the Active Level I members of this club shall constitute a quorum.

Section 11. These by-laws may be amended by a two-thirds vote of the members present at any regular or called meeting of the Club.

Section 12. The rules contained in Robert’s Rules of Order Newly Revised shall govern this Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws.