

CONSTITUTION AND BYLAWS
FACULTY WOMEN'S CLUB
UNIVERSITY OF CALIFORNIA, LOS ANGELES

CONSTITUTION

ARTICLE I — NAME

The name of this organization shall be the Faculty Women's Club of the University of California, Los Angeles.

ARTICLE II — PURPOSE

The purpose of the Club shall be to promote good fellowship among the faculty, their spouses, and the entire UCLA community, through educational and social activities, and to assist UCLA students through a scholarship program.

ARTICLE III — MEMBERSHIP

There shall be six classes of membership: Annual, Life, Golden*, Guest, Honorary, and Associate. (*2008)

ARTICLE IV — CLUB GOVERNMENT AND ELECTION OF OFFICERS

Section 1 Officers The elected officers of the Club shall be President, Vice President/Sections, Vice President/Programs, Corresponding Secretary, Recording Secretary, Treasurer, and Historian.

Section 2 Executive Board

A. Administration of the Club shall be the responsibility of an Executive Board of no fewer than 16 members. This Board shall comprise the elected officers; chairs of standing committees, including those specifically mentioned in this Constitution and Bylaws; and other members of the Board appointed by the President, including a representative to the Faculty Center Board of Governors. The Chancellor of the University of California, Los Angeles shall be an ex-officio member of the Executive Board. No member of the Board other than the President shall serve more than two consecutive years on the Board, and no more than one-third of the Board shall be reelected or reappointed in any one year.

B. The President of the University of California, if a woman, or the Associate of the President, and the Associate of the Chancellor of the University of California, Los Angeles, shall serve as ex-officio members of the Board. An ex-officio member holds all the privileges of membership, including the right to vote, but none of the obligations and is not counted in calculating a quorum.

Section 3 Nominating Committee The President, with the approval of the Executive Board, shall appoint a Nominating Committee of five members no later than the end of December of each year. This committee shall prepare a slate of officers and, with the consent of the nominees, shall submit the slate for a vote by the members at the annual business meeting of the Club. The slate shall be published in the last Bulletin sent before the meeting or shall be sent to the members in a separate mailing no later than three weeks before that meeting. Nominations may also be made from the floor at the time of the election with the consent of those so nominated. If there is more than one candidate for any one office, the vote shall be by written ballot. The nominees receiving the highest number of votes shall be declared elected, and shall assume office at a joint meeting of the incoming and outgoing Boards no later than June 30.

Section 4 President A nominee for President shall be selected from among the members of the current Executive Board or the Executive Board for the preceding three years. An individual who qualified for membership under the provisions of Article VI of the Bylaws, Section IF, Section 1G, or Section 3 shall not be eligible to serve as President.

Section 5 Vice President /Sections A nominee for Vice President Sections shall be selected from among the members who are serving, or who have served, on the Executive Board and shall have been active in a section.

ARTICLE V — MEETINGS OF THE CLUB

Section 1 A minimum of four regular General Meetings a year shall be held, one of which shall be an annual business meeting in March or April. The date of the Annual Business Meeting shall be designated by the Executive Board, and the membership notified thereof.

Section 2 Special meetings of the Club may be called at any time by the President upon the written request of three members of the Executive Board, or upon the written request of ten members of the Club. An advance notice stating the purpose of the meeting thus requested shall be sent to all members.

ARTICLE VI — AMENDMENTS

This Constitution may be amended at any General Meeting of the Club by a three-fourths vote, if a quorum is present, provided written notice of the amendment(s) has been sent to the current membership at least twenty-one days prior to the meeting at which such amendment(s) is/are to be voted upon.

BYLAWS

ARTICLE I — DUTIES OF THE OFFICERS

Section 1 The President shall preside at all meetings of the Club and of the Executive Board. She shall appoint the members of the Executive Board not elected by the membership and shall establish all committees necessary for the proper functioning of the Club. The President shall be an ex-officio member of all committees except the

Nominating Committee.

