

Yale University Women's Organization Constitution and Bylaws

May 3, 2000
Revised May 2006
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ARTICLE I. NAME

The name of this organization shall be the Yale University Women's Organization (YUWO).

ARTICLE II. PURPOSE

The purpose of the organization is to provide women in the Yale community with opportunities to pursue intellectual and social interests; to develop friendships; and to support the scholarship awards program.

ARTICLE III. MEMBERSHIP

Membership shall be open to any woman who by virtue of her own or her family's affiliation, past or present, is associated with the Yale community. The governing board may designate honorary members and honorary advisors. Participation in YUWO activities is open to members of the organization, to honorary members, honorary advisors, and, when specified, to guests.

ARTICLE IV. FINANCE

Section 1. Dues

The annual dues for all members, payable at the beginning of the academic year, shall be proposed by the budget committee and approved by a vote of the governing board.

Section 2. Budget

The budget committee (see Article VIII, Section 1) shall present a proposed budget to the governing board for approval, and then to the membership at the annual meeting for final approval.

ARTICLE V. OFFICERS

Section 1. Elected Officers

A. Definition

The officers elected by the general membership at the annual meeting shall be the president, the vice president, the recording secretary, the treasurer, the corresponding secretary, the membership chair, the scholarship chair, and the activities chair. These officers shall assume office on June 1 following the annual meeting.

B. Eligibility

Individuals elected to positions on the governing board must have been members of the organization in good standing for at least two years.

C. Duties

1. Elected officers shall perform duties, as listed below:

- (a) The president shall preside at all meetings of the organization and the governing board. She shall select all appointed and special officers with the approval of the governing board. She shall serve as an *ex officio* member on all committees with the exception of the nominating committee.
- (b) The vice president is responsible for filling in during the president's absence, maintaining current versions of board documents at the request of the board or the president, and fulfilling additional responsibilities as requested by the president or the board.
- (c) The recording secretary shall keep records of the proceedings of all board meetings and general meetings of the organization.
- (d) The treasurer shall keep a record of financial transactions of the organization and shall be responsible for all deposits and disbursements. She shall serve as chair of the budget committee.
- (e) The corresponding secretary shall be responsible for all correspondence of the organization as designated by the president.
- (f) The membership chair shall be responsible for collecting dues, maintaining an updated list of members, and compiling a membership list to be distributed to the membership.
- (g) The scholarship committee chair shall be responsible for distribution of applications and information pertaining to the scholarships and shall preside at meetings of the scholarship committee.
- (h) The activities chair shall be responsible for coordinating YUWO's interest groups and special activities.

2. Elected officers shall perform other duties, as listed in the most recent edition of the *YUWO Job Descriptions*.

D. Term of Office.

- 1) The president, vice president, recording secretary, corresponding secretary and activities chair shall be elected for a term of two years, and are eligible to be elected for a second, consecutive two-year term. These officers are eligible for re-election to the same office after a lapse of at least two years from the conclusion of their term limit.
- 2) The membership chair, scholarship chair, and the treasurer shall be elected for a term of two years, and are eligible to be elected for a second, consecutive two-year term. They are eligible for re-election to the same office after a lapse of at least two years from the conclusion of their term limit.
- 3) The following officers shall be elected in even-numbered years: president, vice president, corresponding secretary, and activities chair. The following officers shall be elected in odd-numbered years: treasurer, recording secretary, membership chair, and scholarship chair.

E. Filling a Vacancy

If a vacancy should occur, the president shall appoint a member, with the approval of the governing board, to fill the position for the remaining portion of the term.

Section 2. Appointed Officers

A. Definition

Officers with responsibility for functions or programs with organization-wide focus will be appointed by the president. These shall include Lunch and Learn, newcomers, newsletter, publicity, and other appointed officer positions as may be needed, subject to approval by the board.

B. Duties

Appointed officers shall perform those duties set forth for their positions in the most current *YUWO Job Descriptions*.

