

Constitution and Bylaws of THE PURDUE WOMEN'S CLUB, INC.

Initial Meeting March 16, 1922
Constitution Ratified April 22, 1922
Incorporated July 25, 1973
Revised March 1993
Revised April 2008
Revised April 2012
Revised September 2014
Revised April 2015
Revised April 2016
Revised April 2018
Revised September 2019

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be The Purdue Women's Club, Inc., hereinafter referred to as "the Club."

ARTICLE II – MISSION

The mission of the Club shall be to promote intellectual interests and to provide the opportunity for association among its members; to furnish organized opportunities for educational, cultural, and recreational activities; to actively support women seeking to continue their education at Purdue through annual contributions to the Span Plan; and to further the interests of Purdue University.

ARTICLE III – QUALIFICATION FOR MEMBERSHIP

Those eligible for membership shall be any woman 18 years or older interested in Purdue University and supportive of the stated mission of The Purdue Women's Club.

ARTICLE IV - OFFICERS OF THE EXECUTIVE BOARD

The elected officers of the Executive Board hereinafter referred to as "the Board" include the President, President-Elect, Vice President for Interest Groups, Vice President for Newcomers, Past President, Treasurer, Corresponding Secretary, Recording Secretary, Membership Secretary,

Newsletter Editor, Website Administrator, 20-30 Representative, Eventbrite Administrator, Social Media Administrator, Publicity Officer, Email Secretary, Friendship Secretary, SPAN Plan Liaison, PWC Volunteers! Coordinator and Coordinators of the following: Chicago Bus Trips, Educational Excursions, Let's Do Lunch and Luncheons.

ARTICLE V – MEETINGS

There shall be an Annual Business Meeting held for the Club each spring. The annual election and installation of the Board officers shall be held at this meeting.

ARTICLE VI – BOARD RESPONSIBILITIES

The elected officers of the organization comprise the Board with the responsibility to determine all Club policies, fill any vacancies that may occur, and transact all routine business of the Club. The Board has the fiduciary responsibility to approve and monitor the annual Club budget.

ARTICLE VII – FINANCE

General Club membership dues shall be collected from all members annually, with a deadline determined by the Board.

- A. The Club holds a federal tax designation of 501(c)4.
- B. The Club shall maintain director and officer insurance for the Board with a minimum liability of \$1,000,000 plus defense costs.

ARTICLE VIII – AMENDMENT

The Constitution and/or Bylaws may be amended or revised at the Annual Business Meeting by at least a two-thirds vote of those present, provided the quorum of twenty-five (25) members is met.

ARTICLE IX – DISSOLUTION

In the event of the dissolution of the Club, distribution of any funds, after payment of indebtedness, shall be made to the Purdue Research Foundation for the Span Plan Program to aid in scholarship grants.

ARTICLE X – HARASSMENT

Harassment in any form is unacceptable conduct and will not be tolerated. The Club is committed to providing an environment for members that is free from harassment. This includes harassment toward individuals with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, genetic information or disability and harassment toward

individuals for other reasons such as sexual orientation, gender identity, gender expression, marital status or parental status.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons toward whom it is targeted. Examples of harassing behavior include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of purpose of viewing, displaying, or dissemination. Use of any member's computer system for the purpose of viewing, displaying,

All members are expected and required to abide by this policy.

ARTICLE XI – ALCOHOL

The Club permits alcohol within Interest Groups or at Club events, where appropriate and only responsible use is approved. The Club shall establish and maintain a current Alcohol Policy, subject to annual review by the Board. A copy of the Alcohol Policy shall be mailed to each member with the yearbook mailing, and it will be posted on the Club Website at www.purduewomensclub.org.

ARTICLE XII – NONDISCRIMINATION POLICY

Purdue Women's Club is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect among its members; and encourages individuals to strive to reach their potential. In pursuit of its mission listed in Article II, the Purdue Women's Club believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas and enriches community life.

The Purdue Women's Club views, evaluates, and treats all persons in any club-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

The Purdue Women's Club prohibits discriminations against any member of the club community on the basis of race, religion, color, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The Purdue Women's Club will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders

in conformance with the procedures and limitations as set forth in Purdue University's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies.

