

The University Women's Club
of The Ohio State University

Scarlet Book

An Administrative Guide

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INTRODUCTION

The *Scarlet Book* is a compilation of all governing documents for The University Women's Club of The Ohio State University. In this volume are the Club *Bylaws*, Duty Sheets and rationales for all Elected Officers, Appointed Positions, Standing and *Ad Hoc* Committee Chairs, and the documents related to Interest Groups: Duty Sheets for the Interest Group Chair and Treasurer, the template for the Interest Group *Operating Procedures* (including the purpose, governance matters, date and time of the meetings, and whether or not dues will be collected), and the *Operating Procedures* for the individual Interest Groups.

These documents define the governing structure, positions, responsibilities and requirements of all who participate in Club activities. The *Scarlet Book* attempts to clarify how the members of the Governing Board (Elected Officers, Appointed Positions, Standing and *Ad Hoc* Committee Chairs, and the Interest Group Chairs) interact with each other.

The most recent edition of the *Scarlet Book*, as updated in December 2020, includes Bylaw revisions initiated in Club year 2018 – 2019 and finalized in Club year 2020 – 2021. Revisions were made to the following duty sheets and committee descriptions: Communications Chair, Newsletter Editor, and the Communications Committee. New duty sheets were written for the Electronic Communication Manager and the Website Content Manager.

The members of the 2020/2021 Long Range Planning Committee, who produced this document were: Pam Croucher, Connie Oulanoff, Pricilla Meeks, Diane Reavling, Rose Solomon, Diane Hageman and Carole Williams (Chair) as appointed members; and President Cynthia Woodbeck and President Elect Robin Rasor Thompson, *ex officio*.



ELECTED OFFICERS

President -----	2
President Elect -----	8
First Vice President-----	11
Second Vice President -----	13
Third Vice President -----	15
Recording Secretary-----	17
Treasurer -----	18
Assistant Treasurer -----	23
Membership Treasurer -----	24
Past President -----	26

PRESIDENT

The President shall be familiar with *all* facets of the Club and its activities and is responsible for the smooth functioning of the Club as a whole. As **President**, preside over the **Executive Committee, General Membership, and Governing Board** Meetings; represent the Club to the University community; and provide a welcoming and inviting environment for potential new and existing members.

TERM LENGTH: one (1) year (June 1 to May 31)

DUTIES:

Meetings

1. Arrange and communicate dates and meeting places for, and preside over, all Club **General Membership, Executive Committee and Governing Board** meetings.
2. Coordinate **General Membership** and Joint **Governing Board** Meeting details with the **Second Vice President**.
3. Check/revise **Executive Committee** Minutes and send to the Committee members with the Agenda a week prior to the next meeting.
4. Serve as an *ex officio* member of all committees (except **Nominating** and **Accounting**). Attend all **Standing and Ad Hoc Committee** Meetings.
5. Attend one meeting of each **Interest Group**, if not done as **President Elect**, coordinating visits with the **Interest Group Chairs**. (Note: Thank **Toymakers** for their community service on behalf of the Club.)
6. As an *ex officio* member of the **Buckeye Bargains Board**, the President, or an alternate, attends all **Board** Meetings.
7. Select a month for recognition of **Past Presidents, Fifty (50) Year Members** and the **Honorary President**, if applicable.
8. Arrange a meeting with the **President Elect** to discuss the upcoming UWC year.
9. Work in cooperation with the **Second Vice President** in selecting two (2) members (**Past Presidents, Elected and Appointed Positions**, long-time members, or **Interest Group Chairs**) to serve as greeters at the **General Membership** Meetings. Either identify all greeters for the year or select individually for each meeting.
10. Attend a planning luncheon, arranged by the **Second Vice President**, to discuss luncheon cost and menus at the Faculty Club.

Representing the Club

1. Write a note to introduce yourself to the **Honorary President of the Club**, and offer her a Courtesy membership.
2. Write letters offering Courtesy membership to women members or spouses of members of the

OSU Board of Trustees.

3. Write welcome letters to new members and include a listing of **Newcomer Events**.
4. Obtain names from **Student Financial Aid** and arrange for invitations to be sent to scholarship recipients for the November meeting.
5. Attend the biennial **Big Ten Women's Clubs Meeting**, if it occurs during the current presidential term.

Providing Leadership for Club Logistics

1. Work with all **Elected Officers, Appointed Positions, and Standing and Ad Hoc Committee Chairs**. Be familiar with their duties and plans. Appoint any replacements necessary (except **President Elect**). (See the **President Elect's** Duty Sheet for appointment information.)
2. Provide information to the **Gray Book Editor** for the publication. (See #2 under July in the **Timeline** below.)
3. Work with the **Gray Book Editor** and help proofread the draft.
4. Contact members who have not renewed their membership by July 15, thanking them for their past support, and encouraging their continued support or a return at a future time.
5. Select and approve information to be included in each issue of the **Newsletter**. Write monthly President's message for the **Newsletter**.
6. Provide information to the **Communications Chair** and/or **Website Content Manager**, as appropriate.
7. Work closely with the **Communications Chair** concerning the substantive content of the website.
8. Keep **First Vice President** and **President Elect** informed of any events as they occur.
9. Pick up mail from P.O. Box in Clintonville regularly and forward as appropriate. If you are unable to go to the P.O., arrange for someone else to pick up and distribute the mail.
10. Assist the **Finance Committee** in preparing a budget to be presented at the Joint **Governing Board Meeting** in May.
11. Maintain a Notebook containing the Duty Sheet, annual reports, and any other documents relating to the position. Maintain the data for five (5) years; then remove and destroy the oldest year and add the newest.
12. Prepare a report in triplicate, detailing the year as President for distribution to the **Historian**, the President's Gray Metal Box, and the President's Notebook.
13. Present a summary of your year's activities at the Joint **Governing Board Meeting** in May.
14. Pass the President's Gray Metal Box, the President's Notebook, and the President's copy of the **Scarlet Book** to the incoming President.
15. Following your presidency, you are nominated to serve on the **Executive Committee** for another year as **Past President**. You are also invited to a **Past President's** luncheon, tea or brunch and are responsible to hostess this event in your turn at your convenience.

President – Time Line

For information concerning the appointments that are to be made for your year as President, please refer

to the activities in April and May on the **President Elect's** Duty Sheet.

June

1. Review **Membership Brochure** and make necessary changes with **Past President** and **Communications Chair**.
2. Attend planning luncheon at the Faculty Club, arranged by the **Second Vice President**.

July

1. Contact the Senior Assistant Director of **Student Financial Aid**, Student Academic Services Building, 4th Floor, 281 W. Lane Ave., Columbus, Ohio 43210-1132, Phone: 614-292-0300. This office is in charge of the student scholarships. Introduce yourself and request names of recipients of scholarships as soon as the office has that information. Make arrangements for invitations to be sent to the scholarship recipients; provide text, but the invitation should be sent from **Student Financial Aid**. Invite **Student Financial Aid** personnel to attend our November luncheon along with the recipients.
2. Provide information on member deaths, as well as the names of **Elected Officers**, **Appointed Positions**, and the **Standing and Ad Hoc Committee Members** and **Chairs** to the **Gray Book Editor** no later than mid-July.
3. Write a membership welcome letter to be posted on the UWC website.
4. Contact members who have not renewed their membership by July 15, thanking them for their past support, and encouraging their continued support or a return at a future time.

August

1. Provide the **Newsletter Editor** with the names of the **Nominating Committee** and the President's first monthly letter for September/October issue of the **Newsletter** in early August
2. Assist the **Gray Book Editor** with proofreading.

September

1. Preside over the **Executive Committee** Meeting on the last Monday of the month.
2. Attend **Standing and Ad Hoc Committee** meetings when called.
3. With the **President Elect**, select date and location for the May Joint **Governing Board** Meeting, which is traditionally held on the Monday preceding Memorial Day.
4. Write a note to introduce yourself to the **Honorary President** of the Club and offer her Courtesy membership.
5. Write letters offering Courtesy membership to women members or spouses of members of the OSU **Board of Trustees**.
6. Provide the **Newsletter Editor** with the President's monthly letter for the November issue by the week preceding the September **Executive Committee** Meeting.
7. Follow up with **Student Financial Aid** to verify that invitations have been/will be sent to the scholarship recipients.
8. Determine who is to sit at the Speaker's table at the October luncheon (**First Vice President**, **Speaker**, **President**, plus six (6) others). Have place cards made as needed.

October

1. Preside over the opening **General Membership** Meeting. Consult with the **First Vice President** to determine who introduces the speaker(s), both at this luncheon and those throughout the remainder of the year. Coordinate with the **New Member Introductions Chair** for the introduction of new members and the **President Elect** for the introduction of guests at the luncheon.
2. Introduce the **Nominating Committee** at the **General Membership** Meeting and solicit suggestions for nominees.
3. Preside over the monthly **Executive Committee** Meeting.
4. Attend **Standing and Ad Hoc Committee** Meetings when called.
5. Provide the **Newsletter Editor** with the President's monthly letter for the December/January issue by the week preceding the October **Executive Committee** Meeting.
6. Contact **Student Financial Aid** to verify the number and names of those who will attend the November luncheon.
7. Determine who is to sit at the Speaker's table at the November luncheon (**First Vice President**, Speaker, **President**, plus six (6) others). Have place cards made as needed.

November

1. Preside over the monthly **General Membership** Meeting and welcome the **Scholarship Recipients** and **Student Financial Aid** personnel accompanying them to this luncheon.
2. Preside over monthly **Executive Committee** meeting.
3. Attend **Standing and Ad Hoc Committee** Meetings when called.
4. No **Newsletter** deadline in November.
5. Determine who is to sit at the Speaker's table at the December luncheon (**First Vice President**, Speaker, **President**, plus six (6) others). Have place cards made as needed.

December

1. Preside over monthly **General Membership** Meeting.
2. No **Executive Committee** Meeting this month.
3. Attend **Standing and Ad Hoc Committee** Meetings when called.
4. Provide the **Newsletter Editor** with the President's monthly letter for the February issue by the third week in December.

January

1. There is no monthly luncheon.
2. Order the incoming President's pin and have it engraved.
3. Preside over the monthly **Executive Committee** Meeting.
4. Attend **Standing and Ad Hoc Committee** Meetings when called.
5. Provide the **Newsletter Editor** with President's monthly letter for the March issue by the week preceding the January **Executive Committee** Meeting.
6. Obtain a list of all **Past Presidents** and **Fifty (50) Year Members** from the **Database**

Manager and write a letter to each one, inviting her to attend the meeting in whichever month that group is honored.

7. Determine who is to sit at the Speaker's table at the February luncheon (**First Vice President**, Speaker, **President**, plus six (6) others). Have place cards made as needed.

February

1. Preside over the February **General Membership** Meeting honoring either the **Past Presidents or the Fifty (50) Year Members**
2. Preside at the monthly **Executive Committee** Meeting where the proposed slate of **Elected Officers** is presented by the **Nominating Committee Chair**.
3. Attend **Standing and Ad Hoc Committee** Meetings when called.
4. Provide the **Newsletter Editor** with the President's monthly letter for the April issue by the week preceding the February **Executive Committee** Meeting.
5. Prepare an article for the April **Newsletter** introducing the proposed slate of **Elected Officers** and indicating that nominations from the floor may be made at the April meeting, providing written permission has been obtained from the proposed nominee.
6. Determine who is to sit at the Speaker's table at the March luncheon (**First Vice President**, Speaker, **President**, plus six (6) others). Have place cards made as needed.

