



THE UNIVERSITY CLUB BYLAWS

Triennial Bylaw Revision

Approved on March 12, 2024

Article I Name

The name of this organization shall be The University Club.

Article II Mission

The mission of this organization shall be to promote social interaction among women who are interested in the University of Iowa.

Article III Fiscal and Membership Year

The University Club's fiscal and membership year shall be from June 1st through May 31st.

Article IV Membership

Any woman shall be eligible for membership who supports The University Club mission. Membership begins immediately upon payment of membership dues.

Article V Officers and Their Duties

- Section 1. Officers: The officers of the club shall be the President, the President-Elect, the Secretary, the Treasurer, and the Immediate Past President.
- Section 2. The President shall preside at all meetings of The University Club Board and two semi-annual meetings of the club membership. She shall have the power to appoint all committees, subject to the approval of The University Club Board of the club. She shall be an *ex-officio* member of all committees, except the Finance and Budget Committees (see Standing Rules Section 6A). She, with the Secretary or Treasurer, may sign all official papers of the club. She shall designate which official papers of the club shall be placed in the State Historical Society of Iowa.
- Section 3. The President-Elect shall familiarize herself with all phases of the club activities and shall serve as chairperson of Hospitality and Fall Fair. She shall preside at meetings in the

absence of the President. She shall become President in the event of death or resignation of the President. If the position becomes vacant after January 1, the President-Elect will become President for the remainder of the club year and the following year. The office of President-Elect shall be filled by election if it becomes vacant prior to January 1. If the office becomes vacant after January 1, the President-Elect shall be elected at the semi-annual business meeting in March.

- Section 4. The Secretary shall keep the minutes of the semi-annual membership meetings and of The University Club Board meetings. She, with the President, may sign all official papers designated by the club. She shall be custodian of all current official papers. At the close of her term, and with the approval of the President, she shall give any non-current (older than two years) papers of value to the Curator for placement in the State Historical Society of Iowa. The Secretary may destroy the non-current papers that were not placed in the archives.
- Section 5. The Treasurer shall keep an account of the receipts and expenditures of the club. She, with the President, may sign all official papers designated by the club. She shall pay bills approved by the president or when board approval is required. Her books shall always be open for inspection and shall be audited prior to the September board meeting. A statement of the club's finances for the preceding year ending May 31 shall appear in the Yearbook.
- Section 6. The Immediate Past President serves as an advisor and voting member of the board. The Immediate Past President shall also fulfill the role of advisor to the Newcomers' Division.

Article VI The University Club Board

- Section 1. The University Club Board shall consist of the officers of the club, a Newcomers' Division leader, the Curator, the committee chairpersons, the editors of the club's publications, and parliamentarian as a non-voting member.
- Section 2. The University Club Board shall have full control and management of the affairs and operating funds of the club. Each Board member shall prepare a detailed report at the end of each term. The report shall be given to the President, to the successor in the position, and to the Secretary. Such reports shall be prepared and submitted no later than May 31 of each year. The reports shall be made available for examination, upon request, to any member of the club.
- Section 3. Meetings of The University Club Board shall be held monthly from September through June except January. Meetings are canceled if Iowa City Schools are closed due to weather and/or in the event of a two-hour delay. The President may reschedule the Board Meeting in a timely manner and notify members accordingly. Special meetings may be called by the President and shall be called at the request of three members of the Board. A quorum of The University Club Board shall be ten.

- Section 4. Absence on the part of any member of The University Club Board for three consecutive meetings of The University Club Board shall be considered equivalent to resignation. In the event there are co-chairs, one co-chair must attend the meetings.

Article VII Elections

- Section 1. A Nominating Committee shall be appointed before the October Board meeting and announced in the next edition of the Clarion. The Nominating Committee shall be chaired by the Past President of The University Club and include at least two club members and a Newcomers' Division member.
- Section 2. The slate of officers to be nominated will be President-Elect, Secretary, and Treasurer. The Nominating Committee shall secure consent from each nominee to accept the office if she is elected. The Nominating Committee shall prepare a slate to be presented at the March meeting of The University Club Board.
- Section 3. The slate of officers is presented at the March semi-annual business meeting, asking for nominations from the floor. Consent must be given by each nominee. All officers shall be elected at the March semi-annual business meeting, shall take office June 1, and shall hold office for one year.
- Section 4. When there is only one candidate for an office, election may be by voice vote.

Article VIII Dues and Fees

- Section 1. The annual dues are determined by the board and delinquent after October 1. A penalty shall be assessed after October 1. No penalty is assessed for new members who join after October 1.
- Section 2. Forms for payment of dues shall appear in The University Club publications and on the website.
- Section 3. Members who are delinquent shall not have the privilege of attending club functions after Oct. 1 without clearing their indebtedness. A guest may attend a total of only two (2) club functions. These functions include interest group meetings as well as general social functions.
- Section 4. A guest fee may be charged for each club function. Rules for charging guest fees shall be stated in the Digest of Club Rules in the Yearbook.