BYLAWS

ARTICLE I – MEMBERSHIP

SECTION 1: REGULAR MEMBERSHIP

Payment of annual dues shall entitle a member to receive full membership privileges in The Purdue Women's Club. These shall include:

- A. Attendance at all general Club events.
- B. Vote on the proposed slate of Board Officers and any proposed revisions and amendments to the Purdue Women's Club Constitution and Bylaws at the Annual Business Meeting and at Special Meetings of the Membership as called by the Board.
- C. Receipt of all general Club publications.
- D. Participation in Interest Group(s).
- E. Eligibility for leadership positions.

SECTION 2: NEWCOMERS

Newcomer activities are organized to support those members new to the Purdue Women's Club. A new member of Purdue Women's Club is also considered to be a member of Newcomers for two years, each year beginning May 1 of the current year through April 30 of the ensuing year. The membership status allows participation in all Newcomer activities in addition to carrying all the regular member benefits.

- A. If a new member joins Purdue Women's Club by submitting dues prior to March 1 of the current year, the paid membership status expires May 1 of the current year. The new member is then required to renew membership by submitting payment of annual dues for May of the current year through April of the ensuing year.
- B. If a new member joins Purdue Women's Club and submits dues March 1 or after during the current year, the paid membership status is effective from the date the dues are paid through April 30 of the ensuing year.

SECTION 3: HONORARY MEMBERSHIP

- A. The female President of Purdue University or the female partner of

the President is given full Honorary Membership status.

- B. Those holding membership for fifty or more years in the Club are awarded lifelong honorary membership. Payment of dues shall be voluntary. Honorary membership carries all regular member benefits.

SECTION 4: VOICE

Each member may bring matters of general concern before the current Board by contacting any Board officer with the matter to be included in the upcoming meeting's agenda. After Board discussion of the matter, the President may delegate the duty of response to the appropriate officer.

ARTICLE II – OFFICERS

SECTION 1: QUORUM AND ELECTION OF OFFICERS

The officers shall be elected by majority vote of the Club membership provided the twenty-five(25) member quorum is present at the Annual Business Meeting or a Special Meeting of Membership. The affirmative vote of at least a majority of those active individual members and voting at a duly held business meeting at which a quorum is present shall be the act of the Club.

SECTION 2: TERMS

A. Terms for the President and President-Elect

1. The Officers listed in Article IV of the Constitution shall be elected for a term of one year, taking office immediately following the close of the Annual Business Meeting at which they are elected.
2. The President and President-Elect shall serve no more than two consecutive terms in office.
3. Should the current President be unable to complete her term, the Nominating Committee may ask a Past President to complete the vacated term.

B. Terms for Officers other than the President and President-Elect

1. The Vice President for Interest Groups and the Vice President for Newcomers may serve no more than three (3) consecutive one-year terms in each office.
2. Except for the President, President-Elect, Vice President for Interest Groups and Vice-President for Newcomers, there is no restriction on the number of consecutive terms an elected officer may serve.

SECTION 3: VACANCY

Any mid-term vacancy occurring in the Board may be filled, upon

recommendation of the Nominating Committee of a qualified candidate, and subsequent approval by the Board.

ARTICLE III - RESPONSIBILITIES OF OFFICERS

SECTION 1: OFFICERS

1. President

- A. Shall be the official representative of the Club and preside over all official meetings of the Club and the Board, and direct all the affairs of the Club during term of office.
- B. Shall appoint a Financial Reviewer, other than a Board member, and one member to the Nominating Committee.
- C. Shall ensure the development of the annual budget by the Treasurer and present it to the Board for approval.
- D. Shall ensure the financial review and obtain the report to present to the Board.
- E. Shall be responsible for maintaining a notebook of official Club information, updating as necessary, and passing this to the incoming President to ensure continuity and clarity of process.
- F. Shall keep a record of the significant Club happenings and events during term of office. The record will be passed along to the incoming President at the end of her term.
- G. Shall donate materials received by Past Presidents to The Purdue Women's Club section of the Purdue University Library Archives.
- H. Shall plan the annual program of Club events.
- I. Following term of office, the President shall serve as Past President Advisor, for a one or two year term.

2. President-Elect

- A. Shall be the President-Elect of the organization and, at the request of the President, or in the President's absence or disability, the President-Elect shall perform all the duties of the President. When so acting, the President-Elect shall have all of the powers of, and be subject to all the restrictions upon the President.
- B. Shall oversee the preparation of the annual membership Yearbook.
- C. Shall serve as advisor to the Nominating Committee.