March

1. Preside over the March **General Membership** Meeting honoring either the Past Presidents or the Fifty (50) **Year Members**.
2. The **Nominating Committee** presents the proposed slate of officers for the following year at the **General Membership** Meeting. The Chair of the **Nominating Committee** needs time during the Club luncheon to recognize her committee and introduce the nominees.
3. Remind the **Membership Treasurer** to prepare membership renewal forms and an article to be included in the May **Newsletter**, which is due to the **Newsletter Editor** by the week preceding the **Executive Committee** Meeting.
4. Preside over the **Executive Committee** Meeting.
5. Attend **Standing and Ad Hoc Committee** Meetings when called.
6. Provide the **Newsletter Editor** with President's monthly letter for the May issue by the week preceding the March **Executive Committee** Meeting.
7. Determine who is to sit at the Speaker's table at the April luncheon (**First Vice President**, Speaker, **President**, plus six (6) others). Have place cards made as needed.

April

1. Preside over the **General Membership** Meeting where the proposed slate of officers for the following year are elected. The **Nominating Committee Chair** introduces the candidates, offers the opportunity to make nominations from the floor, and conducts the election.
2. Preside over the monthly **Executive Committee** Meeting.
3. Attend **Standing and Ad Hoc Committee** Meetings when called.

4. Determine who is to sit at the Speaker's table at the May luncheon (**First Vice President, Speaker, President**, plus six (6) others). Have place cards made as needed.
5. Send a notice to all incoming and outgoing **Governing Board** members (**Elected Officers, Appointed Positions, Standing and Ad Hoc Committee Chairs**, and **Interest Group Chairs**) as to the date, time and location of the Joint **Governing Board** Meeting, and advising them that attendance is required.

May

1. Ensure that the program for the May **General Membership** Meeting allows incoming officers time to be installed as called for in Article VI. Section 4.C of the *UWC Bylaws*.
2. there is no **Executive Committee** Meeting this month.
3. Attend **Standing and Ad Hoc Committee** Meetings when called.
4. Thank the outgoing **Governing Board** and the staff of the **Faculty Club**, and pass the gavel and present the President's pin to the incoming President.
5. The incoming **President** gives a short speech, thanking the outgoing **President**, and then adjourns the meeting.
6. Prepare a printed program for the Joint **Governing Board** Meeting.
7. At the Joint **Governing Board** Meeting, preside over the first half of the meeting, which includes reports by **Elected Officers, Appointed Positions, Standing and Ad Hoc Committee Chairs**, and **Interest Groups**. The outgoing **Executive Committee** provides refreshments for the **Board** Meeting.
8. The incoming **President** chairs the second half of the meeting.
9. Following the Joint **Governing Board** Meeting, sort out the package of year end reports. File the President's copy in the Gray Box and provide the **Historian** with her copy.
10. Proofread the Minutes from the first half of the Joint **Governing Board** Meeting and forward them to the incoming **President**.
11. Transfer the books, the President's Gray Box, and the President's copy of the *Scarlet Book* to the new President.

PRESIDENT ELECT

The President Elect guarantees the smooth transition of leadership from one year to the next and uses the year as Elect to become familiar with the Club and its activities.

TERM LENGTH: one (1) year (June 1 - May 31)

DUTIES

1. Attend the Club's **General Membership, Executive Committee and Governing Board Meetings**. Become acquainted with the various aspects of the Club's organization; attend and participate as a non-voting *ex officio* member of all **Standing and Ad Hoc Committees** except **Nominating and Accounting**.
2. Read obituaries for deaths of members and their immediate families. Share the information with the **Database Manager, the President, the Newsletter Editor, the Gray Book Editor** and the **Website Content Manager**. Send a note of sympathy on behalf of the UWC; keep copies of correspondence in the Obituaries Notebook.
3. Keep a list of names of deceased members to be added to the *Book of Remembrance*, which is maintained by calendar year. A list maintained by Club year should be kept in the President Elect's Notebook.
4. Serve as Chair of the **Membership Committee**. (See also #3 in June/July/August in Timeline)
5. Assist the incoming **Recording Secretary and Third Vice President** in completing the list of the incoming **Governing Board** for the May Joint **Governing Board** Meeting program. The **Governing Board** consists of the **Elected Officers, Appointed Positions, Standing and Ad Hoc Committee Chairs, and Interest Group Chairs**.
6. Fill all **Appointed Positions**, as well as all **Standing and Ad Hoc Committee Chairs** for the year as **President**. Potential appointees should be provided with the Duty Sheets for the appropriate positions. These appointments can begin as soon as the slate is voted on in April. Committees can begin activities as soon as they have been appointed. Keep in close touch with all committees throughout all stages of formation, planning and execution.
7. Appoint one (1) member to the **Accounting Committee** for a term of three (3) years in consultation with the outgoing **Treasurer**.
8. Appoint one (1) member for a one (1) year term to the **Finance Committee**, in consultation with the incoming **Treasurer**.
9. **Appoint** two (2) members for three (3) year terms to the **Long Range Planning Committee** in consultation with the Committee Chair.
10. Be familiar with *Robert's Rules of Order*. Appoint a **Parliamentarian** who can be someone from outside the **Executive Committee** or on the Committee in another capacity. As the **Parliamentarian** holds no vote, there is no conflict.
11. Coordinate **Interest Group** visits with the **Interest Group Chairs**.
12. Select and confirm the date and location of the Joint **Governing Board** Meeting with the current **President**.
13. At the May **General Membership** Meeting, be prepared to accept the gavel, make a few remarks, and introduce the **Appointed Positions and Standing and Ad Hoc Committee Chairs** for the coming year.

14. Assist the **President**, when requested, at **General Membership Meetings**.
15. Ensure there is an adequate supply of letterhead, note cards, and envelopes by consulting with the **President, First Vice President, Membership Treasurer**, and the **Buckeye Bargains Chair** to determine their anticipated needs.
16. Maintain a Notebook containing the Duty Sheet, Annual Reports and any other documents related to the position. Maintain the data for five (5) years; then remove and destroy the materials for the oldest year and add the newest.
17. Prepare an Annual Report in triplicate of the President Elect's activities for the year. One copy goes to the President Elect's Notebook, and the remaining copies go to the **President** and **Historian**.
18. Present a summary of the year's activities at the Joint **Governing Board Meeting**.
19. Deliver the President Elect's Notebook and your copy of the *Scarlet Book* to your successor at the Joint **Governing Board Meeting** or at a private meeting scheduled at a different time.

PRESIDENT ELECT TIMELINE

June/July/August

1. Attend the biennial **Big Ten Women's Clubs Meeting** if it occurs during the current President Elect's term.
2. Contact the **President, First Vice President, Membership Treasurer**, and the **Buckeye Bargains Chair** to determine their anticipated needs for letterhead, note cards and envelopes.

September

1. Meet with the **President** and select the location and date for the following year's Joint **Governing Board Meeting**.
2. Attend the first **Executive Committee Meeting** of the year.

October

1. Attend the first **General Membership Meeting** and be prepared to introduce guests or help with registration. Arrive early to assist the **Second Vice President** and the **President**.
2. Start visiting Interest Groups.
3. Attend the **Executive Committee Meeting** and other **Standing** and *Ad Hoc Committee Meetings* when called.

November/December

1. Greet the scholarship recipients and guide them to their assigned seats at the November Luncheon. Assist the **Second Vice President** and the **President** and help with registration if necessary.
2. Attend the **Executive Committee Meeting** and other **Standing** and *Ad Hoc Committee Meetings* when called.

January/February/March

1. Compile a list of deceased members from the past calendar year and deliver it with *Book of Remembrance* to the calligrapher. Display *Book of Remembrance* at a subsequent **General Membership** Meeting.
2. Welcome the **Past Presidents** and **Fifty (50) Year Members** at the luncheons honoring them.
3. Attend the **Executive Committee** Meeting and other **Standing** and *Ad Hoc Committee* Meetings when called.

April

1. Make appropriate appointments (see # 6 – 9 under Duties above); provide potential appointees with the Duty Sheets for the appropriate positions. Consult with appointees on committee formation.
2. Confer with the incoming **Vice Presidents**. Be involved in the selection, creation, and coordination of the activities of the **Program** and **Hospitality Committees**. Be involved with not only their initial plans, but with all facets; help coordinate their activities. Consult with the **First Vice President** to determine who introduces the guest speakers in the coming year.
3. Meet with the **Editor** of the *Gray Book* regarding its content and printing costs.
4. Work with the current **Treasurer**, the incoming **Treasurer** and the current **Finance Committee** in preparing the budget that must be voted on at the Joint **Governing Board** Meeting by the incoming Board.
5. Confirm with the outgoing **President** the date, time, and location for the May Joint **Governing Board** Meeting, which is traditionally held on the Monday before Memorial Day.
6. Meet with the outgoing **President** to discuss the May Joint **Governing Board** Meeting.
7. All **Appointed Positions** and **Committee Chairs** should be chosen by the end of April.
8. Attend the Executive Committee Meeting and other **Standing** and *Ad Hoc Committee* Meetings when called.

May

1. Present an acceptance speech following the installation of officers at the May **General Membership** Meeting.
2. Preside over the second half of the Joint **Governing Board** Meeting.
 - a. Introduce the incoming **Governing Board**, including the new **Interest Group Chairs** and attend to any relevant business.
 - b. The incoming **Recording Secretary** takes the Minutes for the second half of the meeting and obtains the Minutes for the first half from the outgoing **Recording Secretary** to complete the record of the meeting for distribution.
 - c. The incoming **Treasurer** presents the new budget, which must be approved.
 - d. Turn the meeting over to the incoming **Nominating Committee Chair**, who asks for nominations for the two (2) new members of the Committee. The **President** and the **President Elect** have no *ex officio* status or authority on this Committee.
 - e. Resume the podium following the nominating process and conclude the meeting.

FIRST VICE PRESIDENT (Programs)

The First Vice President is responsible for the Club's monthly programs. In consultation with the **President Elect** appoints a committee composed of no less than three (3) members, one of whom should be a **Past President**.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Attend and present reports at all **Executive Committee** and **Governing Board** Meetings.
2. Program preparation:
 - a. Review Program Committee Chair's files from past years.
 - b. Choose committee members and programs in consultation with the **President Elect** and actively involve the full Committee in the process.
 - c. Call meeting for discussion of program content and speakers by April.
 - d. Discuss honoraria with **Treasurer**.
 - e. Assign logistical responsibilities for each speaker.
3. Program suggestions and notes:
 - a. First program should be special to stimulate attendance and be of interest to potential new members.
 - b. Speakers should be allotted from thirty to forty-five minutes, followed by a question period if time permits.
 - c. Information for all programs with dates and speakers should be provided to the incoming **Gray Book Editor** and **Website Content Manager** by July 1.
4. Program procedures for each speaker:
 - a. Make initial contact with speaker.
 - b. Confirm the agreed upon time, place and topic with the speaker.
 - c. Provide a description of the program for the *Newsletter* by the stated deadline (contact **Newsletter Editor**). Include picture(s) of the speaker(s). Send information on program to the **Website Content Manager**.
 - d. Reconfirm two (2) to three (3) weeks prior to the presentation and include arrangements for lunch and parking. Ask if the speaker needs special equipment or is bringing a guest. Determine if the speaker has any dietary restrictions, and if so, notify the **Second Vice President** to inform the Faculty Club.
 - e. Make luncheon reservations for speaker (and guest) in consultation with **President** and **Second Vice President**. Ask for a parking pass if needed.
 - f. Identify the individual who will introduce the speaker.
 - g. Ask **Treasurer** to write check(s) to be included with thank you note(s) to be given to the speaker(s) at the luncheon along with a copy of the *Newsletter*.