Section 2 The Vice President/Sections shall perform all duties of the President in her absence. Under the direction of the Vice President/Sections, sections may be formed by members of the Club. Each section shall adopt such rules as are necessary to carry out the intention of its organization. Membership in the various sections shall be limited to members of the Faculty Women's Club.

Section 3 The Vice President/Programs, in consultation with the President, shall select the programs and speakers for the General Meetings, invite speakers and Board members to a meal preceding the events, and introduce the speakers.

Section 4 The Recording Secretary shall record and maintain a notebook of the minutes of the meetings of the Club and of the Executive Board.

Section 5 The Corresponding Secretary shall be responsible for all correspondence of the Club and shall issue invitations to special functions of the Club. At the direction of the President she shall issue calls for meetings of the Executive Board.

Section 6 The Treasurer shall receive all monies and, with the approval of the Executive Board, pay all bills. She shall keep an account of all receipts and disbursements, maintain a list of members in good standing, and report monthly to the Executive Board concerning the finances of the Club. Upon the request of the Executive Board, she shall make the books available for audit.

Section 7 The Historian shall acquire all pertinent and important Club records and publications, be responsible for their safekeeping, organize them for use, and supply historical data from them when needed. At the end of her term of office, she shall file these materials in the University Archives.

ARTICLE II — EXECUTIVE BOARD

Section 1 The Executive Board shall comprise elected officers, members appointed by the President, and ex-officio members as stated in the Constitution.

Section 2 Standing committees shall be Bulletin, Departmental Liaison, Membership, Nominating, and Scholarship. In addition to the chairs of these committees, the President shall appoint additional committee chairs necessary for the functioning of the Club.

Section 3 Each member of the Executive Board shall be responsible for maintaining an up-to-date written statement of duties, functions, and policies. She shall also submit three copies of her annual report: one to the President, one to her successor, and one to the Historian.

ARTICLE III — MEETINGS OF THE CLUB

Section 1 The time and place of the General Meetings of the Club shall be determined by the Executive Board.

Section 2 The meetings of the Executive Board shall be held at the call of the President. The Board may include at its meetings representatives of any committees or sections of the Club.

Section 3 Special Functions may be sponsored by the Club at the discretion of the Executive Board.

ARTICLE IV — VACANCIES

All vacancies in the elective offices shall be filled by appointment by the Executive Board.

ARTICLE V — FINANCES

Section 1 Dues Faculty Women's Club dues shall be payable October 1 for the academic year or any part thereof and shall become delinquent December 1. Members whose dues are delinquent may be reinstated on payment of dues for the current year. Dues shall not be required of Honorary members, Associate members, or Life members. However, Life members are encouraged to support the Club by contributing to the operating budget in order to help maintain the fiscal soundness of the Club. Upon recommendation of the Executive Board, changes in the amount of dues may be made at the annual business meeting of the Club by a two-thirds vote of the members present, provided written notice of the proposed change of dues has been sent to the current membership at least twenty-one days prior to the meeting.

Section 2 The fiscal year shall be from July 1 to June 30.

Section 3 This organization shall maintain an operating and such savings accounts as deemed necessary. Authorized signatories to the accounts shall be the President and the Treasurer, but only one signature shall be required for financial transactions. The Executive Board shall authorize all financial transactions of the Club. Any expenditures or financial commitments of \$1,000 or more must bear the signatures of two persons designated by the Board.

Section 4 The Treasurer, the University Auditor, the Chancellor (or designee), or UCLA Audit and Advisory Services shall be authorized to receive, from any financial institution with which the organization maintains accounts, any information, records, or photocopies of transactions relating to the accounts as UCLA may at any time request from a financial institution, along with all other records and documents of the organization.

Section 5 In the event of dissolution, or if a support group elects to become a non-recognized organization, its assets shall be transferred within three months to The UCLA Foundation or The Regents, as designated by the Chancellor, for purposes consistent with the terms of the individual gifts and purposes of the support group.