3. Vice President for Interest Groups

- A. Shall act as the official liaison between the Board and the Interest Groups, direct the organization of new groups, organize and execute the Interest Group Fair, and encourage the active involvement of

Interest Group members in the general Club program.

- B. Shall coordinate with the Membership Secretary and the Interest Group Chairs to monitor payment of Club dues by Interest Group participants.
- C. Shall serve as advisor of the Nominating Committee.
- D. Shall ensure the presentation of an annual summary of Interest Group activities to be presented at the Annual Business Meeting.

4. Vice President for Newcomers

- A. The Vice President for Newcomers shall act as the liaison between the Board and the Newcomers Group, and may appoint coordinators to assist with administration of program.
- B. Shall ensure the planning and executing of the Newcomers Program for the year.
- C. Shall encourage the involvement of Newcomers in the general Club program.
- D. Shall serve as an advisor to the Nominating Committee.
- E. Shall maintain the master file of Newcomers.

5. Recording Secretary

- A. Shall take minutes at Board meetings and the Annual Business Meeting, and distribute copies of those minutes before the next meeting.
- B. After approval, a corrected copy of the minutes shall be kept in the Recording Secretary's binder and one copy shall be provided for the President's notebook.

6. Corresponding Secretary

- A. Shall be responsible for posting all general mailings of the Club.
- B. Shall be responsible for any other Club correspondence requested by the President as approved by the Board.

7. Membership Secretary

- A. Shall maintain a master membership list for the Club.
- B. Shall coordinate with the Vice President for Interest Groups to monitor payment of The Purdue Women's Club dues by Interest Group participants.
- C. Shall provide membership information to the Board
- D. Shall provide mailing lists for the bulk mailings of the Yearbook and Newsletter.

8. Treasurer

- A. Shall receive and deposit in the appropriate account monies due the general Club, disperse all monies to cover expenses incurred by the general Club, keep an accurate and current record of those monies received and dispersed on behalf of the general Club. Treasurer shall provide financial information needed for budgetary preparation purposes.
- B. Shall prepare the record books for and participate in an annual financial review conducted by an outside financial reviewer appointed by the President. The financial review report will be presented to the Board and included in the Treasurer's book and in the President's Procedure Manual.
- C. Shall serve as a member of the Finance and Philanthropy Committee

9. Past President

- A. Shall serve as Ex-Officio Board member.
- B. Shall provide advice and leadership to the Board regarding past practices and other matters to assist the Board.

10. Newsletter Editor

- A. Shall be responsible for overseeing all facets of production of the Club newsletter through to the online distribution and printing process for print editions. This includes setting submission deadlines and a publication schedule; soliciting information, stories, and notices from Interest Group Leaders, Board members and others; receiving submissions; editing for tone, grammar and spelling; verifying information in submissions; enhancing submissions with photos and other design work; managing layout preparation; arranging for proofing and accepting of the final proof.
- B. Shall manage and review any reporting, writing, design, layout work distributed to or assigned to the other two or three members of the Newsletter Team.
- C. Shall work with the Website Administrator who facilitates putting up the online version; the Membership Secretary to gather updated membership information to be published; the printer on paper choice and mailing standards, and the Corresponding Secretary who picks up the finished print editions to put into bulk mail.

11. Website Administrator

- A. Shall work with President-Elect to receive annual yearbook revisions. Overhaul entire Club website to bring it in line with new yearbook.
- B. Shall work with Newsletter Editor to format newsletters for use on the web, as well as post the newsletters online.
- C. Shall communicate with Corresponding Secretary so she can alert our online readers when newsletter is posted.
- D. Shall coordinate with Eventbrite Administrator on events that allow online payment.
- E. Shall work with Chicago Bus Trips, Educational Excursions, and Let's Do Lunch to announce details of events. Provide support as needed preparing registration forms for online use.
- F. Shall publicize details of Fall and Spring Luncheons as per President.
- G. Shall work with Vice President for Interest Groups and Interest Group Chairs to create webpages for new interest groups and keep information on interest group pages current.
- H. Shall work with Vice President for Newcomers to advertise newcomer events.
- I. Shall provide activity reports to board as needed.

12. Newcomer Team

- A. Shall work with the Vice-President for Newcomers to ensure the planning and execution of the Newcomers Program for the year.
- B. Shall encourage the involvement of Newcomers in the general club programs.