5. Notify the *Newsletter Editor* and the **Website Content Manager** of any program changes as soon as they are known.
6. Maintain a Notebook containing the Duty Sheet, programs, activities, correspondence, and any other documentation relating to the position. Maintain five (5) years of information; then remove and destroy the oldest information and add the newest.
7. Prepare an Annual Report, in triplicate, on your activities as **First Vice President (Program)**. One copy goes in the First Vice President's Notebook. The remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and the **Historian**.
8. Deliver the First Vice President's Notebook to the incoming First Vice President. This can be done at the Joint **Governing Board** Meeting or at a private meeting.
9. Present a summary of the year's activities at the Joint **Governing Board** Meeting.

SECOND VICE PRESIDENT (Hospitality)

The Second Vice President coordinates and facilitates all activities related to the monthly **General Membership Meetings** held at the **OSU Faculty Club**, and serves as the primary contact person between the UWC and the **Faculty Club**. The incumbent is also responsible for coordinating and facilitating the annual Joint **Governing Board Meeting**.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

Organizational Actions (except for monthly luncheon duties)

1. Attend all of the Club's **General Membership, Executive Committee** and **Governing Board Meetings**.
2. Appoint members to the **Hospitality Committee** and advise them of their specific duties (time of arrival on the date of the luncheon, table setup, and registration procedures.)
3. Meet with the **Faculty Club Catering Director** and/or Assistant sometime early in June to finalize the menus for the coming Club year, set the price per meal and decide which dining room will be used for the luncheons. This meeting is also attended by the **President, President Elect** and others as determined by the **President** and **Second Vice President**.
4. Working with the **Faculty Club Coordinator**, determine the minimum number of meals the UWC commits to pay for each luncheon and discuss logistics of how and by whom the final registrants' list will be compiled.
5. Arrange for extra tables for **Buckeye Bargains** sales and **Interest Group** exhibits.
6. Following the meeting, provide the menus to the **Gray Book Editor, Newsletter Editor**, and the **Website Content Manager**. Provide any changes to the cost of luncheons to the **Editors** of the **Gray Book** and the **Newsletter** no later than mid-July.
7. Review the **Meeting/Hospitality Information** in the **Gray Book** and notify the **Gray Book Editor** by mid-July of any changes that are necessary.
8. Appoint hostesses for the luncheons.
9. Appoint registration desk managers for the luncheons.
10. Touch base with luncheon centerpiece coordinator, the person making name tags, and the person creating place cards.
11. Coordinate and facilitate arrangements for the Joint **Governing Board Meeting** in May.
 - a. The **President** and **President Elect** determine the date, time, and location for the meeting, which is traditionally held on the Monday before Memorial Day.
 - b. The incumbent makes arrangements with the selected location.
 - c. Provide a sheet at the March or April **Executive Committee Meeting** for the members to sign up for the refreshments and paper products they will bring to the May meeting.
 - d. Remind **Executive Committee** members of what they agreed to bring prior to the May meeting.
 - e. Arrange tables and chairs (including a table to hold the year-end reports), and have a blackboard or easel with a paper pad and markers, as well as paper to be used for ballots in the election part of the meeting.

- f. Arrange for cleanup after the meeting.
12. Manage the Hospitality budget; submit itemized reimbursement requests to the **Treasurer**, within the bounds of the established budget.
13. Submit articles for the *Newsletter* as needed.
14. Maintain a Notebook of activities for the **Second Vice President**. Present a written report of each month's meeting (number of members and guests in attendance, number of no shows, table decorations, etc.) at the next **Executive Committee** Meeting, along with a report on the plans for the coming meeting; file the report in the Notebook. Maintain the Notebook for five (5) years; then remove and destroy the oldest information and add the newest.
15. Prepare an Annual Report in triplicate. One copy goes in the Second Vice President's Notebook; the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and the **Historian**.
16. Transfer the Notebook and other materials pertaining to this office to the incoming **Second Vice President** at the Joint **Governing Board** Meeting or in a separately-scheduled meeting.
17. Prepare a summary of the year's activities for presentation at the Joint **Governing Board** Meeting, if requested.

THIRD VICE PRESIDENT (Interest Groups)

The Third VP is the liaison officer between the **Executive Committee** and the Interest Groups.

TERM LENGTH: one (1) year (June 1 to May 31), renewable in accordance with provisions in the *Bylaws*

DUTIES:

1. Attend all **Executive Committee** and **Governing Board** Meetings. Be prepared to present reports at both meetings.
2. Organize Interest Group displays at the **General Membership** Meetings each year. Notify the Interest Group Chairs of their responsibility to have a presence at each table display. Work with the **Second Vice President** (Hospitality) to organize display tables. The Third Vice President assigns table space, provides signage, a sign-up sheet for members wishing to join each Interest Group, and displays the sign-up sheets for proposed Interest Groups.
3. Convene the Interest Group Chairs a minimum of twice yearly to discuss common concerns, share successes, and cultivate leadership. The Third Vice President is not an Interest Group Chair and must guide, but remain neutral in discussions.
4. Bring proposals for changes to common Club practices from the Interest Group Chairs to the **Executive Committee** for consideration.
5. Review and arbitrate any differences brought forward by an Interest Group concerning term length of the Interest Group Chair or any other matter.
6. Manage the organization and implementation of new Interest Groups:
 - a. Make signup sheets for potential Interest Groups available on a display table at monthly luncheons. *Note:* A minimum of ten (10) signatures of active members are needed to form a new Interest Group.
 - b. Submit completed petitions for new Interest Groups to the **Executive Committee** to forward to the **Governing Board** for approval.
 - c. Once a new Interest Group is approved, the Third Vice President collects the governing documents of the new Interest Group and submits them to the **Long Range Planning Committee**.
7. Be familiar with all Interest Group governing documents, programs, and leadership potential within each Interest Group. The Third Vice President forwards the names of potential Club leadership candidates to the **Nominating Committee**.
8. Remind all Interest Group Chairs to submit their rosters to the **Database Manager** in the fall, and confirm with each Chair that their members are paid in full as active members of the UWC.
9. Inform the Interest Group Chairs of business from the **Executive Committee** and **Governing Board** Meetings.
10. Encourage each Interest Group Chair or designee to notify the **President Elect** immediately of the death of a member or a member's immediate family in order that an appropriate letter be sent on behalf of the UWC.

11. Encourage the Interest Group Chairs to notify the **Member Concerns Chair** when they know of members in their group who are having health or other serious concerns.
12. Provide the **President** with the list of Interest Group Chairs for the coming year by the end of April for printing in the program for the May Joint **Governing Board** Meeting.
13. Remind the incoming and outgoing Interest Group Chairs they are required to attend the Joint **Governing Board** Meeting in May to take part in the governance of the UWC by voting on acceptance of the budget for the coming year, and electing two (2) individuals to the **Nominating Committee**.
14. Work with the **Service Committee Chair** to develop ideas for volunteer opportunities or service projects for Interest Groups.
15. Maintain a Notebook containing the Duty Sheet for the position, Annual Reports, Minutes of any meetings held, and other documents related to the position. Maintain the data for five (5) years; then remove and destroy the oldest year and add the newest.
16. Prepare an Annual Report in triplicate. One copy goes to the Third Vice President's Notebook, and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
17. Deliver the Third Vice President's Notebook to your successor at the Joint **Governing Board** Meeting or at a private meeting.
18. Present a summary of the year's activities at the Joint **Governing Board** Meeting.

RECORDING SECRETARY

The Recording Secretary is responsible for the official record pertaining to the activities of the Club.

Requires the use of Word.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. The incoming Recording Secretary takes Minutes of the second half of the Joint **Governing Board** Meeting and, following the **President's** approval, combines them with the Minutes of the first half and sends to the **Governing Board** members for approval. Minutes are to be completed within thirty (30) days of the meeting. (See also #7 below)
2. Take attendance at both the **Executive Committee** and **Governing Board** Meetings in writing.
3. Attend and keep brief but accurate records of the Club's **General Membership** Meetings when official business, proposed *Bylaws* amendments or other issues requiring a vote of the membership occur.
4. Attend and keep Minutes of **Executive Committee** and **Governing Board** Meetings for the official record. If unable to attend a specific meeting, appoint an alternate to act in your place and notify the **President** in advance.
5. Send a draft of **Executive Committee** Meeting Minutes to the **President** within seven (7) days of the meeting. The Minutes are distributed to the Committee members along with the Agenda for the next meeting a week prior to the **Executive Committee** Meeting. At that meeting, the **President** makes a call for changes or corrections, and can request that the Minutes be read. Any corrections are to be noted accurately and initialed on the Minutes. A motion to approve the Minutes as presented or as corrected is made and a vote taken; note the date of approval.
6. Maintain a Notebook with a collection of Minutes for all **General Membership, Executive Committee** and **Governing Board** Meetings for the entire term of office. Maintain the data for five (5) years; then remove and destroy the materials for the oldest year and add the newest.
7. As outgoing Recording Secretary, take Minutes at the first half of the Joint **Governing Board** Meeting, to be approved by the outgoing **President** and provided to the incoming Recording Secretary. Minutes are to be completed within thirty (30) days of the meeting. (See also #1 above)
8. Prepare three (3) copies of all Minutes for the year. One copy goes in the Recording Secretary's Notebook. The remaining copies are taken to the **Governing Board** Meeting for distribution to the **President** and the **Historian**.
9. Deliver the Recording Secretary's Notebook to the incoming Secretary at the Joint **Governing Board** Meeting or at a private meeting.

TREASURER

The **Treasurer** of the Club provides the financial guidance and accountability necessary for the continuance of the Club. Requires knowledge and possession of Excel.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Chair the **Finance Committee** (consisting of the **Membership Treasurer, Buckeye Bargains Treasurer, Assistant Treasurer, President, President Elect** and one member at large). Convene meetings as needed. In cooperation with the incoming **President**, appoint one (1) member at large for a one (1) year term on the **Finance Committee**.
2. Arrange for the **Finance Committee** to meet after the April election to work with the incoming President and incoming Treasurer to prepare a budget for the coming year that will be presented at the **Joint Governing Board** Meeting in May by the incoming **Treasurer**.
3. Working with the outgoing **Treasurer**, sign transfer cards or letters for banking to complete transfer of bank accounts. Set up electronic access to bank accounts. Change mailing addresses at banks, Faculty Club and insurance company.
4. As outgoing **Treasurer**, prepare financial statements through May 31 and gather all relevant documents for review by the **Accounting Committee** to include: all Statements of Financial Activity, Statements of Financial Position, spreadsheets, checkbook, bank statements, deposit receipts, and certificates of deposit.
5. After the outgoing **Accounting Committee** completes its review, take tax documents to the Tax Preparation Service. Maintain contact with the service to ensure that returns are ready to be mailed to the IRS and State of Ohio by October 15.
6. Attend all **Executive Committee** and **Governing Board** meetings.
7. Prepare and present Statement of Financial Activities (SoFA form #1010) and Statement of Financial Position (SoFP form #1011) at each **Executive Committee** Meeting. Provide copies of the reports to each elected and *ex officio* member of the **Executive Committee** in advance.
8. Collect the **Membership Treasurer's** monthly reports.
9. Maintain checking account with sufficient funds to pay invoices and maintain minimum requirements; keep books; make deposits; pay bills.
10. All checks require the signature of the **Treasurer** and the initials of the **President** for amounts over \$100.
11. All withdrawals require two signatures.
12. Receive a key to the P.O. Box and a quantity of checks, stamps, and stationery from the outgoing Treasurer.
13. Remind **Executive Committee** members of our tax-exempt status and provide them with the UWC tax-exempt number. Explain that all expenditures must be preapproved by the **President**, that reimbursements will be made only for pre-approved expenditures and must be accompanied by appropriate receipts. Any taxes paid will not be reimbursed. Provide

Executive Committee members with the Reimbursement Form. File a “Blanket Certificate of Exemption” form from the State of Ohio with any businesses requesting it to verify our tax-exempt status.

