

UNIVERSITY CLUB OF INDIANA UNIVERSITY CONSTITUTION AND BYLAWS

ARTICLE I - Name

The name of the organization is the University Club of Indiana University (herein referred to as the U Club).

ARTICLE II - Purpose

The purpose of the organization shall be to promote the social and intellectual interest of its members.

ARTICLE III- Officers and Directors

Section 1. Officers

The officers of the U Club shall be a President, Vice President/President-Elect, Secretary, and Treasurer. The Vice President/President-Elect shall automatically become President. The term of office of the President and Vice President/President-Elect is one year in each office, a combined total of two years. The term of office of the Secretary and Treasurer is two years and these officers are elected in even numbered years. Each officer's term begins by *May 1* of their election year and they shall serve until a successor is elected.

Section 2. Board of Directors

Elected members of the Board of Directors are:

- the officers:
- president:
- vice-president /president-elect; serving as the chair of the Program Committee.
- secretary and treasurer: elected in ~~an~~ even-numbered years and serving for two years
- the president and first vice-president of each constituent clubs

Members of the Board of Directors who are appointed by the President are:

- one Indiana University alumnus/alumna, serving for one year
- one representative from the community, serving for one year
- chairs of the standing committees, serving for one year

Other members of the Board of Directors are:

- past President of the U Club,
- chief executive of the Indiana University Memorial Union
- the Club webmaster
- U Club Manager.

Section 3. Nomination and Election

The President shall appoint a Nominating Committee of five including a board member from each of the constituent clubs. The President shall designate the chairman. The Nominating Committee shall present, at or before the annual business meeting of the U Club, nominations for

each office. Additional nominations may be made from the floor at the meeting.

Election of officers shall be conducted at the annual business meeting of the U Club. If there is more than one candidate for an office, the candidate receiving the most votes is elected-

Section 4. Vacancies

Any vacancy, except in the presidency, shall be filled by appointment by the Board of Directors. Such an appointment is for the remainder of the unexpired term of the position. If the office of President becomes vacant, the Vice President shall immediately become President. The resultant vacancy in the position of Vice President shall be filled by appointment by the Board of Directors for the period until the next annual business meeting of the U Club. Provisions of Article VI, Section 3, are followed for nomination and election of the person to fill the unexpired term of the Vice President from the date of the election to the end of the term.

Section 5. Powers and Duties

Officers shall perform customary duties. The appropriate officer or the Executive Committee may enter into contracts and incur obligations for the U Club as authorized or directed by the Board of Directors.

At the annual meeting, the President shall present: a report of activities during the year, plans for the future, and the financial status.

The Board of Directors shall:

- establish dues and fees,
- have general supervision and management of the funds and properties of the U Club,
- guide and direct the officers and committees in conducting the business of the U Club, and
- receive and act on committee recommendations.

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE IV – Membership

Section 1. Categories of Membership

There shall be three categories of membership: Active, Life, and Honorary. A spouse, widow, or widower shall hold membership of the same class as that of the member.

- A. Active members are faculty, librarians, staff, and alumni of Indiana University, and community residents.
- B. Life members are retired Indiana University faculty and staff who annually fill out a form requesting Indiana University to pay their dues in accordance with the university's established retirement benefit program.
- C. Honorary members are

- members of the Indiana University Board of Trustees during the term of their membership on the Board and
- others who have served Indiana University or the U Club with distinction and are selected by action of the U Club’s Board of Directors.
- Residents of Meadowood who are not retired IU Faculty or Staff who annually fill out a membership form per agreement 07/10/08 with Meadowood for as long such agreement lasts.

Section 2. Privileges of Membership

All categories of members shall enjoy all privileges of membership.

ARTICLE V – Dues

Section 1. Amount

Honorary members shall pay no dues. Other members shall pay dues set by the U Club Board of Directors.

Section 2. Time Payable

Yearly dues must be paid by September 15. New members joining after March 1 will not have to pay dues again until September of the following year.

Section 3. Delinquency

Dues are delinquent if not paid by October 15. Members whose dues are delinquent and members who are deemed to be not in good standing (see Article VIII, Section 2) will not be included in membership directory and must pay the guest rate if attending functions. Only members in good standing are eligible to reserve U Club facilities.

ARTICLE VI - Constituent Clubs

The Board of Directors may authorize the formation and operation of constituent clubs that:

- adopt bylaws that identify the name of the club, and the club’s governing structure.
- elect their officers in March of each year and take office May 1.
- are subject to the financial policies (such as prices and collections (such as the budget) of the U Club and separate dues for a club are not permitted,
- do not have exclusive use of any portion of the U Club, and
- permit all members of the U Club to participate in all its programs and activities.