13. Newsletter Team

- A. Shall work with the Newsletter Editor on assignments for reporting, writing, and design and/or layout.

14. 20|30 Representative

- A. Shall report on recruitment and retention tactics for a new generation of club members

15. Eventbrite Administrator

- A. Shall be responsible for overseeing the Club Eventbrite website by creating and updating information on the website as required.
- B. Shall work with event chairs to organize information for easy

registration.

- C. Shall provide activity reports to event chairs, Treasurer, Membership Secretary and other members of the Board as needed.
- D. Shall coordinate with Website Administrator for posting information on Club website.

16. SocialMediaAdministrator

- A. ShallberesponsibleformaintainingthePWCFacebookpage.
- B. Shallschedule1-2 posts per week for upcoming events pulled from monthly newsletter.
- C. Shall share local news stories about Club members as applicable.
- D. Shall advertise major Club events, such as Spring and Fall Luncheons, as well as other Club partnership events.
- E. Shall be responsible for responding to Facebook direct messages.

17. PublicityOfficer

- A. Shall be responsible for reaching out to new potential Club members, publicizing Club programs and major events, and increasing community awareness of major Club events and efforts.
- B. Shall update Club informational brochure and other publicity materials.
- C. Shall monitor the inventory of Club informational pieces and order more as requested by Board members and community organizations.
- D. Shall be responsible for creating and maintaining a relationship with local media outlets for purposes of adding Club events to community calendars and distributing press releases.

18. EmailSecretary

- A. Shall maintain a database of email addresses of the members.
- B. Shall contact members by email, as requested by the President.

19. Friendship Secretary

- A. Shall be responsible for communicating with our members who are in need of special consideration due to their life events.
- B. Maintain Club note cards to be mailed to members or member's family, depending on the event. In a timely manner, hand-write and mail note card or email member as appropriate. Illness, sympathy, and congratulations for a new addition to a family are some examples that constitute a life event.

20. Span Plan Liaison

- A. Shall be responsible for keeping the Board and Club informed of Span Plan initiatives.
- B. Shall serve as main point of contact with Span Plan representatives.
- C. Shall be responsible for serving as chairwoman for periodic giving campaigns focused on increasing Club giving to Span Plan initiatives.

21. Chicago Bus Trip Coordinator

- A. Shall complete arrangements for transport and prior planning including securing reservations, arranging for deposits, and other details for the trips as needed.
- B. Shall advertise the trip through the Club newsletter and website.
- C. Shall communicate with the PWC Treasurer and oversee all financial components of the trip.
- D. Shall prepare a handout with suggestions for possible activities while in Chicago and a Chicago map of drop-off and pick-up locations.
- E. Shall maintain an accurate list of participants, cell phone numbers, and emergency contacts to have throughout the day in case of an emergency.

22. Educational Excursion Coordinator

- A. Shall identify trip venues and activities with educational components as primary objective.
- B. Shall advertise the trip through the club newsletter and website.
- C. Shall complete arrangements for transport and prior planning including securing reservations, arranging for deposits, and other details for the trips as needed.
- D. Shall advertise the trip through the Club newsletter and website.
- E. Shall serve as hostess on event day of the trip, including determining food and rest stop options.
- F. Shall oversee all financial components of the trip so as to remain financially neutral.

Shall submit final report to the Board evaluating all aspects of the trip.

23. Let's Do Lunch Coordinator

- A. Shall be responsible for choosing restaurants to visit in the Greater Lafayette area.
- B. Shall be responsible for securing reservations at chosen restaurant.

- C. Shall serve as hostess on the day of the event, arriving early and ensuring that room is properly set up.
- D. Shall work with Website Administrator and Newsletter Editor to submit information to appear online and in print about the upcoming lunch venue.

24. Luncheon Coordinator

- A. Shall be responsible for receiving the reservations for the Fall and Spring Luncheons.
- B. Shall create and distribute name tags for all attendees.
- C. Shall assist with any mobility requests.

25. PWC Volunteers!

- A. Shall search for and plan volunteer activities.
- B. Shall coordinate group wide projects with local community partners.
- C. Shall inform membership of projects through the PWC Newsletter or News You Can Use as it becomes available.
- D. Shall provide a means to sign up through SignUpGenius online.