14. Assure that multiple quotes are secured for any large purchases including the printing of newsletters and the *Gray Book*.
15. Work with the **Finance Committee** to establish, update, and maintain a UWC investment policy.
16. Maintain a filing system for all investment documents.
17. Pay recurring and occasional bills, including:
 - a. Faculty Club bill monthly, including dues during ~~the~~ summer months.
 - b. PABIS (bulk mail) permit fee. Maintain funds in the PABIS account sufficient for at least two mailings in advance.
 - c. Maintain an adequate balance in the second USPS account to cover the cost of returned newsletters.
 - d. Member bond to the insurance company.
 - e. Post Office Box rental fee.
 - f. Filing fee to the State of Ohio.
 - g. Printing bill for the *Newsletter* and *Gray Book*.
 - h. Tax Preparation Service fee.
 - i. Honoraria check(s) for luncheon speakers as needed.
 - j. Credit card.
 - k. Reimbursements as requested and approved.
18. Notify the **Database Manager** of names and addresses of members whose newsletters were returned so those names can be removed from the database.
19. Write acknowledgements to donors of any memorial or other funds received directly by the Treasurer, whether for the Scholarship or General Fund or any donated honoraria. The Membership Treasurer writes acknowledgements for any donations she receives with payment of dues.
20. Maintain records of General Fund and Scholarship contributions made directly to UWC by members. Report these contributions on the monthly Statement of Financial Activities.
21. Prepare final Treasurer's Report. Give two (2) copies to the **President** and one (1) each to the **Historian**, and Treasurer's files. Report the budget status at the Joint **Governing Board** Meeting in May. As the Joint **Governing Board** Meeting is held before the end of the Fiscal Year, there will be additional expenditures and income before the final report can be prepared.
22. Involve the **Assistant Treasurer** in all significant activities of the **Treasurer** to prepare her to serve as your backup.

RETENTION SCHEDULE

1. Accounting Statements – retain four (4) years then destroy.
2. **Accounting Committee** Reports – transfer to **Historian**.
3. Banking Records, including checks, deposit records and financial statements – retain four (4) years then destroy.
4. Purchasing Records, including invoices, receipts, etc. – retain four (4) years then destroy.
5. Tax Records – retain a minimum of six (6) years then destroy.
6. Treasurer's Statements of Financial Activity and Statements of Financial Position.
 - a. Annual summary – transfer to **Historian**.
 - b. Quarterly, monthly or weekly reports and budget plan – retain four (4) years then destroy.

TREASURER TIMELINE

Monthly Tasks

- Keep financial books, make deposits, pay bills
- Maintain checking account with sufficient funds to pay invoices and meet balance requirements
- Monitor savings account and CD's
- Attend monthly **Executive Committee** meetings
- Prepare and provide copies of Statement of Financial Activity (#1010) and Statement of Financial Position (#1011) to each **Executive Committee** member in advance of the **Executive Committee** meeting.
- Initiate the transfer of funds from the UWC PayPal online account to the UWC Huntington Bank account.
- Provide check(s) for speaker(s) when needed

April/May	June	August	October/November
<p>1) Between the election of officers in April and the Joint Governing Board meeting in May, in consultation with incoming President, appoint one (1) member at large to serve on the Finance Committee.</p> <p>2) Attend Finance Committee meeting convened by outgoing Treasurer to prepare the budget for the coming yr.</p> <p>3) Present the budget at the Joint Board meeting in May, providing a copy in advance to each incoming Board member.</p> <p>4) Call for ratification of the budget for the upcoming year.</p>	<p>1) Complete transfer of bank accounts from outgoing to incoming Treasurer.</p> <p>2) Set passwords for online access to bank accounts.</p> <p>3) Change mailing address with banks, Faculty Club and insurance company. Whenever possible, all mail should go to the UWC PO Box and not to a personal home.</p> <p>4) Receive from outgoing Treasurer: copies of reports, checkbook, ledger, passbooks, CD's, bank statements, deposit and payment receipts.</p> <p>5) Receive from outgoing Treasurer: key to the P.O. Box, checks, stationery, and stamps.</p> <p>6) Assume monthly duties.</p> <p>7) Outgoing Treasurer provides Accounting Committee with all</p>	<p>1) Contact tax preparer to assure UWC tax return will be ready by the IRS October 15 deadline.</p> <p>2) Pay PABIS (bulk mail: account #1038303) permit. Deposit sufficient funds into the PABIS account to cover the first two Newsletter mailings and the Gray Book. Also deposit sufficient funds in the second USPS account (#2920421) to cover postage due on returned mail. Check balances in both accounts periodically and deposit funds as needed.</p>	<p>1) File tax returns with the IRS and the State of Ohio.</p> <p>2) Pay State of Ohio filing fee.</p> <p>3) Pay member bond to the insurance company.</p> <p>4) Make annual budgeted payment to Toymakers.</p>

	<p>documents outlined in the Treasurer's Duty Sheet.</p> <p>8) Turn over required records to the Tax Preparer after the outgoing Accounting Committee completes its examination.</p>		
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March	April/May (Outgoing)	June	
<p>1) Pay PO Box rental fee</p>	<p>1) Discuss with incoming First VP proposed budget for speakers.</p> <p>2) Discuss with incoming Second VP proposed budget for General Membership Meetings.</p> <p>3) Discuss with incoming Gray Book Editor anticipated printing cost for the following year.</p> <p>4) Discuss with incoming Newsletter Editor anticipated cost of the publication for the following year.</p> <p>5) Call a meeting of the Finance Committee to prepare next year's budget after the election in April and before the Joint Governing Board Meeting in May. Be sure to include the incoming President, incoming Treasurer and incoming Membership Treasurer.</p> <p>6) Deliver a certified check to the OSU Development Fund with a cover letter indicating, by fund number, which funds are to receive which amounts of money. Buckeye Bargains dollars all go to The UWC of Ohio State Scholarship Fund while other UWC contributions go to other funds as directed.</p> <p>7) Present a budget update at the outgoing Governing Board Meeting in May.</p>	<p>1) Prepare final Treasurer's Report as soon as possible after May 31st, and include it in your Treasurer's file. Give two (2) copies of the final report to the President, and one (1) to the Historian. Provide the incoming Treasurer with: Treasurer's file; your report; the Club checkbook; ledger; passbooks and bank statements; deposit receipts; and all receipts connected with payment.</p> <p>2) Set a meeting at the bank for the President, Treasurer, and Assistant Treasurer to update signatures on all accounts.</p>	

ASSISTANT TREASURER

The Assistant Treasurer assists the **Treasurer** in providing financial guidance regarding the Club. Requires knowledge and possession of Excel.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Learn the duties of the **Treasurer's** position, and be a signer at the bank in order to take over if the **Treasurer** is unable to perform.
2. Attend meetings of the **Executive Committee** and the **Governing Board**.
3. Attend the **Finance Committee** meeting that prepares the budget for the coming year.
4. Attend the **Accounting Committee** meeting as an observer. This committee reviews the Club's records and accounts in preparation for the federal and state tax returns to be prepared by an outside firm. The accounts are reviewed in the summer at the beginning of the term.
5. Compile the luncheon reservation spreadsheet and, working with the Faculty Club Coordinator, determine the minimum number of meals the UWC commits to pay for each luncheon.
6. Assume other duties as assigned by the **Treasurer** to prepare to take over if the **Treasurer** is unable to perform.

MEMBERSHIP TREASURER

The **Membership Treasurer** ensures that all participants in Club activities are members in good standing. She works closely with the **Database Manager** and is a member of the **Governing Board, Executive Committee, Finance Committee** and **Membership Committee**.

The *Bylaws* recognize only two categories of membership: Active and Courtesy. (Article III, Section 1.) Courtesy members are not required to pay dues, but are identified as members in the databases maintained by the **Membership Treasurer** and the **Database Manager**.

Requires knowledge and possession of Excel. Knowledge of a word processing program is helpful.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Process renewals and new membership applications **for the current fiscal year** (June 1 – May 31).
2. Report on membership activities at all **Executive Committee** and **Governing Board** Meetings from June 1 to May 31.
3. Provide monthly report to the **Treasurer** and **President** of all dues and voluntary contributions received from June 1 to May 31.
4. Reconcile member numbers with the **Database Manager** on a regular basis.
5. Provide a cumulative listing of new members on a monthly basis (June 1 to May 31) to the **President, Past President (Newcomer Events), President-Elect (New Member intros), Newsletter Editor, Buckeye Bargains Chair, Communications Chair, 2nd Vice President (Hospitality), Database Manager** and **Chairs** of those **Interest Groups** that the new member expressed an interest in joining.
6. Maintain stock of surplus *Gray Books*.
7. Maintain a Notebook containing the Duty Sheet, Annual Reports, and any other documents related to the position. Maintain for five (5) years; then remove and destroy oldest year and add the newest.
8. Prepare an Annual Report, in triplicate, on your activities as Membership Treasurer. One copy goes in the Membership Treasurer's Notebook. The remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and the **Historian**.
9. Deliver the Membership Treasurer Notebook, computer files and the computer database program--if one owned by the Club is used--to the incoming **Membership Treasurer**. This can be done at the Joint **Governing Board** Meeting or at a private meeting.

10. Present a summary of the **Membership Treasurer's** activities for the year at the Joint **Governing Board** Meeting.
11. With **President Elect**, organize the new member table at the monthly luncheons.
12. Train new **Membership Treasurer**, if needed.

PAST PRESIDENT

The immediate Past President serves as a member of the **Executive Committee**, with voting privileges.

TERM LENGTH: one (1) year (June 1 - May 31)

DUTIES

1. Attend **General Membership, Executive Committee** and **Governing Board** Meetings.
2. Provide advice and guidance, when appropriate, to the **President, Executive Committee** and **Governing Board**.
3. Serve as a member of the **Membership Committee**, with particular responsibility for Recruitment and Retention.
 - a. Work with the **President** and the **Communications Chair** to update/prepare, print and distribute a new recruitment brochure each summer.
 - b. At each **General Membership** Meeting provide guests with a packet containing a welcome letter, a membership brochure, and an issue of the *Newsletter*.
 - c. Appoint a committee and work together to develop, promote, and implement a program of events for new members (those who have joined UWC during the current and two (2) preceding years) in time for publication in the *Gray Book*.
4. Provide the **Gray Book Editor** with the scholarship information for the year as **President**.
5. Maintain a Notebook containing the Duty Sheet, Annual Reports and any other documents relating to the position. Maintain the data for five (5) years; then remove and destroy the oldest year and add the newest.
6. Prepare an Annual Report in triplicate. One copy goes to the Past President's Notebook, and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
7. Present a summary of the year's Recruitment and Retention activities at the Joint **Governing Board** Meeting, if requested.
8. Deliver the Past President's Notebook to your successor at the Joint **Governing Board** Meeting or at a private meeting.
9. Attend the Past President's gathering hosted for you by the previous year's Past President.
10. In the following year, host a gathering of Past Presidents to introduce them to the most recent Past President.

APPOINTED POSITIONS

Buckeye Bargains Chair -----	28
Communications Chair-----	31
Electronic Communication Manager----	32
Database Manager-----	33
Gray Book Editor -----	34
Historian-----	36
Member Concerns Chair-----	38
New Member Introductions Chair-----	39
Newsletter Editor -----	41
Parliamentarian-----	42
Website Content Manager -----	43
Service Committee Chair -----	44

BUCKEYE BARGAINS CHAIR

The appointment of the Buckeye Bargains Chair or Co-Chairs is the responsibility of the **UWC President Elect**. Recommendations for the position are forwarded from the Buckeye Bargains Board to the **President Elect**. It is advisable that a minimum of two (2) members share leadership.

TERM LENGTH: One (1) year (June 1 – May 31), renewable by agreement of the Buckeye Bargains Board and the **UWC President**.

