

CONSTITUTION

California State University, Fresno Women's Association

Article I NAME

The name of this organization shall be known as California State University, Fresno Women's Association

Article II PURPOSE

The purpose of this organization is:

- A. To promote friendship among members
- B. To promote education by the provision of financial assistance to students
- C. To support women's social issues
- D. To support California State University, Fresno programs

Article III MEMBERSHIP

Members shall be women affiliated with the university; wives of active or past faculty members and administrators, women faculty, staff and alumnae.

Article IV BOARD OF OFFICERS

Section I The Board of Officers shall consist of the following officers elected for two year terms, or appointed by the president:

A.	President	Elected
B.	Vice President/Newsletter	Elected
C.	Program Coordinator	Elected
D.	Secretary	Elected
E.	Treasurer	Elected
F.	Scholarship Chair	Elected
G.	Membership/Directory Chair	Elected
H.	New Members Chair	Elected
I.	Courtesy Chair	Elected
J.	Historian	Elected
K.	Ex-Officio	Appointed

Section II The Executive Committee shall consist of the Board of Officers, chairs of ad-hoc committees (see BY-Laws, Article IV for description of ad-hoc committees), and the chairs of interest groups.

Section III The Executive Committee of Officers shall meet at least three (3) times during the year.

Section IV A quorum of six (6) Executive Officers shall meet at least three (3) times during the year.

Section V If an elected officer is unable to assume her duties or has cause to resign while in office, the Executive Committee shall appoint a member to fill the office within thirty (30) days.

Article V MEETINGS

Section I Members shall meet at least three (3) times during the academic year.

Section II Members present at a duly called General Meeting shall constitute a quorum for that given meeting.

Article VI AMENDMENT OF THE CONSTITUTION

This constitution may be amended by a two-thirds vote of the members present at a regular meeting, the members having been notified in advance of the proposed amendment in writing.

BYLAWS

Article I OFFICERS

Section I President

- A. The president shall preside at all official meetings of the organization and shall call and preside at meetings of the Board of Officers and of the Executive Committee.
- B. The president shall appoint the ex-officio member of the Board of Officers from past presidents,
- C. The president shall serve as the ex-officio member on all ad hoc committees and interest groups
- D. The president, in consultation with the treasurer, shall prepare and present an annual budget (see Article VII, Section II)

Section II Vice-President/Newsletter Chair

- A. The vice-president/newsletter chair shall perform all duties of the president in her absence
- B. The vice-president/newsletter chair shall prepare and mail the Newsletter to members during the year and reminders as requested by the Board.
- C. The vice-president/newsletter chair shall retain copies of the Newsletter for the archives

Section III Program Coordinator

- A. The program coordinator shall plan and inform the president of all program activities
- B. The program coordinator shall arrange for publicity, as necessary

Section IV Secretary

- A. The secretary shall keep a record of all official board and general meetings, and shall secure a substitute, if necessary
- B. The secretary shall prepare all necessary correspondence
- C. The secretary shall retain a copy of all correspondence and records of the board and general meetings in the files and forward a copy to the president

Section V Treasurer

- A. The treasurer shall collect and disburse all monies including membership dues
- B. The treasurer shall render an accounting of all money received and disbursed at all meetings and shall file and annual financial report
- C. The treasurer shall report all qualified members to the membership chair for inclusion in the directory, and to the vice-president for newsletter distribution
- D. The treasurer shall consult with the president in preparing a yearly budget

Section VI Membership/Directory Chair

- A. The membership/directory chair, in conjunction with the treasurer and the Office of Academic Personnel, shall compile and keep a current directory of membership
- B. The membership/directory chair shall distribute a directory of all qualified members once a year
- C. The membership/directory chair shall give a membership list to the scholarship chair

Section VII Courtesy Chair

- A. The duties of the courtesy chair shall include the delivery of flowers, gifts and personal messages from the membership
- B. The courtesy chair shall be responsible for the arrangement of the Annual Memorial Gift to the California State University, Fresno Henry Madden Library , honoring deceased members

Section VIII New Member Chair

- A. The new member chair shall be responsible for welcoming new members

- B. The new member chair shall be responsible for initiating and coordinating programs for increasing and promoting membership

Section IX Historian

- A. The historian shall serve as photographer for the association functions or shall secure a photographer as necessary
- B. The historian shall monitor all historical records. Early archives are stored at the Henry Madden Library.

Section X Ex-Officio

- A. The ex-officio is a member appointed by the incoming president, shall advise the president, the Board of Officers and the Executive Committee
- B. The ex-officio shall have voting privileges at all meetings at the Board of Officers and the Executive Committee
- C. The ex-officio shall recruit members of the Nominating Committee and act as its chair
- D. The ex-officio shall serve as parliamentarian at all meetings, utilizing Roberts' Rules of Order, Newly Revised

Section XI Scholarship Chair

- A. The scholarship chair is responsible for all fundraising for scholarships
- B. The scholarship chair shall be responsible for recruiting the scholarship committee members who will raise funds and select scholarship recipients
- C. The scholarship chair shall prepare a financial report for all official meetings and newsletter mailings, retaining one copy for the file and forwarding a copy to the president
- D. The scholarship chair shall be the liaison between the Financial Aids Office and the scholarship committee

Article II
BOARD OF OFFICERS

Section I The Board of Officers shall consist of elected and appointed officers

Section II The Board of Officers shall be responsible for the policies and plans for the year for the association

Section III The Board of Officers shall be responsible for determining the amount of dues, with the consent of the membership

Article III
EXECUTIVE COMMITTEE

Section I The Executive Committee shall consist of the Board of Officers, chairs of the ad hoc committees and chairs of the interest groups

Section II The Executive Committee shall meet at the call of the president

Article IV
AD HOC COMMITTEES

Section I Ad hoc committees shall be established and will exist only as relevant to the tasks assigned by the president and the Board of Officers

Section II The ad hoc committee chairs shall be appointed by the president with the approval of the Board of Officers

Section III The ad hoc committee chairman shall be responsible for informing and consulting with the president regarding the committee agenda

Article V
INTEREST GROUPS

Section I Interest groups shall be organized under the supervision of the Executive Committee

- Section II Each group may appoint a contact person and announce the selection at the General Meeting in the Fall
- Section III As interest groups are organized, each group may select a chair to represent the group on the Executive Committee

Article VI
ELECTIONS AND INSTALLATION OF OFFICERS

- Section I The nominating committee shall select a slate of officers for Board vacancies, except for those officers appointed by the president
- Section II After obtaining candidates' consent, the nominating committee shall publish these names in the newsletter prior to the election.
- Section III Elections and installation of officers shall be held not later than the last meeting of the school year, at which time other nominations may be made from the floor, provided the consent of the nominees had been previously obtained

Article VII
FINANCE

- Section I The Board of Officers shall be responsible for determining the amount of dues, with the consent of the membership
- Section II The annual budget shall be drawn up by the president in consultation with the treasurer. It shall be presented for approval to the Board and then to the general membership at the first meeting of the academic year
- Section III The president, vice-president and treasurer shall have joint authority to fund unbudgeted expenditures and report to the Board
- Section IV Any profit from meetings shall be turned over to the treasurer
- Section V Members who fail to cancel reservations before the announced deadline are obligated to pay the treasurer the fee due for the meeting
- Section VI Any deficits incurred by the committees shall be reimbursed by the treasurer with the approval of the Board

Article VIII
AMENDMENT OF BYLAWS

These bylaws may be amended by a majority vote of the members present at a regular meeting, the members having been notified in writing and in advance of the proposed changes.

(Amended October 5th 2013)