C. Term of Office

All appointed officers shall be appointed for a term of two years, and are eligible for a second, consecutive two-year term. They are eligible for re-appointment to the same office after a lapse of at least two years from the conclusion of their term limit.

Section 3. Special Officers

A. Definition

Special Officers are individuals, such as an archivist/historian or a parliamentarian, who perform specialized tasks that are of value to the organization but are not within the scope of another office, program, committee or activity group. They are appointed by the president, subject to approval by the board. These positions shall be created and terminated by approval of the board.

B. Duties

Special officers shall perform those duties set forth for their positions in the most current *YUWO Job Descriptions*.

C. Term of Office

Special officers are appointed for two-year terms and may be reappointed for an unlimited number of subsequent terms, subject to approval by the board.

Section 4. Study Group Chair

A. Definition

The Study Group Chair is responsible for the Fall and Spring Study Group lecture series, and is appointed by the president, subject to approval of the board.

B. Duties

The Study Group Chair shall engage lecturers for the fall and spring Study Group Lecture series, and provide promotional material about the lecture series to the president and the board in a timely manner.

C. Term of Office

The Study Group chair shall be appointed to a term of two years, and may be reappointed.

Section 5. Advisors

A. Definition

Advisors are individuals who provide counsel to the organization and are appointed by the president. There shall be up to three advisors. In addition to these appointed advisors, the immediate past president shall serve as an advisor *ex officio*.

B. Eligibility

Individuals appointed as advisors must have a thorough knowledge of the organization, preferably with service on the governing board.

C. Duties

The advisors are expected to provide counsel to the organization as requested.

D. Term of Office

Advisors are appointed for two-year terms and may be reappointed for an unlimited number of subsequent terms, subject to approval by the board.

ARTICLE VI. GOVERNING BOARD

The governing board shall consist of the elected officers, the appointed officers, the special officers, the advisors, and the chair(s) of the study group. The governing board is responsible for the organization's business and programs, and shall have regular meetings during the academic year. A simple majority of the members of the governing board shall constitute a quorum for conducting business.

ARTICLE VII. MEETINGS

The annual meeting shall be held in May; the date shall be set by the governing board. The approval of the budget and the election of officers shall take place at this time. Other general meetings may be called at the discretion of the governing board. Twenty-five members present at any general meeting shall constitute a quorum.

ARTICLE VIII. COMMITTEES

Section 1. Budget Committee

The budget committee shall consist of the treasurer (as chair), the president, and the vice president. Additional members may be appointed at the discretion of the president.

Section 2. Scholarship Committee

The scholarship committee shall be made up of from five to eight YUWO members. Members of the committee include the scholarship chair and the immediate past scholarship chair, with additional committee members selected by the chair in consultation with the president. They shall have two-year terms and shall be eligible for a second two-year term. The president and the vice president are members *ex officio*. They may attend the selection meeting, but shall not have a vote. The committee shall be responsible for evaluation of the applications, selection of scholarship recipients, and distribution of allotted monies.

Section 3. Nominating Committee

The nominating committee shall consist of five members. The president shall appoint a chair and two members from the governing board. The governing board shall appoint two members from the membership at large. The committee shall prepare a slate of officers to be presented to the membership at the annual meeting. This information shall be circulated to the membership prior to the annual meeting.

Section 4. Ad Hoc Committees

Ad hoc committees may be appointed by the president, with the approval of the governing board, as needed.

ARTICLE IX. INTEREST GROUPS

Section 1. Definition

New interest groups to further common interests may be formed upon written request to the governing board by five or more YUWO members. An interest group whose membership decreases to fewer than five may be discontinued at the discretion of the board.

Section 2. Procedures

Each interest group shall nominate a chair, arrange for time and place of its meetings, and impose such requirements and fees as are deemed desirable or necessary by its members. Each interest group shall pay its own expenses, for no part of which shall YUWO be liable.