DUTIES

1. The Chair or a representative attends all **Executive Committee** Meetings as an *ex officio* member without vote to keep the Club informed about Buckeye Bargains activities.
2. The Chair or a designee attends all **Governing Board** Meetings as a full voting member.
3. Notify all Volunteers and members of the **Executive Committee** of all Buckeye Bargains Board meetings (See # 1-5 under Operation on the following page), as all are welcome to attend.
4. Preside at all Buckeye Bargains Board meetings and involve the Board members in policy and procedural decisions that are needed between meetings.
5. Invite the **President and President Elect**, as an *ex officio* member, to all Buckeye Bargains Board meetings.
6. Confer with Buckeye Bargains Officers regarding the appointment of two (2) persons each year to serve three (3) year terms on the Board. Present the names to the **President Elect** for approval.
7. Meet with Buckeye Bargains Officers at Board meetings and/or as needed to discuss procedures.
8. Seek approval from the Buckeye Bargains Board for any expense of \$100 or more.
9. Meet with the Scheduling Chair in May to discuss staffing and scheduling.
10. In June renew special parking with CampusParc. Update car license plate numbers of all Volunteers.
11. During the summer prepare electronic information packets which include: a welcome paragraph, a list of volunteers and substitutes with phone numbers, a schedule of work days for the entire year, and a list of responsibilities regarding marking, selling and cashiering. Send to all Volunteers, the **President** and the **President Elect** prior to Shop opening in August.
12. Keep a record of all Shop keys and swipe access cards.
13. Call Buckeye Bargains Board meetings at least three (3) times a year. One of the meetings is at year's end, prior to the May **General Membership** Meeting, and all volunteers are invited to attend. The amount of Buckeye Bargains' earnings designated for the **Scholarship Fund** are determined at this meeting. Attendees are notified of the amount proposed by the Treasurer at the beginning of the meeting, and following a discussion, the Buckeye Bargains Board votes on the final amount for the **Scholarship Fund**.
14. Each month update information in the Club *Newsletter* and, when appropriate, send information to the **Communications Chair** for the Club website.

15. Maintain a Notebook containing the Duty Sheet, rosters, schedules, minutes, all year end reports supplied by the appropriate officers, and any other documents related to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
16. Back up all electronic files.
17. Prepare Annual Report of activities and earnings, including the year end **Buckeye Bargains Treasurer's** report, and send one copy each to the **President** and **Historian**, and place one copy in the Buckeye Bargains Books. Provide electronic copies of these reports to all Volunteers.
18. Present a summary of the year's activities at the Joint **Governing Board** Meeting in May.

BUCKEYE BARGAINS THRIFT SHOP

The Buckeye Bargains Thrift Shop, run entirely by Volunteers, serves the OSU campus and Columbus community with the purpose of raising money to support the UWC of Ohio State Scholarship Fund (#605431). Money is sent at the end of the year to the OSU Development Fund (See #10; scholarship recipients are chosen by **Student Financial Aid**).

OPERATION

1. The Buckeye Bargains officers are: Chair or Co-Chairs, Vice Chair (optional), Scheduling Chair, Treasurer, Recording Secretary, and Advisor.
2. The Buckeye Bargains Board consists of the officers (noted in #1 above), plus six additional members (see #3 below). All members of the Buckeye Bargains Board are expected to attend all Board meetings and work in the Shop.
3. The incoming Chair or Co-Chairs, in consultation with the **President Elect**, appoints two members to the Buckeye Bargains Board each year for three (3) year terms. These members may serve no more than two (2) consecutive three (3) year terms.
4. A past Chair or member familiar with the history and experience of the Shop, is chosen by the Buckeye Bargains Board to act as Advisor.
5. The Chair or Co-Chairs and Vice Chair (optional) are chosen by the Buckeye Bargains Board and presented to the **President Elect** by the April **General Membership** Meeting.
6. The Buckeye Bargains Treasurer is appointed by agreement of the Chair or Co-Chairs, the Board members, and the **President Elect** for a one (1) year term renewable by agreement of the appointing parties.
7. The Buckeye Bargains Treasurer has the following duties:
 - a. Maintain financial books, make bank deposits, and pay bills.
 - b. Maintain a checking and/or savings account.
 - c. Arrange for a co-signer to the bank account(s), who should be a member of the Buckeye Bargains Board.
 - d. Keep all bank statements for four (4) years.
 - e. Keep all sales receipts for two (2) years.
 - f. Maintain a monthly total of sales.
 - g. Prepare monthly income and expense reports.
 - h. Attend Buckeye Bargains Board meetings.

- i. Attend **Finance Committee Meetings**.
- j. Monitor the Ohio sales tax rates and make changes when appropriate.
- k. Pay State of Ohio sales taxes as required, keeping sufficient funds in the bank account for this purpose.
- l. Coordinate with the Chair or Co-Chairs the amount of the annual Buckeye Bargains donation to the Development Fund. Take a check in this amount to the **UWC Treasurer** at the May **General Membership Meeting**. Any additional funds generated after the **General Membership Meeting** must be received by the Treasurer prior to the Joint **Governing Board Meeting** later in the month.
- m. Early in June complete the financial information for the fiscal year, June 1 to May 31. Include expenses, donations, income, and interest. Send copies to the **UWC Treasurer**.
- n. Consult with the Buckeye Bargains Chair or Co-Chairs and Board for approval of proposed sizeable expenditures.
- o. Discuss the above duties with the incoming Treasurer.
8. The Chair, or Co-Chairs, and Vice Chair (optional) supervise the operation of the Shop.
9. The Chair, or Co-Chairs, and the Buckeye Bargains Board recommend Shop policy. Major changes are proposed by a majority vote of the Buckeye Bargains Board, with subsequent approval by the **Executive Committee**.

Conflict of Interest Statement

No member of the University Women's Club may personally profit from any service or financial arrangement entered into on behalf of the Club as a whole.

COMMUNICATIONS CHAIR

The **Communications Chair** is responsible for creating, soliciting, and maintaining up-to-date information about and for the Club in both paper and electronic formats. Working with the **Membership Treasurer**, the **Newsletter Editor**, **Gray Book Editor**, **Website Content Manager**, **Electronic Communication Manager** (MsUWC), and **Database Manager**, (constituted as the **Communications Committee**) the Chair will keep print material, website, and social media current, compatible, relevant, informative, and adherent to brand standards.

TERM LENGTH: one (1) year (June 1—May 31), renewable in accordance with provisions in the Bylaws.

DUTIES

1. Attend all **Executive Committee** meetings. Report on all activities of interest and concern which have taken place since the prior meeting.
2. Attend all **Governing Board** meetings. Be prepared to report to the membership on activities of interest taken by the Board.
3. Convene the Communications Committee throughout the year to coordinate communication with the membership.
4. Compile information received from the UWC Officers and Chairs, ensuring that it is accurate, current, and adherent to brand standards, and distribute or post to appropriate channels.
5. Work closely with the **Gray Book Editor** to identify the data to be added to the website. The *Gray Book* information must be provided as soon as it is available, but no later than mid-August when the publication is sent to the printer.
6. Work with the **President** and **Past President** to update the membership brochure with a print deadline compatible with distribution in late summer or no later than the first **General Membership Meeting** in October.
7. Initiate efforts to brand the UWC across all internal and external platforms and materials.
8. Work with the **Newsletter Editor** and **Database Manager** to keep them aware of current best practices and the legalities of mass email distribution to assure compliance.
9. Maintain a Notebook containing the Duty Sheet, Annual Reports, and any other documents related to the position. Keep five (5) years of data; after that, as each new year is added, remove and destroy the oldest year's records.
10. Prepare an Annual Report in triplicate, reflecting the activity of the past year. One copy goes in the Communications Chair Notebook, and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
11. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.
12. Transfer the Communications Chair Notebook to the incoming **Communications Chair** at the Joint **Governing Board** Meeting or at another time that is mutually convenient.

ELECTRONIC COMMUNICATION MANAGER

The **Electronic Communication Manager** is responsible for the management of the Club email account, MsUWC.

TERM LENGTH: One (1) year (June 1 – May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Maintain the Club gmail account (uwcosu@gmail.com). As this is the only account for the Club, a great deal of correspondence passes through it.
2. Work closely with the **Membership Treasurer** to update the contact list with new members and delete non-renewing members.
3. Work closely with the **Database Manager**, periodically comparing lists to assure the contact list is correct.
4. Work closely with the **Newsletter Editor** to send out the Newsletter electronically in a timely manner.
5. Using the Club gmail distribution list, send e-blasts to the general membership, informing members of pertinent events. These e-blasts can be initiated by the **Electronic Communication Manager** and submitted to the **President** and **President Elect** for editing and approval. The President may also initiate the e-blast by contacting the **Chair Electronic Communication Manager** and advising her of appropriate copy. **All e-blasts must be sent Bcc.**
6. Attend all **Executive Committee** Meetings as a non-voting member. Report on all activities of interest and concern which have taken place since the prior meeting.
7. Attend all **Governing Board** Meetings as a non-voting member. Be prepared to report to the membership on activities of interest taken by the Board.
8. Maintain a Notebook containing the Duty Sheet, Annual Reports, and any other documents related to the position. Keep 5 years of data: after that, as each year is added, remove and destroy the oldest year's records.
9. Prepare an Annual Report (four copies), reflecting the activity of the past year. One copy goes to the Communications Chair, one copy goes into the Electronic Communication Manager's Notebook, and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
10. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.
11. Transfer the **Electronic Communication Manager** Notebook to the incoming **Electronic Communication Manager** at the Joint **Governing Board** Meeting or at another time that is mutually convenient.

DATABASE MANAGER

The Database Manager maintains and updates the membership database of UWC.

Must have access to and knowledge of Excel software. (UWC will provide if not already owned.)

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Obtain electronic database file from previous Database Manager.
2. As an *ex officio* member of the **Executive Committee** without vote, the **Database Manager** may attend all **Executive Committee** Meetings. Attendance is required if a specific invitation is issued.
3. Attend all **Governing Board** Meetings as a full voting member.
4. Maintain database including: name, address, phone, email, year joined, spouse name, active or inactive status, special status (**Past President, Fifty (50) Year Member, Courtesy Member**), and **Interest Group** membership.
5. Update data regularly to keep database current.
6. Back up all electronic files.
7. Establish new data categories as appropriate to maintain an accurate and complete database.
8. Notify the **Newsletter** and **Gray Book Editors** and the **Communications Chair** of changes in members' contact information.
9. Supply up-to-date mailing lists for the *Newsletter* and any other special mailings, upon request.
10. Provide lists upon request, e.g., **Fifty (50) Year Members**.
11. Obtain the new member applications from the **Membership Treasurer** and retain them for reference purposes.
12. Reconcile membership numbers with **Membership Treasurer** monthly.
13. Provide updated membership information in July/August for printing in the *Gray Book* annually.
14. Maintain the Database Manager Notebook containing the Duty Sheet, a paper printout of Rosters, and any other documents relating to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
15. Prepare an Annual Report in triplicate. One copy goes in the Database Manager's Notebook; the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
16. Archive all data electronically at the end of each fiscal year.
17. Transfer the Notebook and all files to the incoming Database Manager at the Joint **Governing Board** Meeting or in a private meeting.
18. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.

THE GRAY BOOK EDITOR

The Gray Book Editor is responsible for the annual production of the University Women's Club *Gray Book*.

Requires use of Publisher software (UWC will provide if not already owned.)