Article IX Interest Groups

Interest Groups may be formed within The University Club with the approval of The University Club Board. This approval will be made to ensure there is no conflict of interest to the mission of The University Club. Interest Groups must be chaired by a member of The University Club and continue in this manner in order to be sponsored by

The University Club. An Interest Group shall consist of the chairperson(s) and interested members. Interest Groups may assess their member an additional interest group fee and any additional expenses beyond the required The University Club membership dues.

Article X Newcomers' Division

- Section 1. Membership in the Newcomers' Division is open to women who are new to The University Club, including both recent and long-term residents in the Iowa City area. The membership year shall be from June 1st through May 31st. The Newcomers' Division shall function as a division of The University Club.
- Section 2. The Newcomers' Division shall have its own committees and operate independently under The University Club Newcomers' Division Policy Statement and Standing Rules approved by The University Club Board of The University Club. Provisions shall be made in The University Club Budget for the expenses of the Newcomers' Division. A Newcomers' Division leader shall be a member of The University Club Board.

Article XI Parliamentary Authority

All meetings shall be governed by the Robert's Rules of Order.

Article XII Amendments

- Section 1. These bylaws may be amended by a two-thirds vote of the membership present and voting at one of the semi-annual business meetings. A special meeting may be called to approve proposed amendments. The proposed amendments must be included in the meeting notice.
- Section 2. A special meeting may be called by the secretary upon written petition of twenty members. Each member of the club shall be notified by the secretary at least forty-eight hours in advance of such meeting. Fifty members shall constitute a quorum of the club.
- Section 3. The Articles of Incorporation may be restated by The University Club according to the laws of the State of Iowa governing non-profit corporations.

The University Club

Chairpersons and Standing Committees

- Section 1. The President shall appoint the chair of each standing committee. All chairpersons of standing committees are voting members of The University Club Board. Each committee has one vote. Committees shall be determined by The University Club Board.
- Section 2. The Curator shall keep a full history of The University Club for the current year. Annually, the Curator shall present all documents, older than two years, to the State Historical Society of Iowa.
- Section 3. The Dues Chair(s) shall be responsible for collecting the dues from each member throughout the year and distributing the club's Yearbook to paid members. The Dues Chairperson(s) shall deposit all dues in the club's checking account and give a copy of the deposit to the club Treasurer to keep for the records. She shall provide a copy of the list of paid members as needed.
- Section 4. The Program Chairperson(s) shall plan the general program events of the club with final approval by the President-Elect. She shall work within the framework of the budget, which is approved by The University Club Board. She shall appoint the Luncheon Chairpersons for each club Luncheon. The Program Committee will confer with the Newcomers' Division to avoid duplications and conflicts.
- Section 5. The Interest Group Chairperson(s) shall act as a liaison between The University Club Board and the Interest Group Chairs. She shall be responsible for the administration of the interest groups and ensure that all participants are members of The University Club. The Interest Group Chairperson(s) gather and furnish information about interest groups for The University Club publications.
- Section 6. The Finance Chairperson(s) acts as the liaison between The University Club and The Center for Advancement. The Chair shall be the Chairperson of the Budget Committee and the Special 5-Year Finance Committee. The Chair ensures that the club adheres to the financial policy and management of assets as recommended by the Special 5-Year Finance Committee.

The Finance Chair shall be responsible for a financial review of the books of the Treasurer. The responsibility may be delegated to a professional tax preparer at the discretion of The University Club Board. A financial review report should be presented at the September Board meeting.

- A. The Budget Committee shall consist of The University Club Board Finance Chair, the President, the President-Elect, the Immediate Past President, the Treasurer, and the Newcomers' Division representative. The committee shall prepare a budget for the coming year's activities, submitting the proposed budget to The University Club Board

by May 31 for approval at the June Board Meeting. Recommendations should be made regarding management of assets, possible change in dues, and status of funds to host the Big Ten Conference.

- B. Every five years, the Finance Chair organizes a Special 5-Year Finance Committee to discuss The University Club's financial policy. Members of the Committee shall include the President, President-Elect, Immediate Past President, Treasurer, and Finance Chair. Recommendations should be made regarding management of assets, possible change in dues, and status of funds to host and attend the Big Ten Conference.

Section 7. The Yearbook Editor shall be responsible for providing members of the club with information concerning the activities and business of the club through the publication of the club's annual Yearbook, which includes the membership list, address, and phone number for all members. The editor shall act as coordinator for the printing, mailing, and distribution of the Yearbook.

Section 8. The Clarion Editor shall be responsible for providing members of the club with news and information concerning the programs, activities, and business of the club. The editor shall be responsible for coordinating, printing, and distributing the Clarion newsletter. The editor is also responsible for The University Club brochures.

Section 9. The On-Line Administrator and committee shall be responsible for providing members of The University Club with timely news and information concerning the programs, activities, business and history through social media and the website.

Section 10. The Reservations Chairperson(s) shall be responsible for taking reservations for the luncheons, making nametags, and distributing them at the functions. The Reservations Chairperson(s) shall deposit all luncheon payments in the club's checking account and give a copy of the deposit slip to the club Treasurer for the records.