

CONSTITUTION
Amended May 2018

ARTICLE I

NAME

The name of this association shall be The College Women's Club of Dayton, Ohio.

ARTICLE II

OBJECTIVE

The objective of this association shall be to bring together alumnae of institutions of higher learning for fellowship, intellectual development and to foster an interest in higher education.

ARTICLE III

MEMBERS

Section 1. Active members shall be women holding diplomas from accredited institutions which are listed as approved by the Association of American Universities or these regional associations: Middle States, New England, North Central, North West and Southern. The list can be found in the United States Bulletin No. 3, Federal Agency, Office of Education.

Section 2. Associate members shall be those women who have a minimum of sixty (60) hours credited towards a degree in such institutions as are listed in Article III, Section 1. A transcript of credits from one of the accredited institutions shall accompany the application for associate membership. These members shall constitute no more than twenty-five (25) percent of the total membership.

Section 3. Emeritus members are members of fifty (50) years or more of continuous active membership status.

Section 4. It is suggested that prospective members attend two (2) regular meetings of The College Women's Club before applying for membership.

Section 5. A prospective member shall obtain a membership application form from the Membership Chairperson. The form shall be returned to the Membership Chairperson with a copy of the applicant's diploma or transcript of credits from an accredited college or university as noted in Section 1. The applicant shall include her payment of dues with the application. The application form shall be filled out completely and shall be signed by a member of the association as the sponsor. The applicant's name and credentials shall be presented to the Executive Committee for approval. The applicant will be notified in writing by the Membership Chairperson when accepted. If the applicant is not accepted for membership, the dues payment will be returned to the applicant. The new member shall be introduced at a subsequent regular meeting.

Section 6. Members may invite guests and/or prospective members to any regular meeting.

Section 7. A letter of resignation shall be submitted to the Membership Chairperson.

ARTICLE IV

DUES

Section 1. The membership fee shall be determined by the Board. Persons admitted to membership after May 1st shall be considered as paid members for the coming year.

Section 2. Dues are payable by September 15th of each year. Notification of non-payment of dues shall be made to the members by October 1st. The delinquent dues date shall be October 15th.

Section 3. Dues of new members shall be payable to The College Women's Club or CWC and given to the treasurer immediately after acceptance of the applicant by the Executive Committee.

ARTICLE V

OFFICERS

Section 1. The officers of this association shall be a president, a first vice president, a second vice president, a recording secretary, a corresponding secretary, a treasurer and an assistant treasurer. They shall be elected in March to serve for one (1) year and shall take office at the close of the final meeting of the program year. Each officer's duties shall be outlined in The CWC "Blue Book".

Section 2. A nominating committee, named by the President and approved by the Executive Committee, shall be announced at the regular February meeting. This committee shall consist of two (2) members from the Executive Committee and three (3) members from the general membership. One (1) of the five (5) shall be a past president who shall be named chairperson. The duty of this committee shall be to nominate candidates for the offices to be filled. Election shall be by ballot unless there is only one candidate for each office. A motion can then be made that the nominative ballot becomes the elective ballot. The nominating committee remains active throughout the year.

Section 3. Duties of Officers

- a. The President shall preside at all meetings of the association and of the Executive Committee. The President shall discharge such duties as pertain to this office. She shall be an ex-officio member of all committees except the nominating committee. The President shall appoint all non-elected committee chairpersons.
- b. The First Vice President shall assume duties of the President in her absence. She shall compile, edit and update the annual yearbook throughout the year. She may succeed to the presidency the following year.
- c. The Second Vice President shall assume the duties of the President or First Vice President in their absence. She shall be the retiring president and shall act in an advisory capacity.
- d. The Recording Secretary shall keep the minutes of all association and Executive Committee meetings. She shall prepare a summary of the year's activities to be made available at the annual meeting.
- e. The Corresponding Secretary shall attend to all necessary correspondence.
- f. The Treasurer shall receive all monies and pay such bills as approved by the Executive Committee.
- g. The Assistant Treasurer shall assist the treasurer and, in the case of the absence or disability of the treasurer, have all powers and discharge all duties pertaining to the office. She shall accept monies for the association luncheon.

ARTICLE VI

MEETINGS

Section 1. Regular meetings shall be held each month from October until June unless otherwise ordered by the Executive Committee.

Section 2. Each year a fall luncheon shall be held. The luncheon will be planned by a Study Group following the order as listed in the current annual yearbook.

Section 3. The annual meeting shall be held on a day selected by the planning committee and approved by the Executive Committee.

Section 4. The majority of those members present at a regular meeting or an Executive Committee meeting shall constitute a quorum.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1. The officers of the association, the standing committee chairpersons and the study group leaders shall constitute the Executive Committee.

Section 2. The Executive Committee shall transact all business of the association, approve eligibility of new members and approve the appointment of the nominating committee.

Section 3. The Executive Committee shall meet prior to regular meetings of the association.

Section 4. Vacancies in any elective office shall be filled by the nominating committee during the interval until the next annual election. Any officer filling a vacancy shall assume the responsibilities of that office upon appointment.

ARTICLE VIII

COMMITTEES

The president, with the approval of the Executive Committee, shall appoint standing committee(s) as necessary to carry on the work of the association.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current revision of Robert's Rules of Order shall govern the association in all cases in which they are applicable and are not inconsistent with this constitution.

Section 2. The order of business may be suspended at any regular meeting by a two-thirds (2/3) vote of the Executive Committee.

ARTICLE X

AMENDMENT TO THE CONSTITUTION

Section 1. The constitution shall be reviewed at least every five (5) years. The constitution of this association may be amended at any regular meeting by two-thirds (2/3) vote of all members present.

Section 2. To amend the constitution, the amendment(s) shall be read. Amendment(s) shall be read in full at a general meeting. The amendment(s) shall be presented in print thirty (30) days in advance of voting. The amendment(s) shall be read in full, a second time, at the time of voting.

ARTICLE XI

EARNINGS

Section 1. No member or officer of this association shall receive a salary or gratuity of any kind for their services as a member or officer of the association. No part of the net earnings of the association may be used to the benefit of any private individual.

Section 2. No member, speaker, or charity shall profit from the sale of any article or collect money or signatures for any cause other than one approved by the Executive Committee prior to the event.

Section 3. In the event of the dissolution of the association, all of its remaining assets and property of any nature and description whatsoever shall be paid over and transferred to an organization chosen by the Executive Committee of The College Women's Club.