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. As an *ex officio* member of the **Executive Committee** without vote, the *Gray Book* Editor may attend all **Executive Committee** meetings. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings as a full voting member.
3. Obtain previous editions of the *Gray Book* in electronic form from the previous **Editor**.
4. Collect, collate, and ensure the accuracy of the information needed for the next printing of the *Gray Book*. Data are provided by the appropriate people as outlined below no later than mid-July, to enable proofreading and printing in August.
 - a. The slate of **Elected Officers, Appointed Positions, and Standing and Ad Hoc Committee Chairs** and members, as well as member deaths for the previous Club year, are provided by the incoming **President**.
 - b. The list of **General Membership** Meeting program speakers and program titles is provided by the incoming **First Vice President**.
 - c. Changes to the **Meeting/Hospitality Information** are provided by the incoming **Second Vice President**.
 - d. The list of **Newcomer Events** for the year is provided by the **Past President**.
 - e. Changes to Buckeye Bargains information are provided by the **Buckeye Bargains Chair(s)**.
 - f. Information about the number and amounts of **Scholarships** given the previous year is provided by the outgoing **President**.
 - g. The list of **Interest Group Chairs** and the lists of individual **Interest Group** activities for the coming year are provided by the **Interest Groups** either directly or from the **Third Vice President**.
 - h. Updated membership data is provided by the outgoing **Database Manager**.
5. Confer with the printer regarding method of submission, deadlines, printer schedules and costs.
6. Confer with the **Treasurer** regarding cost.
7. Recruit the **President, President Elect** and additional individuals to proofread. (See also Duty #2 under August in the **President's** Timeline.)
8. Coordinate the printing of the *Gray Book* with the September/October issue of the *Newsletter*, both of which are mailed in a single envelope by the printer; payment is taken from funds in the UWC postal account. (See also duty #6 for the **Newsletter Editor**)

9. Confer with the **President, Past President, and Membership Treasurer** regarding the number of books to be printed.
10. Provide the Treasurer's contact information to the printer.
11. Send requested sections of the final version of the *Gray Book* to the **Website Content Manager** as soon as available, but no later than mid-August when the publication goes to the printer.
12. Maintain a Notebook containing the Duty Sheet, price estimates received from the **Printer**, and any other documents related to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
13. Prepare an Annual Report in triplicate, on your activities as Gray Book Editor. One copy goes in the Gray Book Editor's Notebook. The remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and the **Historian**.
14. Transfer Gray Book Editor's Notebook and electronic files to the incoming Editor at the Joint **Governing Board** Meeting or at a private meeting.
15. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.

ADDITIONAL NOTES:

The number of pages and page size dictate the cost of printing. *Note:* total pages must be divisible by four (4). If there are intentions to make substantive changes, e.g. change of printer, change of size, use of colored pages, etc. Obtain an estimate of these costs before the budget meeting that is held prior to the Joint **Governing Board** Meeting.

HISTORIAN

The Historian is responsible for preserving the history of the Club by storing and archiving documents pertaining to the history of the Club.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

GUIDELINES FOR RECORD RETENTION:

1. Date everything and include origin.
2. Photos: use acid free archival quality pen or sharp pointed black wax crayon when marking photos. Include date, place, city and event.
3. Clippings: save the entire page if possible. If not, affix masthead of newspaper or newsletter to clipping with transparent mending tape (not cellophane tape).
4. Reports: be specific and concise. Sign name, title, and date.
5. Make copies (paper or electronic) of everything.

DUTIES

1. As an *ex officio* member of the **Executive Committee** without vote, the Historian may attend all **Executive Committee** meetings. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings, giving reports as requested by the **President**, including the Joint **Governing Board** Meeting in May where you give an Annual Report.
3. Each year remind all members of the **Governing Board**, in writing or electronically, that the Notebooks they keep should contain no more than five (5) years of records. When adding another year's records to the Notebook, remove and destroy the oldest year's records.
4. Collect during and at the end of each program year:
 - a. Annual Reports of all **Elected Officers, Appointed Positions, and Standing and Ad Hoc Committee Chairs**.
 - b. Changes to the contents of the *Scarlet Book*, e.g. *Bylaws*, Duty Sheets.
 - c. Correspondence of historical interest.
 - d. Historical reports.
 - e. Minutes of all meetings: **General Membership, Executive Committee, Governing Board, Standing and Ad Hoc Committees**.
 - f. *Newsletter* issues.
 - g. *Operating Procedures* for all **Interest Groups**.
 - h. Photographs and publicity materials.
 - i. *Gray Book*.
5. Using *Model Records Retention and Disposition Schedule of Records of Extra-University Organizations* (see following page), retain for **University Archives** such documents as are determined of greatest importance.
6. Prepare and inventory the items listed in duty #4 above for **University Archives** every year. Make three (3) copies of the inventory, one for the **President**, one to accompany the documents to the **Archives**, and one for the Historian's file.

Taken from: Model Records Retention and Disposition Schedule
Records Retention of Extra-University Organizations

Items for consideration		How long to retain	Notes
Accounting Statements		4 years	Then destroy
Audit Reports		3 years	Then destroy
Banking Records: checks & financial statements		4 years	Then destroy
Budget Plans		1 year	Then destroy
Charters		1 year	Then archive
Constitution and by-laws		1 year	Then archive
Superseded constitutions and by-laws		1 year	Then archive
Correspondence, presidential		3 years	Then archive
Correspondence, non-presidential		3 years	Then destroy
Deposit records		4 years	Then destroy
Meeting Files: program, lists of attendees		3 years	Then destroy
Meeting Files: planning material		1 year	Then destroy
Membership applications		1 year	Then destroy
Membership Rosters: Current		1 year	Then archive
Minutes of committees, meetings, etc.		3 years	Then archive
Organizational Charts		1 year	Then archive
Photographs		1 year	Then archive
Project Files		1 year	Then archive
Publications: newsletters, yearbooks, brochures		1 year	Then archive (1 copy only)
Purchasing records		4 years	Then destroy
Reference files: not original to association		1 year	Then destroy
Scrapbooks		1 year	Then archive
Tax Records		6 years	Then destroy
Treasurer's Financial Reports: Annual summary		3 years	Then archive
Treasurer's Financial Reports: quarterly, monthly or weekly reports		4 years	Then destroy

Modified from Guidelines obtained from University Archives, June 2017

MEMBER CONCERNS CHAIR

The Member Concerns Chair assists Club members with expressed concerns as they occur.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. As an *ex officio* member of the **Executive Committee** without vote, the Member Concerns Chair may attend all **Executive Committee** Meetings. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings as a full voting member.
3. Reach out to members by appropriate means in times of difficulty.
4. Remind members, **Buckeye Bargains Chair**, and **Interest Group Chairs** to provide information relating to the needs and concerns of Club members. Provided information includes name, concern, and the location of the member, e.g. at home, in the hospital.
5. Once concerns are identified, send cards and keep in touch as appropriate.
6. Advise the **President** and **Newsletter Editor** of concerns, as appropriate.
7. Maintain a Notebook containing the Duty Sheet, copies of all correspondence, Annual Reports, and other documents related to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
8. Prepare an Annual Report in triplicate. One copy is placed in the Member Concerns Chair Notebook; the remaining copies are taken to the Joint **Governing Board** Meeting for the **President** and **Historian**.
9. Deliver the Member Concerns Notebook to your successor at the Joint **Governing Board** Meeting or at a private meeting.

NEW MEMBER INTRODUCTIONS CHAIR

A personal contact by telephone is made to welcome all new members and obtain information that is used to introduce them to the members at the next General Membership Meeting they attend.

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the Bylaws.

DUTIES

1. As an *ex officio* member of the **Executive Committee** without vote, the New Member Introductions Chair may attend all **Executive Committee** meetings. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings as a full voting member.
3. Contact new members (preferably by phone) using the information provided by the **Membership Treasurer** to welcome them, answer questions and obtain biographical information, including skill set, using the New Member Interview Form. (See following page.)
4. Pass the biographical and skill set information to the **Nominating Committee Chair**, the **President**, and the **President Elect** on a monthly basis.
5. Order red carnations and arrange for pick up (currently from the Graceland Kroger) to present to new members at the **General Membership** Meeting. Provide the Tax ID Number to the vendor to avoid paying sales tax.
6. Introduce new members from the podium at the **General Membership** Meeting. The **President** presents each new member with a flower.
7. Arrange for a group picture to be taken and submitted to the **Newsletter Editor**, with each individual identified by name.
8. Maintain a Notebook containing the Duty Sheet, Annual Reports, information about each new member (see following page), and any other documents related to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
9. Prepare an Annual Report in triplicate. One copy is placed in the New Member Introductions Chair Notebook; the remaining copies are taken to the Joint **Governing Board** Meeting for the **President** and **Historian**.
10. Deliver the New Member Introduction Chair Notebook to your successor at the Joint **Governing Board** Meeting or at a private meeting.

UWC New Member Interview Form

Name _____ Interview Date _____ Introduction Date _____

How did you hear about UWC? Website ___ Social Media ___ Brochure ___ Friend ___ Other ___

Where have you lived?

Tell me about your family.

Education (school/degree(s)/subject)

Career highlights

Personal hobbies/interests

Volunteer activities

What Interest Groups appeal to you?

What opportunities for service would interest you (Buckeye Bargains, Toymakers, committee membership, etc.)?

Skills: Computer: Mac ___ PC ___ Accounting/Finance ___

Website Management ___ Brochure Design ___

Social Media ___ Photography ___

Writing/Editing ___

Software Skills: Excel ___ Publisher ___ Word ___ Other _____

Other _____

NEWSLETTER EDITOR

The Newsletter Editor prepares University Women's Club *Newsletters* containing up-to-date news and information pertaining to the Club. Frequency of publication is determined in consultation with the **President** and **Communications Chair**.

Skills required:

- Knowledge of Microsoft *Word*
- Knowledge of bulk mail process
- Ability to set and adhere to production deadlines
- Ability to persist in collection of information

TERM LENGTH: one (1) year (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Attend **Executive Committee** meetings at any time as an ex officio member without vote. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings as a full voting member.
3. Set deadlines for receiving news items, specifying acceptable formats: fax, handwritten, typed, email, or other electronic form. Allow enough time for editorial coordination with the **President**, as well as printer turnaround (four to five working days) to keep mailings timely.
4. Coordinate expected submissions with the **President** and **Communications Chair**.
5. Gather content into a single Word document and send to designated proofreaders. When proofreading is complete, continue with *Newsletter* formatting and layout.
6. Back up all electronic files and provide edited information to the **Website Content Manager** for placement on the Website and to the **Electronic Communications Manager** for distribution via MsUWC.
7. Select a printing company which best meets the current needs of publication at a competitive price. Provide printing company with the name and address of the **Treasurer** for direct billing.
8. Coordinate the printing and mailing of the newsletters with the printing company and any other representatives of the UWC as appropriate.
9. Maintain the Newsletter Editor Notebook, containing copies of all issues of the *Newsletter*, plus estimates, bills, and other information pertinent to their printing. ~~of the issues.~~ Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
10. Prepare an Annual Report in triplicate. One copy goes in the Editor's Notebook; the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and the **Historian**.
11. Deliver the Newsletter Editor Notebook and electronic files to the next Editor at the Joint **Governing Board** Meeting or during a private meeting.
12. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.

PARLIAMENTARIAN

The Parliamentarian maintains order and interprets *Robert's Rules of Order, Newly Revised*, where they are applicable, and are not inconsistent with *UWC Bylaws* or any special rules of order the Club may adopt.

TERM LENGTH: Presidential decision.

DUTIES

1. The Parliamentarian, appointed by the **President**, is a non-voting member of the **Executive Committee** and the **Governing Board** unless already a member of either group.
2. Attends all **Executive Committee** and **Governing Board** Meetings.

WEBSITE CONTENT MANAGER

The **Website Content Manager** assures that all information on the website is current in order to provide the latest information to Club members.—Additionally, the **Website Content Manager** is the conduit for all information flowing from all Club officers, editors and committee chairs to the contracted **Webmaster** who actually enters the data.

TERM LENGTH: two (2) years (June 1 - May 31), renewable in accordance with provisions in the *Bylaws*.