ARTICLE VI — MEMBERSHIP

Section 1 Annual

A. Those eligible for Annual membership shall include members of the staff of the University of California, Los Angeles, and spouses of such members, who are directly connected with the academic aspects of the University irrespective of salary:

- Faculty Ladder Positions (Instructor and up)
- Acting Faculty (Instructor and up)
- Adjunct Faculty (Instructor and up)

Lecturers, Adjunct Lecturers
Assistant Clinical Professors and up
Assistant Professors in Residence and up
Non-Faculty Professional Research Staff
(Assistant Researcher and up)
Specialists Cooperative Extension
Advisor/Specialists
Supervisors of Teacher Education
Demonstration Teachers
Academic Administrators and Coordinators
Librarians
Editors and Writers

B. Others eligible for Annual membership shall include the following:

1. Former Annual members who are retired personnel or spouses or widow(er)s thereof
2. Retired personnel, or spouses or widow(er)s of retired personnel, who were eligible for membership prior to retirement
3. Annual members whose spouse has died or non-members who were eligible for membership at the time of death of spouse
4. Annual members who become divorced or non-members who were eligible for membership at the time of the divorce.

C. Others eligible for Annual membership shall include members of professional and administrative staffs, and spouses of such members, whose classification and salary rate are equivalent to or above that of faculty rank of Instructor on an eleven-month basis, including

Staff of the University of California, Los Angeles
Staff of the Associated Students of UCLA
Staff of the UCLA Alumni Association
Staff of the University Extension
Staff of all Institutes
Staff of all Centers

In order to provide guidance to the Membership Chair and others needing such information, a list of equivalent categories shall be included in the Standing Rules. That list shall be dated, shall be reviewed every five years, and revised as necessary.

D. Others eligible for Annual membership shall include Visiting Faculty members and Distinguished Scholars, including Post-Doctoral Fellows, and spouses of such persons. Graduate-student positions, such as Teaching Assistant, or Research Assistant, shall **not** make individuals eligible for membership.

E. Others eligible for Annual membership shall include one member of the immediate family of any unmarried person included in Subsections A, C, or D above.

F. Upon payment of dues, Annual membership shall also be extended to the following:

1. Individuals who were members during the preceding year, but who are

otherwise no longer eligible for membership

2. Past Presidents of the Faculty Women's Club who are otherwise no longer eligible for membership

3. Faculty members or spouses of such persons living in the Los Angeles area during sabbatical leave from another University of California campus

G. The Executive Board shall have the power to act upon other applications for membership, including that of any former member no longer connected with UCLA who has allowed her membership to lapse by non-payment of dues.

H. The Executive Board is authorized to make all decisions regarding eligibility.

Section 2 Life Life membership shall be available to those who have been members of the FWC for fifty years or more. Life members will not be required to pay dues, but may continue to do so if they wish. As of July 1, 2008, Life membership shall be restricted to those who are currently classified as Life members; no additions shall be added in the future. (2008)

Section 3 Golden Golden membership shall be available as of July 1, 2008, for members who have reached the age of 85 years. They will not be required to pay dues, but may continue to do so if they wish. (2008)

Section 4 Guest Guest members are individuals who are invited to participate in a Section but who are ineligible for membership in the Faculty Women's Club. Guest members shall pay a fee equivalent to Faculty Women's Club dues. Guest members may not vote or serve on the Executive Board. Guidelines for Guest membership can be found in the Standing Rules.

Section 5 Honorary The Executive Board shall have the power to bestow honorary membership on persons who have made an outstanding contribution to the welfare of the University.

Section 6 Associate Associate membership may be offered to women Regents and wives of male Regents, women Statewide officers and wives of Statewide officers of the University of California, and to others designated by the Executive Board, including presidents of other UCLA support organizations.

ARTICLE VII — PRIVILEGES OF MEMBERS

Section 1 Annual members in good standing and Life members shall have the right to vote, hold office, and participate in the activities of the Club, with the exception noted in Constitution Article IV, Section 4.