SECTION 2: COMMITTEES

1. **PURPOSE:** The Board may establish one or more standing or special Committees consisting of Board and/or club members to perform such duties as prescribed by the Board, provided that applicable law does not prohibit such duties. Committees that include persons other than Board officers may not exercise any powers of the Board or exercise any power or authority reserved to the Board by law, the articles of incorporation, or these Bylaws. Each committee shall act under the supervision and control of the Board. The Board shall have the authority to appoint and/or remove any chair or member of a committee except as permitted by law and specified in the Bylaws or a resolution of the Board.
 - A. **COMMITTEE CHAIR:** The President shall appoint, with the approval of the Board, the chair of each committee.
 - B. **REPORTS OF COMMITTEES:** Each standing or special committee of the Board shall prepare and submit a written report of its activities during the preceding year to the Board, and shall submit such additional or more frequent reports as may be requested by the Board.

1. STANDING COMMITTEES:

- A. The Nominating Committee shall be responsible for submitting and recommending to the Board the names of persons with appropriate skills and reputation to serve as officers of the Club.
 - i. Each year the President of the Club shall be responsible for appointing one new member of the committee for the ensuing year for a one-year term. A committee member should serve no more than three (3) consecutive terms. The committee membership shall be staggered so that one new active member shall be added each year to fill the position left by the retiring member.
 - ii. In addition, the committee shall include three members of the Board, serving in an advisory capacity as defined in their Board duties.
 - iii. The Board may designate one member of the committee as its chair, which may or may not be the most senior member. The committee chair shall present the proposed slate at the Annual Luncheon for vote by membership quorum of twenty-five (25) members at the Annual Business Meeting.
- B. The Finance and Philanthropy Committee shall be responsible for increasing the philanthropic spirit in the Club and act as the liaison between the causes of the individual Interest Groups and the Club in general.

C. SPECIAL COMMITTEES: The Board may create such special Committees, as it deems appropriate from time to time. Special committees shall have the duties and responsibilities, as the Board shall designate.

ARTICLE IV - INTEREST GROUPS

SECTION 1: PURPOSE

- A. An integral part of the Club shall be the Interest Groups. The purpose of Interest Groups shall be to promote friendships, learning opportunities and leadership development among members of the Club.
- B. The only Club requirement for membership in an Interest Group shall

- be paid membership in The Purdue Women's Club.
- C. Each Interest Group shall determine the number of meetings the group has each year.
 - D. The Board shall approve, form or disband groups, as demand requires.
 - E. All interest groups are open to all Club members. A group may choose to limit its participants at a particular meeting. This is subject to the approval of, and after consultation with, the Vice President of Interest Groups.

SECTION 2: LEADERSHIP

- A. Each Interest Group shall be directed by a Chair; elect its own officers, if any; plan its committees; set its program; and determine its participation fee, if applicable. Each Interest Group shall determine if male participants will be allowed and designation sent to the Board through the President Elect for inclusion in the upcoming Yearbook and website.
- B. Interest Group Chairs shall keep an accurate record of group membership and shall act as their Interest Group liaison to the general Club in cooperation with the Vice President for Interest Groups.
- C. Interest Group Chairs shall prepare the following reports:
 - i. An end-of-the year written report about the Interest Group, to be given to the Vice President for Interest Groups, by the end of March. This will include a report of financial transactions if dues or other monies are collected within that Interest Group.
 - ii. A description of future activities of the Interest Group, to be given to the President-Elect, for placement in the yearbook of the upcoming year, by the end of May.
- D. Each Chair shall be responsible for enforcing Section 1.B of Bylaws Article IV within the membership of the Interest Group.
- E. Each Interest Group Chair shall discuss the Club's Alcohol Policy (which has been mailed to each member and appears on the PWC Website) with their active members and develop a plan with measures the entire Interest Group will take to comply with this Policy. A group may choose to not serve alcohol at any of their meetings or event.
- F. Every Interest Group in the Club shall be represented at the annual Fall Interest Group Fair by the Group's Chair or appointee.