ARTICLE VII - Membership Meetings

Section 1. Annual Meeting

An annual business meeting shall be held in March of each year

Section 2. Special Meetings

Special meetings of the U Club membership may be called by the Board of Directors and shall be called upon petition by 20 members.

Section 3. Notice

A notice of all meetings must be given in writing at least seven days in advance.

Section 4. Quorum

The members present at a meeting shall constitute a quorum.

Section 5. Rules of Order

All meetings shall be conducted according to Robert's Rules of Order, newly Revised.

ARTICLE VII - Standing Committees

The Standing Committees of the U Club are:

- Executive : President, Vice-President, Secretary and Treasurer of the U Club Board
- Membership
- Program
- House
- Finance
- Publicity
- Scholarship

All members of Standing Committees serve for one year beginning May 1

The President shall be an ex-officio member of each Standing Committee.

Section 1. Executive Committee

The Executive Committee consists of the four elected officers. The duties of this committee are to function on behalf of the U Club Board of Directors between board meetings, reporting all actions to the Board of Directors at their next meeting. The Executive Committee will also handle all personnel matters including hiring, firing, supervision, and compensation of the U Club Manager.

Section 2. Membership Committee

The Membership Committee shall consist of at least five members, including the U Club manager and a Chair appointed by the president. All other members are appointed by the chair in consultation with the President.

The duties of this committee are to promote membership through collaboration with the Program Committee on planning programs of appeal to potential members and through collaboration with Club Staff on promoting club programs to diverse audiences.

Section 3. Program Committee

The Program Committee shall consist of at least six members, including the Vice-President, who serves as Chair. Members are appointed by the Vice-President, in consultation with the President. The duties of this committee are to plan, promote, and direct the social, cultural, and educational activities of the Club. The committee is responsible for planning all programs at least six months in advance (or longer, in the case of travel).

The Program Committee shall collaborate with the constituent clubs and the Membership Committee to insure that programs have broad appeal and to minimize duplication.

Section 4. House Committee

The House Committee shall consist of three members appointed by the President; the President designates the committee chairman. The duties of this committee are to oversee the general management of the U Club rooms, to supervise the care and maintenance of the rooms and their furnishings, and to formulate, for action by the Board of Directors, House Rules for the of the U Club rooms.

Section 5. Finance Committee

The Finance Committee shall consist of five members:

- Treasurer, who serves as chairman,
- Vice President in the role as chairman of the Program Committee
- Chairman of the House Committee, and
- The Treasurer of each constituent club

The duties of this committee are to prepare an annual budget, oversee the financial management of the U Club, recommend banking relationships and procedures, assure the long-range financial viability of the U Club, and deal with delinquent accounts receivable (working with the Membership Committee if a member is involved).

Section 6. Publicity Committee

The Publicity Committee shall consist of at least five members chosen by the chair in consultation with the President. The duties of this committee are to coordinate publicity of U Club activities including the contents of the newsletter.

ARTICLE VIII - Fiscal Control

Section 1. Fiscal Year

The U Club's fiscal year shall be from June 1 to May 31.

Section 2. Budget

The Finance Committee shall prepare a budget for the ensuing year, based on estimated revenues and expenditures required to carry out programs expected to occur in the budget year and other necessary club operations. The budget is to be presented to the Board of Directors at the last meeting of the fiscal year for the Board's approval or revision.

After the beginning of the new fiscal year, the Finance Committee may recommend, and the new Board of Directors may make changes in the budget, provided that the revised budget honors definite commitments duly made by the previous Board of Directors. The Finance Committee

may also recommend and the board may also direct revisions of the budget reflecting significant changes in program and operating plans with ongoing attention to maintaining the fiscal soundness of the club.

Section 3. Financial Statements

The Board of Directors shall regularly receive and review financial statements with comparison to the budget, directing corrective action if appropriate.

Section 4. Audit

The Board of Directors shall periodically arrange for an independent review of the financial records, procedures, and statements of the U Club.

Section 5. Member Information

On request, any member in good standing (see Article VIII, Section 2) will be provided a copy of the annual budget, financial statements, and/or report of the independent review of the financial records.

ARTICLE IX - Amendments

Section 1. Method of proposing

An amendment to the Constitution and Bylaws may be proposed by the Board of Directors or by twenty members in good standing. Members shall be notified in writing at least two weeks prior to the meeting at which the amendment will be voted on. The proposed amendment shall be available in the U Club and shall be mailed/transmitted to an individual member on request. After these provisions for notification and distribution have been met, the amendments may be voted on at the U Club annual meeting or at a special meeting called for that purpose.

Section 2. Approval

A two-thirds majority of those voting shall be necessary for adoption of an amendment of the Constitution and Bylaws.

This Constitution and Bylaws were adopted March 23, 2009