Section 2 Honorary and Associate members shall have the privilege of participating in the activities of the Club, but shall not vote or hold office.

Section 3 All members may invite guests to any General Meeting of the Club. Any guest, however, who is eligible to be a member may not attend more than two meetings annually without paying a guest fee, the amount of which shall be established by the Executive Board.

ARTICLE VIII — QUORUM

Section 1 Ten per cent of the voting membership of the Club shall constitute a quorum at a General Meeting.

Section 2 A majority of the members of the Executive Board shall constitute a quorum of that Body.

ARTICLE IX — RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the preferred guide regarding parliamentary law at meetings of the Club and the Executive Board when not in conflict with this Constitution and Bylaws, or with the Standing Rules. The President shall appoint a Parliamentarian to advise on points of order.

ARTICLE X — STANDING RULES

The Standing Rules shall serve to amplify and/or clarify provisions of the Constitution and Bylaws, deemed necessary and/or desirable.

ARTICLE XI — AMENDMENTS

Section 1 These Bylaws may be amended at any General Meeting of the Club by a two-thirds vote, if a quorum is present, provided written notice of the proposed amendment(s) has been sent to the current membership at least twenty-one days prior to the meeting at which such amendment(s) is/are to be voted upon.

Section 2 Amendments to the Standing Rules may be presented by any member at a meeting of the Board. Amendments may also be presented by any member at a General Meeting provided prior written notice has been given to the Executive Board. In both cases ratification shall be by a simple majority of the attending members, provided there is a quorum.

Amended:

March 19, 1968
April 10, 1973
April 17, 1979
March 16, 1982
March 19, 1985
May 15, 1990
April 21, 1992
March 19, 1996
May 21, 1998
March 20, 2000
March 18, 2008

STANDING RULES

Membership:

1.0 The list of equivalent categories referred to in Article VI. Section 1C of the Bylaws shall be maintained by the Membership Chair and shall be considered to constitute Standing Rule 1.0. (1992)

1.1 Because participation in all Sections must always be available primarily to Annual members of the FWC, the maximum number of Guest members for any particular Section shall be two (2), or 10% of its membership, whichever is greater. (1992)

1.2 Guest members may be re-enrolled annually through a special solicitation that shall be clearly differentiated from the regular annual membership solicitation. (1992)

1.3 The Section Chair shall designate the guest members of the Section on the list of Section members submitted annually to the Vice-President and/or the Membership Chair. (1992)

1.4 Guest members who have paid the Guest Membership fee may attend FWC General Meetings and, upon the agreement of the Section Chair and payment of the individual section dues, participate in any Section that is open to guest membership. Guest members shall receive the bulletin mailings in the year of their guest membership. (1992)

1.5 Guest memberships shall no longer be restricted to participation only in Sections. Guest members are individuals who are invited to participate but are ineligible for membership in the FWC. Guest members shall pay a fee equivalent to FWC dues. Guest members may not vote nor serve on the Executive Board. (2004)

1.6 Others eligible for Annual membership shall also include the following: (5.) Annual members who are recognized as Domestic Partners by the UC Regents for provision benefits. (2004)

1.7 If applicant's qualifications for membership are not addressed in the FWC BY-LAWS, the criteria for membership to the Faculty Center shall be used, including, but not limited to, salary and job description with the title code for nonfaculty positions. (2004)

Finance:

2.0 An auditor's report for the year shall be attached to the Treasurer's annual final report. (1992)

2.1 The Scholarship Chair may receive scholarship donations. The Treasurer shall inform the Scholarship Chair of the source and amount of any donations received directly by the Treasurer. The Scholarship Chair shall deposit all scholarship donations in the appropriate scholarship account at the UCLA Foundation and give a written accounting of the source and amount of each deposit to the Treasurer. (1992)

General:

3.0 Each Standing Rule shall include the date of original adoption and most recent amendment. (1992)