ARTICLE V – CONFLICT OF INTEREST

SECTION 1: PURPOSE

- A.** Purdue Women's Club is a 501(c)4 non-profit, tax-exempt organization, subject to scrutiny by and accountable to the Internal Revenue Service, as well as Indiana state regulatory and tax officials.
- B.** Consequently, there exists between the Club's Board, committee and interest group chairs and the public a fiduciary duty of loyalty and fidelity.
- C.** The Board, committee and interest group chairs are responsible for administering the affairs of the Club honestly and prudently and shall exercise their best care, skill and judgment for the sole benefit of the Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties and they shall not use their positions and membership of Purdue Women's Club for personal benefit.

SECTION 2: DISCHARGING CONFLICTS OF INTEREST

- A.** All conflicts of interest must be disclosed to the Board.
- B.** After disclosure is made, the member with a conflicting interest shall not participate in judging the merits of that interest and/or recommending a course of action with respect to the situation, giving rise to the conflict. If the member with a conflicting interest is also a member of the Board with voting rights, the member must abstain from voting. This properly discharges the conflict of interest.

Article VI – Removal of an Officer

SECTION 1: REASONS FOR REMOVAL FROM OFFICE

- 1. Failure of fiduciary responsibilities.
- 2. Crossing an ethical boundary such as, but not limited to, harassment, discrimination, fraudulent activities, embezzlement of funds, falsifying Club records, damaging Club property.
- 3. Poor performance such as, but not limited to, being ineffective, not participating appropriately, not interacting well with others, any item under Board Procedures and Expectations not met.
- 4. Abandonment of office

5. Misconduct such as, but not limited to, disruptive behavior at meetings, undermining or misrepresenting the Board, Board Members, or the Club itself.

SECTION 2: STEPS TOWARD REMOVAL

A. All effort will be made to maintain confidentiality, respect and fairness in the following proceedings.

1. Any PWC Member can bring a concern regarding an Officer of the PWC Board by contacting another Board Member or the President of the Board.
2. A PWC Officer who is contacted regarding a concern about a Board Member is responsible for bringing the concern to the Board President
3. The Board President and President-Elect and a third Board Member will confer with the originating PWC Member to evaluate the concern.
4. Should the concern appear to need further investigation, the President and President-Elect and a third Board Member shall confer privately with the Board Member who appears to be the cause of the concern.
5. Should the situation be found to be valid and it is seen as appropriate that the Officer should be removed from her Board position, then they must inform the Board Member under review of the need for her to step down and offer her the opportunity to do so privately by resigning from the Board.
6. In the event that the matter is about the President or President-Elect, she shall not be involved in Steps 2, 3, and 4, and the substitution of the VP for Interest Groups shall be made.

B. Should the concerning Officer choose not to step down, then the following procedure should be followed:

1. A statement of the reason or reasons for the proposed removal shall be mailed by Registered Mail to the Officer in question at least fifteen (15) days in advance of action at a Board meeting. The statement shall include a notice of the date, time, and place where the Board is to consider the removal.
2. The entire Board will be notified of the meeting for the purpose of removal of an Officer at least fifteen (15) days prior to the Board meeting.

3. The Officer shall be given an opportunity to be heard by the Board or submit a written statement. The matter will be considered by the Board at the date, time, and place given in the mailed statement.
4. After the Officer proposed for removal has been heard, she will leave the meeting. The Board then considers her explanation and will vote by written ballot on the proposed removal. The vote for removal will require a quorum and a two-thirds (2/3) vote for removal to be enacted.
5. After the vote has concluded, the Officer in question will be notified within one business day of the result of the vote via a written statement delivered by two (2) official representatives of the Board. Any Club records or property held by the removed Officer will be returned to the President within one week.

ARTICLE VII – MEETINGS

SECTION 1: ANNUAL BUSINESS MEETING

There shall be an Annual Business Meeting held each spring for which twenty-five (25) members shall constitute a quorum. Program and Interest Group reports shall be presented. The annual election and installation of officers shall be held at this meeting. Changes to the Constitution and/or Bylaws brought forward by the Committee on Amendment are voted upon at this meeting. A two-thirds majority of those present, provided the quorum of twenty-five (25) members is met, is required for approval.

SECTION 2: BOARD MEETINGS

1. The Board shall meet regularly during the year, having a minimum of six meetings annually.
2. A quorum shall constitute fifty percent (50%) of the Board Officers in attendance.

SECTION 3: ADDITIONAL CLUB MEETINGS

Special Club meetings may be scheduled at the discretion of the Board.

