

BY-LAWS  
WOMEN'S CAMPUS CLUB  
(Approved April 24, 2010)

Preamble: The purpose of the Women's Campus Club shall be to encourage scholarship, render services to the University of Hawaii, and to promote fellowship.

ARTICLE I – MEMBERSHIP

- SECTION 1. Membership Eligibility:  
Persons affiliated with the University of Hawaii and the community at large who support the purpose of the club.
- SECTION 2. Honorary Membership Eligibility:  
Members who have made outstanding contributions to the Club, may, upon vote of the membership, be given an Honorary Membership. Such membership includes all the privileges of the Club without payment of dues.

ARTICLE II – OFFICERS

- SECTION 1. The elected officers of the Club shall be a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and six Councilors.
- SECTION 2. The Executive Council shall be composed of the elected officers, the Immediate Past President of the Women's Campus Club, Liaison appointed by the UH Foundation (ex-officio), Liaison appointed by the UH President's Office (ex-officio), and the chairmen of such standing committees as may be appointed by the President.
- SECTION 3. The President of the University or his/her designee shall be the Honorary President of the Women's Campus Club.

ARTICLE III – DUTIES OF OFFICERS

- SECTION 1. The President shall preside at all meetings of the Club and of the Executive Council; the President shall be a member ex-officio of all committees except the Nominating Committee; the President shall perform all other duties usually pertaining to the office.
- SECTION 2. The 1<sup>st</sup> Vice President shall act for the President in the President's absence and shall coordinate the general membership meetings.
- SECTION 3. The 2<sup>nd</sup> Vice President shall be Chairman of the Activities Committee.
- SECTION 4. The Treasurer shall be the custodian of all funds of the Club and its standing committees. With the approval of the Executive Council, the treasurer shall expend such funds from the treasury as are necessary to meet the expenses of the Club. The treasurer shall make a complete report to the Club at the Annual Meeting. This report's final acceptance is subject to audit.

SECTION 5. The Recording Secretary shall keep a record of all business meetings of the Club and the Executive Council, inform the council members of the time and place of the Executive Council meetings, and maintain the currently enforced Board Policies which will be appended to all newly approved bylaws.

SECTION 6. The Corresponding Secretary shall take care of such correspondence and duties as may from time to time be assigned by the President.

#### ARTICLE IV - ELECTIONS

SECTION 1. The officers shall be elected at the Annual Meeting to serve for one year, or until their successors shall be elected. All terms start on July 1<sup>st</sup>.

SECTION 2. Officers shall serve for no more than two consecutive terms in the same office, with the exception of the Treasurer who will serve no more than 3 consecutive terms.

SECTION 3. Three Councilors shall be elected each year for a term of two years.

#### ARTICLE V - VACANCIES

SECTION 1. In case of a vacancy among the officers or councilors, the President shall appoint a member to the vacancy, subject to approval of the Executive Council. These appointees shall serve until the next election.

#### ARTICLE VI – BOARD POLICIES

SECTION 1. Board Policies shall contain a record of policies decided by the Executive Council. A historical record of Board Policies shall be kept by the Recording Secretary and currently enforced policies will be appended to all newly approved Women's Campus Club bylaws.

#### ARTICLE VII - MEETINGS

SECTION 1. For transacting business, the Club shall have three regular meetings annually. The first meeting shall be near the opening of the Fall semester; the second, near the mid-year period; and the third, near the end of the Spring semester.

SECTION 2. The meeting at the end of the Spring semester shall be the Annual Meeting at which time complete reports shall be presented and officers elected.

SECTION 3. Other meetings may be called by the President or by the Executive Council either at their own discretion or by a petition duly signed by twenty members, provided always that the business to be considered is presented in writing to the membership at least two weeks in advance of this special meeting, and further provided that no other business shall be brought before this special meeting.

## ARTICLE VIII - COMMITTEES

SECTION 1. Standing Committees shall be as follows:

Nominating  
Finance  
Grants  
Membership  
Thrift Shop  
Exchange  
Marketing  
Scholarship  
Program  
Activities

Except for committees chaired by officers, the President, with the consent of the Executive Council shall appoint chairmen of all other committees.

SECTION 2. A Nominating Committee of three members shall be appointed by the President before the Annual Meeting. It shall be their duty to procure the acceptance of candidates, and to submit a slate to the Club at the Annual Meeting. No member of this committee may serve more than two successive years.

SECTION 3. There shall be a Finance Committee composed of the Treasurer, and at least two other members appointed by the President. Members shall serve for two years, one or more being appointed in the even year, and one or more appointed in the odd year. The Finance Committee shall present a budget to the Executive Council for approval.

SECTION 4. There shall be a Grants Committee composed of the Chair of the Thrift Shop, the Chair of the Exchange, the Treasurer, and at least two members appointed by the President.

SECTION 5. There shall be a Membership Committee whose duties include promoting and retaining members, keeping records on members, and being responsible for producing the membership directory.

SECTION 6. There shall be a Thrift Shop Committee whose chair shall be the Thrift Shop Manager. This committee will assist in all aspects of running the Thrift Shop successfully.

SECTION 7. There shall be an *Exchange* Committee, whose function is the production, distribution, and management of the *Exchange* publication.

SECTION 8. There shall be a Marketing Committee, whose function will be to promote and publicize the activities of the Women's Campus Club.

SECTION 9. There shall be a Scholarship Committee, whose function will be to organize and support the scholarship activities of the Women's Campus Club.

SECTION 10. There shall be a Program Committee whose Chairman shall be the 1st Vice President. This committee shall coordinate the general membership meetings.

SECTION 11. There shall be an Activities Committee, whose chair shall be the 2<sup>nd</sup> Vice President. This committee shall assist the special interest groups as required and form new interest groups in response to the requests from the general membership. The committee will coordinate meetings which are not designated as the responsibility of the 1<sup>st</sup> Vice President.

SECTION 12. There shall be such ad hoc committees as are required. The President, with the consent of the Executive Council shall appoint Chairmen of such committees.

SECTION 13. Each standing committee should present a proposed budget to the Budget Committee for its approval before the Fall meeting.

#### ARTICLE IX – QUORUM

SECTION 1. Twenty members shall constitute a quorum for any business meeting of the Women's Campus Club.

#### ARTICLE X – DISSOLUTION

SECTION 1. Dissolution of this corporation will be in accordance with the requirements of the United States Internal Revenue Law and the Laws of the State of Hawaii.

#### ARTICLE XI - PARLIAMENTARY RULES

SECTION 1. Unless otherwise provided by in the by-laws, the Women's Campus Club shall be governed by "Robert's Rules of Order," latest revision.

#### ARTICLE XII - AMENDMENTS

SECTION 1. These By-laws may be amended at any regular meeting provided that a quorum is present, and provided that notice to amend and the proposed amendment(s) have been presented in writing to the voting members at least two weeks in advance. A two-thirds vote of the members present and voting is required for passage of any amendment.

#### WOMEN'S CAMPUS CLUB BOARD POLICIES

SECTION 1. The annual dues for members shall be \$10.00 per year, or \$25 for three years.

SECTION 2. Dues are due by the first meeting of the year in September but payable in advance at the Annual Meeting (in the spring term) for the following academic year. The term of membership shall be from September to September, matching the academic year. Members who have not paid their dues by October 30 will be considered delinquent and may lose their membership privileges.

SECTION 3. Interest Group activities are open only to members who have paid current year's dues.

SECTION 4. Volunteers for the Thrift Shop or the Exchange must be members who have paid current year's dues.