DUTIES

1. Attend **Executive Committee** meetings as an ex officio non-voting member. Attendance is required if a specific invitation is issued.
2. Attend all **Governing Board** Meetings as a full voting member.
3. Work closely with the **President** regarding the substantive content of the website.
4. Determine what upgrades should be made to the website, in cooperation with all members of the **Communications Committee** and the **Elected Officers**. Work with the **Webmaster** to determine a timeline and cost for upgrades and all other anticipated work of the **Webmaster**, adding them to the UWC budget during the budget process for the upcoming year.
5. Oversee the **Webmaster's** workflow and, working with the **Webmaster**, submit itemized reimbursement requests to the **Treasurer**, keeping expenditures within budget.
6. Work with the **Treasurer**, **Second Vice President**, and **Membership Treasurer** to secure all web-based financial transactions and confirm that systems and accounting procedures are accurate.
7. Work with the **Gray Book** and **Newsletter Editors** and **Communications Chair** to convey necessary content posts to the **Webmaster**, keeping the information about the Club, its activities, and its members current.
8. Work with the **Webmaster** to maintain up-to-date contact information for the **Big Ten Women's Clubs**. Provide that information to the **Database Manager** and **President** by mid-September and throughout the year as changes occur.
9. Inform officers of incoming email relevant to them from the website 'Contact Us' page.
10. Maintain a **Website Content Manager's** Notebook containing the Duty Sheet, Annual Reports, and any other documents related to the position. Keep five (5) years of data; after that, as each new year is added, remove and destroy the oldest year's records.
11. Prepare an Annual Report (four copies) reflecting the activity of the past year. One copy goes in the **Website Content Manager** Notebook, one is given to the Communications Chair and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
12. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.
13. Transfer the **Website Content Manger** Notebook to the incoming **Website Content Manager** at the Joint **Governing Board** Meeting or at another convenient time.

SERVICE COMMITTEE CHAIR

The **Service Committee Chair** is responsible for organizing the Club's various volunteer activities.

TERM LENGTH: one (1) year (June 1—May 31, renewable in accordance with provisions in the Bylaws.

DUTIES

1. Attend and present reports at **Executive Committee** and **Governing Board** meetings as required.
2. Review the **Service Committee** files from past years.
3. Call a minimum of three (3) meetings of the **Service Committee** each year to:
 - Discuss anticipated activities for the year
 - Identify potential service activities for the Club
 - Receive requests for service and determine how Club members can participate
4. Share all qualifying proposals with the **Service Committee**. The **Executive Committee** must review those involving financial transactions and organization-level projects for approval of the concept and anticipated processes for implementation.
5. Manage the organization and implementation of new service efforts:
 - a. One-time participation at *any level of the 3-tier framework*. Works with the **3rd Vice President** and **Interest Group Chairs** if service is an **Interest Group** initiative.
 - Describe purpose of activity, OSU contact, date, times.
 - Receive Volunteer Activity Forms from UWC participants.
 - Collate service hours and/or donations on the summary form.
 - b. Ongoing, long-term participation at *any level of the 3-tier framework* may have any of these characteristics: ongoing and repeated; involving financial transactions; identified as an UWC-affiliated project.
 - Describe purpose of the ongoing or repeated activity, OSU contact, date, times.
 - Develop sign up procedure for potential service projects.
 - Submits proposed procedures for on-going, long-term involvements to **Executive Committee** for approval.
 - Ask participants to record name and track service hours, donations of goods, or monetary donations on the Volunteer Activity form.
 - c. **Buckeye Bargains** and **Toymakers** will track their activities and provide a copy of their year-end report to the Chair.

6. Write articles for the *Newsletter* and other appropriate publications to promote projects, including reports of service activities, hours and/or donations.
7. Distribute tracking forms through a variety of means. Receive tracking forms for immediate, one-time service activities and for on-going, long-term involvement activities by May 31. Prepares a summary of the years' service activities.
8. Maintain a Notebook of the years' service activities to pass along to the incoming **Service Committee Chair** at the Joint **Governing Board** Meeting in May. Contents in the Notebook should be maintained for 5 years, then the oldest information removed and destroyed and the newest information added.
9. Prepare an Annual Report in triplicate. One copy goes in the Service Committee Chair's Notebook. The remaining copies are taken to the Joint **Governing Board** meeting for distribution to the **President** and **Historian**.

ADDENDUM: The 3-Tier Framework for Service Opportunities

- **Individual Club Member Level:** This is when an individual in the Club decides to volunteer her time and talents or provide donations for a specific activity to support the OSU community. This activity could be for a one-time event or could be an ongoing (such as weekly) type of activity. The Club member would be volunteering as a UWC member and would be responsible for tracking the hours she volunteers and/or donations she gives in this capacity, and for reporting these activities on a tracking record given once a year to the **Service Committee Chair**. If the Club member's contributions in items or volunteer time are being tracked for another 501(c)3 entity, she cannot submit these contributions for both. There is no mandate for any member to volunteer at this level.
- **Interest Group Level:** Some of the Interest Groups may decide to take on a service project for the University, as a one-time only event or an ongoing activity. These service projects or volunteer opportunities could originate from a variety of sources within the University, such as from the Volunteer Liaison for OSU, or the Outreach Coordinator for the OSU College of Public Health. In these instances, the request would come to the **Service Committee Chair**, who would work with the 3RD Vice President for Interest Groups to contact the appropriate IG. Ideas for serving the OSU community may also come from the Service Committee **or from individual Interest Groups**.
A tracking record of the activity and volunteer hours and/or donations given need to be reported to the **Service Committee Chair**. There is no mandate for IGs to do volunteer work and/or donate items. However, some groups might like to get involved in helping to meet the needs of the OSU community when those needs are relevant for the specific IG.
- **Organizational Level:** This level for Club service and volunteerism is when all the members are invited **by the Service Committee** to participate in an initiative to help meet the needs of the OSU community. Buckeye Bargains is a good example of an organizational volunteer opportunity. UWC might want to participate as an organization in some activity during the OSU Service Month each April in which all members would have an opportunity to serve, if they so desire. For example, we could bring in food items to help stock the Buckeye Food Alliance for students on campus. There is no mandate for members to participate in volunteerism at the organizational level.

SECTION

3

STANDING AND *AD HOC* COMMITTEES

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Communications Committee 51

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Program *see* 1st Vice President.....11 of Section 1

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ACCOUNTING COMMITTEE

The Accounting Committee, which meets annually after the end of the fiscal year, is responsible for gathering and reviewing all tax documents before they are sent to a non-affiliated tax consultant. The outgoing **Treasurer** provides the Committee with all financial records maintained by the **Treasurer**, as well as those for the **Standing and Ad Hoc Committees** and **Interest Groups**. The **Buckeye Bargains Treasurer** provides **Buckeye Bargains** accounts and contributions directly to the Committee. This committee must reconcile **Treasurers'** reports and records, including checkbooks, using bank statements to verify accuracy of the record keeping.

Three main goals are to see that 1) the money is accounted for, 2) the scholarship and other donations are accounted for, and 3) the data is ready for the outside firm to prepare the federal and state tax returns for the Club.

MEMBERSHIP

The committee consists of a Chair, who has previously served on the Committee or as **Treasurer**, and three (3) members at large. Neither the current **Treasurer** nor **Assistant Treasurer** may serve as members of this committee. The **President Elect** appoints the Chair for a one (1) year term and members are appointed for three (3) year staggered terms, with one new member being appointed each year by the **President Elect**. The **President** and **President Elect** do not serve as *ex officio* members of this committee.

DUTIES

1. For the UWC Treasury:
 - a. Using the May checking account statements, reconcile balances on statements against balances in accounts, making allowances for outstanding checks. Inspect checkbook to ensure proper entries. Check for agreement of checkbook with deposit slips and deposit columns of ledger.
 - b. Reconcile balance shown in savings account statements for agreement with ledger and annual financial report.
 - c. Reconcile figures, addition, and subtraction on the annual financial report against ledger column totals.
 - d. Reconcile figures, addition, and subtraction on monthly financial reports against monthly summaries in ledger.
 - e. Reconcile submitted bills and reimbursement vouchers for all checks that are issued and verify that they are recorded under the proper classification in the ledger.
2. Check **Membership Treasurer's** report for number of members, dues paid, and contributions.
3. Check all receipts and disbursements for **Buckeye Bargains** in the ledger against checkbook and bank statements.
4. Check all receipts and disbursements of **Interest Groups** and **Standing and Ad Hoc Committees** in their ledgers against checkbooks and bank statements.
5. Prepare a report of all accounts for the Club **Treasurer** with copies of the complete report for the **President** (present and outgoing), the Accounting Committee, and the **Historian**, and copies of their reports to the **Membership Treasurer** (present and outgoing), **Buckeye**

Bargains Treasurer, and Committee Chairs as appropriate.

6. Return all reviewed documents to the **UWC Treasurer** who, in turn, releases them to a non-affiliated tax consultant who prepares the forms for the IRS.
7. Maintain a Notebook containing the current Duty Sheet, Annual Reports, and a listing of the Chair and members of the Committee for each year, and any other documents related to the Committee. Maintain data for five (5) years; then remove and destroy the oldest year and add the newest.

FINANCE COMMITTEE

The responsibility of this Committee is to oversee the financial status of the Club and its investments. The **Treasurer** and Finance Committee prepare the budget for the coming year and make recommendations on any other financial situation that may arise.

MEMBERSHIP

The Committee is chaired by the **Treasurer** and has five (5) other members, including: the **Assistant Treasurer, Membership Treasurer, Buckeye Bargains Treasurer, Immediate Past Treasurer**, plus a member at large, appointed for a one (1) year term by the **Treasurer** in consultation with the **President**. The **President** and **President Elect** are *ex officio* members of the Committee.

DUTIES

1. Meet to prepare the budget in the spring prior to the Joint **Governing Board** Meeting. It is important that the **President, President Elect**, and incoming **Treasurer** attend the meeting. The **Treasurer** may call additional meetings if necessary.
2. Meet as necessary to review major revisions to the year's approved budget (e.g., single changes over \$2,500).
3. The Chair maintains a Notebook containing the Duty Sheet for the position, the approved Budget for the year, and any other documents related to the position. Maintain for five (5) years; then remove and destroy the oldest year and add the newest.
4. Transfer the Notebook to the incoming Finance Committee Chair at the Joint **Governing Board** Meeting, or at a meeting scheduled at a separate time.

COMMUNICATIONS COMMITTEE

The **Communications Committee** is responsible for creating, soliciting, and maintaining up-to-date information about and for the Club in both paper and electronic formats.

MEMBERSHIP: The **Communications Committee**, overseen by the **Communications Chair**, is composed of the **Communications Chair**, the **Membership Treasurer**, the **Database Manager**, the **Gray Book Editor**, the **Newsletter Editor**, the **Electronic Communications Manager** (MsUWC), and the **Website Content Manager**.

DUTIES

1. Meet throughout the year to coordinate communication with the membership.
2. Devise an overall communications strategy to utilize all available vehicles for communicating with Club membership.
3. Compile information from **UWC Officers** and **Chairs**, ensuring that it is accurate, current, and adherent to brand standards and distribute or post it to appropriate channels.
4. Work closely with the **Gray Book Editor** to identify data to be added to the website. The **Gray Book** information must be provided as soon as available, but not later than mid-August when the publication is sent to the printer.
5. Work with the **President** and **Past President** to update the membership brochure with a print deadline compatible with distribution in summer or no later than the first **General Membership Meeting** in October.
6. Brand UWC across all internal and external platforms and materials.
7. Encourage members to utilize the website as a primary source for current Club information.
8. Work with the **Newsletter Editor**, **Database Manager**, and **Electronic Communications Manager** to keep them aware of both current best practices and the legalities of mass email distribution to assure compliance.