SECTION 4: ELECTRONIC TRANSMISSION VOTING POLICY

- A. PURPOSE: For issues requiring Board decisions or actions that could not be completed at scheduled meetings, or which would require resolution before the next scheduled Board meeting, a vote may be taken by electronic transmission.
 1. Any vote taken using this policy has the same effect as a vote

taken at a Board meeting and becomes a part of the recorded minutes of the Club. A majority of the Board members must vote to constitute a quorum.

2. The Recording Secretary records the wording of the motion, voting result, and date of the final vote in the formal minutes. Notification is sent to the Board.
- B. RATIFICATION: The Board will ratify any action taken by email vote at the next Board meeting. The minutes of this meeting will record the ratification.

ARTICLE VIII – FINANCE

SECTION 1: TREASURY

- A. The Club shall require the Treasurer to submit annual financial records to an outside person and/or entity for financial review. The President shall appoint this person and/or entity. An official review letter shall be presented to the Board to include in the official records of the Club.
- B. All general Club expenses shall be paid from the treasury.

SECTION 2: DEPOSIT ACCOUNTS

- A. All funds shall be held in depositories, which are insured by the Federal Government and approved by the Board. The title of the accounts shall include the name of the Club.
- B. The Board shall annually approve those persons authorized as signatories on Club accounts.

SECTION 3: INTEREST GROUPS SELF-SUPPORTING

Individual Interest Groups shall be self-supporting and report financial transactions in their year-end reports. The Board must approve exceptions.

SECTION 4: FISCAL YEAR

The fiscal year of the organization shall be July 1 to June 30. To participate in any general Club or Interest Group activity beginning before June 30, dues must be paid for the fiscal year. Activities beginning after June 30 shall be considered in the next fiscal year.

SECTION 5: CONTRIBUTION TO SPAN PLAN

- A. An annual contribution to the Purdue University Span Plan (or its successor) shall be made by the Club.
- B. The amount of the contribution shall be determined by the Board.
- C. The contribution shall include all member donations designated for the Span Plan and an additional sum from the Club Treasury after debts incurred by the Club have been paid for the fiscal year.

SECTION 6: BIG TEN CONFERENCE

An amount determined by the Board shall be set aside each fiscal year for hosting the Big Ten Women's Conference.

ARTICLE IX – AMENDMENT

SECTION 1: COMMITTEE ON AMENDMENT

- A. A Committee on Amendment to amend or revise the Constitution and/or Bylaws shall be appointed by the President when deemed necessary.
- B. Proposals to the Committee may come from any member of the Club.
- C. After considering all proposals, the Committee on Amendment shall present a revised or amended version of the Constitution and/or Bylaws to the Board for review and approval.
- D. The President shall ensure the Board approved changes are available to members for review at least two weeks prior to the Annual Business Meeting.
- E. The Chair of the Committee on Amendment shall formally present proposed changes at the Annual Business Meeting.

SECTION 2: VOTE TO AMEND OR REVISE

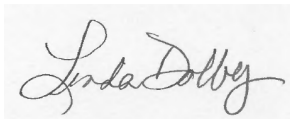
- A. Changes to the Constitution and/or Bylaws brought forth by the Committee on Amendment are accepted at the Annual Business Meeting by at least a two-thirds vote of those present, provided the quorum of twenty-five (25) members is met.

ARTICLE X

EFFECT OF AMENDED AND RESTATED ARTICLES

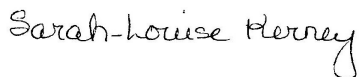
The "Amended and Restated Constitution and Bylaws of the Purdue Women's Club, Inc. of West Lafayette, Indiana" shall supersede and take the place of the previously existing Constitution and Bylaws and any amendments of modifications to such articles.

IN WITNESS WHEREOF, I, the undersigned do hereby execute this Constitution and Bylaws and certify the truth of the facts herein stated on this 25th day of September 2019.

A handwritten signature in cursive script that reads "Linda Dolby". The signature is written in dark ink on a light-colored background.

Linda Dolby
President
Purdue Women's Club

IN WITNESS WHEREOF, I, the undersigned do hereby execute this Constitution and Bylaws and certify the truth of the facts herein stated on this 25th day of September 2019.

A handwritten signature in cursive script that reads "Sarah-Louise Kerney". The signature is written in dark ink on a light-colored background.

Sarah-Louise Kerney
Recording Secretary
Purdue Women's Club