

BY-LAWS OF THE GEORGIA TECH FACULTY WOMEN'S CLUB

ARTICLE I (Name)

The name of this organization shall be the Georgia Tech Faculty Women's Club.

ARTICLE II (Object)

The purpose of this Club shall be to promote sociability among its members and to support the aims of Georgia Institute of Technology.

ARTICLE III (Membership, Updated Spring 2018)

Section 1. Membership in the Georgia Tech Faculty Women's Club is open to anyone interested in supporting the Georgia Tech community and the mission of the GTFWC: friendship, scholarship, and service.

Section 2. Eligible members shall be known as active members upon payment of dues.

Section 3. Elected board members must be active members of the club.

Section 4. The spouse/partner of the Chancellor of the University System and the Chancellor shall be invited to become honorary members of the Club and shall remain as such as long as they wish.

Section 5. The spouse/partner of the President of the Georgia Institute of Technology and the President shall be invited to become honorary members of the Club and shall remain as such as long as they wish.

Section 6. Guests of dues paying members are always welcome.

Section 7. Upon the 30th anniversary of their presidency, a past president becomes an honorary member of the Club.

ARTICLE IV (Officers)

Section 1. The elected officers of this Club shall consist of a President, First and Second Vice Presidents, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Section 2. A Parliamentarian shall be appointed by the President. The duties of the Parliamentarian shall be to make a study of parliamentary procedure and to decide all points and to advise when necessary.

Section 3. A Nominating Committee shall be appointed by the President and assisted by the Executive Board to prepare a slate of candidates for the elective offices for presentation at the March regular meeting and **new officers shall be elected and installed at the regular meeting in April.**

Section 4. Officers shall serve for a term of one year. Officers may serve additional terms at the discretion of the Nominating Committee. The First Vice President shall assume the Presidency unless otherwise recommended by the Nominating Committee.

Section 5. Duties of Officers:

A. It shall be the duty of the President

1. To preside at the meetings of the Club and the Executive Board.
2. To approve all orders on the Club treasury.
3. To be an ex-officio member of all committees except the Nominating Committee.
4. To appoint the chairpersons of the Standing Committees with the assistance from the Nominating Committee
5. To appoint other necessary Committees.

B. It shall be the duty of the First Vice-President:

1. To serve as Program Chairperson and arrange programs and events/meeting places for the year.
2. To select the Hostess Chairperson and assist in choosing the committee for each event/meeting.
3. To assume the duties of the President when an emergency arises and the President is unable to carry out her duties.

C. It shall be the duty of the Second Vice-President:

1. To be responsible for publication of the Yearbook.
2. To arrange the meeting places for the Executive Board.
3. To assist the First-Vice President in selecting the hostess for each Executive Board meeting.

D. It shall be the duty of the Recording Secretary:

1. To record the proceedings of the Club.
2. To have charge of the By-Laws of the Club and all records pertaining to her office.

E. It shall be the duty of the Corresponding Secretary to collect, prepare and distribute information about the club's activities to the membership and other pertinent communication.

F. It shall be the duty of the Treasurer:

1. To receive all monies and disburse same under the direction of the Executive Board. The Treasurer shall issue checks only upon the approval of the President.
2. To present to the Club at the September meeting a budget for the ensuing year.
3. To help the Membership Chairperson keep records of the current paid Members.
4. To maintain a fiscal year of July 1 to June 30.
5. To work with the incoming Treasurer to insure fiscal continuity.

ARTICLE V (Meetings and Quorums)

Section 1. Regular meetings of the Club shall be held the third Wednesday of the month. Another date for meetings may be designated when necessary.

Section 2. A quorum of 10% of Club membership shall be required for voting at a regular meeting.

ARTICLE VI (Executive Board)

Section 1. The Executive Board shall consist of officers of the Club and Chairpersons of the Standing Committees.

Section 2. Executive Board meetings shall be held the second Wednesday of the month.

Section 3. The partner of the President of Georgia Institute of Technology shall be an honorary member of the Executive Board.

Section 4. The duties of the Executive Board are:

- A. To transact business which does not require the action of the Club.
- B. To fill vacancies among the officers for unexpired terms.
- C. To arrange business for presentation to the Club.
- D. To assist with the publication of the Yearbook.
- E. To present at the September meeting an outline of the general activities for the ensuing year.

Section 5. A quorum of the Executive Board shall be 50% of the board members.

ARTICLE VII (Committees)

The Chairpersons of the Standing Committees shall be members of the Executive Board and shall carry out the following duties. Chairpersons shall have the option to appoint a committee if assistance to perform duties is required:

Section 1. *Membership Chairperson:*

- A. To maintain the club membership database.
- B. To coordinate with the Newcomers Chairperson regarding eligible members.

Section 2. *Friendship Chairperson:*

- A. To send notes of congratulations, convalescence and condolence.
- B. To ensure that a donation of \$250 from our treasury is made to the GTFWC Endowment Fund at the end of the fiscal year in memory and recognition of the deaths of GTFWC members and spouses. All exceptions shall be dealt with on an individual basis by a vote of the Executive Board.
- C. To promote closer social contacts among members.

Section 3. *Club Historian:*

- A. To keep a scrapbook of the Club.
- B. To keep an inventory of the archives and properties of the Club.
- C. To ensure that the Club's events are documented through pictures and descriptions.

Section 4. *Interest Groups Chairperson:* To promote interest groups.

Section 5. *Newcomers Chairperson:*

- A. To invite eligible newcomers for membership.
- B. To arrange and/or assist activities for the newcomers.
- C. To follow up with the newcomers throughout the year.

Section 6. *Community Service Chairperson:* To arrange community service programs for the year.

Section 7. *Web site Chairperson:* To maintain GTFWC Web site.

Section 8. *Scholarship Chairperson:* To administer the GTFWC scholarship program.

ARTICLE VIII (Dues)

Section 1. Each member is expected to pay an annual due, which enables them to attend all events, interest groups, and to receive notices and newsletters.

Section 2. Those who do not pay their dues by the second regular meeting shall be ineligible to participate in Club events.

ARTICLE IX (Parliamentary Authority)

Robert's Rules of Order Revised shall be used to govern the business meetings of the Club when not in conflict with the by-laws.

ARTICLE X (Amendments)

Providing written notice has been given at the previous business meeting, the By-Laws may be amended at any regular meeting by a two-thirds vote of those present and voting. If a quorum is deemed necessary, the number shall be thirty-five (35).