ARTICLE X. LIMITATIONS

Announcements involving the expenditure or solicitation of funds for organizations not affiliated with YUWO may not be made at any YUWO meeting or function, nor may any such organizations be sponsored by YUWO.

ARTICLE XI. YUWO SCHOLARSHIPS FOR CONTINUING EDUCATION

Section 1. Purpose

The scholarships shall provide encouragement and financial assistance to women of the Yale community who wish to resume their formal education, change careers, or enhance present careers with supplemental courses.

Section 2. Eligibility

An applicant must be associated with the Yale community, by either her own or her immediate family's affiliation. Current members of YUWO and immediate members of their families are not eligible for scholarships.

Section 3. Funding

- A. **Annual Scholarship Fund:** The Scholarship Fund shall be an annual (March to March) accumulation of monies through donations and fundraising.
- B. **Scholarship Trust Fund:** The Scholarship Trust Fund was established to ensure a guaranteed source of revenue to augment the monies received from other fundraising activities. The Scholarship Trust Fund consists of funds irrevocably transferred in 1998 to the Community Foundation for Greater New Haven (CFGNH), together with any subsequent contributions thereto. The Scholarship Trust Fund shall be managed for investment by CFGNH pursuant to the instrument of transfer. The governing board may authorize distributions from the fund for scholarship awards in an amount not exceeding the proceeds available for annual distribution pursuant to CFGNH's Spending Rule.
- C. **Named Scholarship Trust Funds:** Named scholarship trust funds may be established, with a minimum contribution of \$10,000, to provide scholarships for named awards.

D. Annual Awards: The total amount of scholarship awards shall be determined each year by the president, treasurer, and the scholarship committee, and shall be reported to the governing board. The awards shall not exceed the combined total of the Annual Scholarship Fund and the distributions from the Scholarship Trust Fund and any other named scholarship funds. The awards shall be made at the annual meeting.

E. Dissolution of the YUWO Scholarships For Continuing Education Program:

1. In the event of dissolution of YUWO's Scholarships for Continuing Education Program, all monies in the YUWO Scholarship Fund or other general scholarship funds shall be distributed as scholarship awards prior to dissolution of the YUWO Scholarships for Continuing Education Program.
2. The Trust Fund is a component fund of the CFGNH and subject to Section II of the CFGNG Resolution and Declaration of Trust. If the Yale University Women's Organization resolves to dissolve, the distribution from the Trust Fund shall be awarded by the Education Sub-committee of the Community Foundation for Greater New Haven as scholarships to women who by virtue of their own or their family's affiliation, past or present, are associated with the Yale community, and whose formal education has been interrupted or delayed and who wish to resume their studies, to enhance careers with supplementary courses, or to change careers entirely.

ARTICLE XII. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

An amendment to the constitution and bylaws may be proposed at any general meeting or by written notice. A proposed amendment must be approved by two-thirds of the governing board and, for adoption, must be approved by a majority of those voting at the next general meeting. A proposed amendment must be provided to the membership prior to the general meeting at which it is presented for adoption.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* govern the organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws and any special rules of order that the organization may adopt.

AMENDMENTS TO THE CONSTITUTION AND BYLAWS ADOPTED MARCH 8, 1988

1. Notwithstanding any other provision of these articles, the Yale University Women's Organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

2. No part of the net earnings of the Yale University Women's Organization shall inure to the benefit of any member, trustee, director, officer of the Yale University Women's Organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Yale University Women's Organization) and no member, trustee, officer of the Yale University Women's Organization, or any private individual, shall be entitled to share in the distribution of any of the Yale University Women's Organization's assets on dissolution of the Yale University Women's Organization.

3. No substantial part of the activities of the Yale University Women's Organization shall be carrying on propaganda, or otherwise attempting to influence legislators (except as otherwise provided by Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

4. In the event of dissolution, all of the remaining assets and property of the Yale University Women's Organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of Connecticut, will best accomplish the general purposes for which this organization was founded.