LONG RANGE PLANNING COMMITTEE

The Committee's responsibility is to review and evaluate the Club structure and activities, the duties of the officers and chairs, and current Club practices, while looking ahead toward future needs and recommending changes as appropriate.

Currently uses Publisher software (UWC will provide the software, if not already owned).

MEMBERSHIP

The Committee consists of a Chair who is appointed for a one (1) year term by the **President Elect** and six (6) members, two (2) of whom are appointed each year by the **President Elect**, in consultation with the Chair, for three (3) year staggered terms. The Chair and the members should be familiar with the organizational structure of the Club. The **President** and **President Elect** are *ex officio* members of the Committee.

DUTIES

1. Review Duty Sheets for the **Elected Officers, Appointed Positions, and Standing and Ad Hoc Committee Chairs** at least every five (5) years, or more frequently, if needed. Include revision dates on all pages.
2. Review the *Bylaws* at least every five (5) years, or at the direction of the **Executive Committee**, and propose any necessary *Bylaws* changes to the **Executive Committee**.
3. Send revisions of the documents mentioned in #1 and 2 above to the **Historian** for addition to the Archives.
4. Provide the **Gray Book Editor** with an updated copy of the *Bylaws* in compatible electronic format whenever the *Bylaws* are revised.
5. Proposed amendments to the *UWC Bylaws* are referred to this Committee for study and evaluation of their effect on the general Club structure.
6. Back up all electronic files. (See also #9f below.)
7. Respond to requests concerning current and/or potential Club/member concerns.
8. Survey the membership, as necessary, to keep the Club relevant to members and to anticipate future needs.
9. The Chair:
 - a. Calls an initial Committee meeting no later than November and plans other meetings as needed.
 - b. Replaces the revised portions of the *Scarlet Book* in each of the ten (10) copies of the *Scarlet Book* held by UWC members; provides any revisions completed during the year to the **Historian** to place in the Archives.
 - c. Oversees the transfer of all *Scarlet Books* at the end of each year. (See the following page.)
 - d. Maintains a Notebook containing the Duty Sheet, Annual Reports, Minutes of meetings, and any other documents related to the Committee. Maintain for five (5) years; then remove and destroy the oldest year and add the newest.
 - e. Prepares an Annual Report in triplicate. One (1) copy goes into the Long Range

- Planning Committee Notebook, and the remaining two (2) are taken to the Joint **Governing Board** Meeting for the **President** and **Historian**.
- f. Transfer the Notebook, electronic files and the Chair's copy of the *Scarlet Book* to the incoming Chair at the Joint **Governing Board** Meeting or at a separately scheduled meeting.
 - g. Present a summary report of the year's activities at the Joint **Governing Board** Meeting.

DISTRIBUTION OF SCARLET BOOKS

There are eleven (11) copies of the *Scarlet Book*. Ten are distributed to the Chair and Members of the Long Range Planning Committee, the **President**, the **President Elect**, and the **Nominating Committee Chair**; the remaining copy is housed in **University Archives**. All copies are bound in red three (3) ring notebooks, clearly identified as to ownership, by position:

Long Range Planning Committee Chair. The Chair's copy is passed on to the new Chair when one is appointed.

Long Range Planning Committee Members. Members who are newly appointed to the Committee are given a copy that has been returned to the Chair by a member who is leaving the Committee. The copy is kept by the member for the three (3) years she is on the Committee.

If a member leaves the Committee before the three (3) year term has been completed, the copy is returned to the Chair, who passes it on to the new member who is appointed to complete the remainder of the three (3) year term.

If the full term is completed, the member leaving the Committee returns her copy to the Chair, and it is passed on to one of the members who has been appointed to a new three (3) year term.

President. The President's copy is passed from the outgoing **President** to the incoming **President** along with the President's Gray Box and Notebook.

President Elect. The President Elect's copy is passed from the outgoing President Elect to the incoming President Elect along with the President Elect's Notebook. The President Elect is not to retain the copy she has when moving to the President's position.

Nominating Committee Chair. The Nominating Committee Chair's copy is passed on to the new Chair when one is appointed.

The Long Range Planning Committee Chair is responsible for replacing the revised portions of the *Scarlet Book* in the UWC copies of the document. A copy of any portion of the document that is revised during the year is given to the **Historian** for addition to the **Archives**.

MEMBERSHIP COMMITTEE

The **Membership Committee** performs and coordinates all activities relating to the acquisition and retention of members, maintenance of membership data, and provision of member services.

MEMBERSHIP The Membership Committee is chaired by the **President Elect** and is composed of the following Elected and Appointed Positions: **Database Manager; Membership Treasurer; Immediate Past President**, who is responsible for Recruitment and Retention; **Member Concerns Chair**; and **New Member Introductions Chair**. The **President** is an ex officio member of the **Committee**, with vote.

DUTIES

1. The **Committee** meets once at the beginning of the Club year to coordinate the year's goals and activities, and as needed thereafter.
2. The **Committee** works with the **Membership Treasurer** in June to contact non-renewing members.
3. Duties are assigned as follows:
 - a. See the Duty Sheet for the **Database Manager** under **Appointed Positions**.
 - b. See the Duty Sheet for the **Member Concerns Chair** under **Appointed Positions**.
 - c. See the Duty Sheet for the **Membership Treasurer** under **Elected Officers**.
 - d. See the Duty Sheet for the **New Member Introductions Chair** under **Appointed Positions**.
 - e. See the Duty Sheet for the **Past President** under **Elected Officers** for duties relating to Recruitment and Retention.
4. The Committee Chair:
 - a. Maintains a Notebook containing the Duty Sheet, Annual Reports, Minutes of meetings, and any other documents related to the Committee. Maintain for five (5) years; then remove and destroy the oldest year and add the newest.
 - b. Prepares an Annual Report in triplicate. One (1) copy goes into the Membership Committee Notebook, and the remaining two (2) are taken to the Joint **Governing Board Meeting** for the **President** and **Historian**.
 - c. Passes the Notebook on to the new Chair at the Joint **Governing Board Meeting** in May or at a separately schedule meeting.
 - d. Presents a summary report of the year's activities at the Joint **Governing Board Meeting**.

NOMINATING COMMITTEE

The Nominating Committee selects nominees for the Elected Officers on the **Executive Committee**. The **President** and **President Elect** are not *ex officio* members of this Committee; the Chair and her committee function independently.

MEMBERSHIP

The Committee consists of six (6) elected members serving staggered terms of three (3) years each, and a Chair appointed by the **President Elect** for a one-year term. Two (2) members are elected each year at the Joint **Governing Board** Meeting in May.

1. Six (6) or more individuals from the membership at large are nominated.
2. The two (2) nominees with the most votes are contacted to serve for a period of three (3) years. The names of the remaining nominees are held in reserve in case the elected individual(s) decline to accept.
3. If an elected individual resigns in the beginning of her term, the vacancy will be filled by contacting the list of nominees to ask if one will serve. If none of the nominees will agree to fulfill the vacancy or if the vacancy occurs later in the year, there will be an electronic ballot of the Joint Board to vote on a replacement to complete the term.
4. If a member of the Nominating Committee becomes Chair during her term, the vacancy will be replaced following the regular voting process at the Joint Board meeting.

DUTIES

1. The names of Nominating Committee members are published in the *Gray Book*, and they are introduced at the first **General Membership** Meeting in the fall.
2. The Committee must have its first meeting by mid-November, and meet thereafter as often as necessary.
3. The full Committee is actively involved in the entire nominating process.
4. Requests for names of suggested candidates for the available positions appear in the September/October *Newsletter* and via email sent to all members. All notices include statements that self-nomination is acceptable. The Committee accepts suggestions for Elected Officers from the Club membership by phone, email or in person until all positions are filled, and signed *Letters of Intent* have been received.
5. Duty Sheets are provided to all prospective nominees in electronic or paper format. Prospective Nominees for the position of **President Elect** are provided with the **President's** and **Past President's** Duty Sheets, as well.
6. When contacting prospective nominees, committee members may suggest that former holders of the position may be contacted for additional information; however, they must be discreet, as the names of nominees are to remain confidential until announced at the March **General Membership** Meeting.
7. The *Letters of Intent* confirm that nominees read the appropriate Duty Sheet(s), as well as the *Bylaws Article VI. Elected Officers. Section 5. Duties of Officers* and *Article VIII. Committees. Section 1. Executive Committee*.
8. Signed *Letters of Intent* must be received before the proposed slate of officers can be

presented by the Nominating Committee Chair at the February **Executive Committee Meeting**. Names of proposed nominees must remain confidential until the slate of officers has been presented to the March **General Membership Meeting** the following Monday.

9. Following the February **Executive Committee Meeting**, the **President** provides an article for publication in the April issue to the **Newsletter Editor**. The article lists the slate of officers, and announces that the election takes place at the April **General Membership Meeting**, where there is an opportunity to make additional nominations from the floor, with prior written permission from the proposed nominee(s).
10. At the April General Membership Meeting the Nominating Committee Chair thanks the members of the Nominating Committee for their service; introduces the slate of nominees; and asks for any nominations from the floor, having prior written permission from the proposed nominee.
11. At the May **General Membership Meeting** the Nominating Committee Chair installs the newly elected officers.
12. The Nominating Committee Chair maintains a Notebook containing the Duty Sheet, each year's slate of officers, and other documents related to the Committee's activities. Materials are kept for five (5) years; then remove and destroy the oldest year and add the newest.
13. The Chair prepares an Annual Report in triplicate. One copy goes into the Notebook for the position, and the remaining two (2) are taken to the May Joint **Governing Board Meeting** to go to the **President** and the **Historian**.
14. The Chair transfers the Notebook and her copy of the *Scarlet Book* to the incoming Chair at the Joint **Governing Board Meeting** in May, or at a separately scheduled meeting.

The University Women's Club of The Ohio State University

Letter of Intent/Acceptance of Nomination

I am willing to fulfill the responsibilities of the following position:

___ I have read and understand the responsibilities of officers as outlined in Article VI. Section 5. Duties of Officers and Article VIII. Committees. Section 1. Executive Committee of the *Bylaws of the University Women's Club*.

___ I have been received and read the Duty Sheet for the position and agree to perform the duties as described.

___ I understand this is a one (1) year commitment, beginning June 1 of this year.

Signature _____

Date _____

The University Women's Club of The Ohio State University

Letter of Intent/Acceptance of Nomination

I am willing to fulfill the responsibilities of the following position:

President Elect

___ I have read and understand the responsibilities of officers as outlined in Article VI. Section 5. Duties of Officers and Article VIII. Committees. Section 1. Executive Committee of the *Bylaws of the University Women's Club*.

___ I have received and read the Duty Sheets for the positions of President Elect, President, and Past President and agree to perform the duties of the three (3) positions as described.

___ I understand this is a three (3) year commitment, beginning June 1 of this year with President Elect and followed by President and Past President over the following two (2) years.

Signature _____

Date _____

SERVICE COMMITTEE

The Committee is responsible for coordinating the Club's service activities. The Chair attends the **Executive Committee** to discuss proposals that are service-related activities at the organizational level. A 3-tier system serves as a framework for determining service activities for the Club. (*See addendum for explanation of this framework.*)

MEMBERSHIP

The Committee consists of a Chair who is appointed for a one (1) year term by the **President Elect** and four (4) members, two (2) of whom are appointed each year by the **President Elect**, in consultation with the Chair, for two (2) year staggered terms. The **President** and **President Elect** are *ex officio* members of the Committee.

DUTIES

1. The Committee meets at the beginning of the Club year to discuss the year's goals and meets thereafter to coordinate service activities.
2. The Committee works with the **3rd Vice President**, the OSU Volunteer Office staff and others to develop ideas for service activities.

The Chair:

1. Attends and presents reports at **Executive Committee** and **Governing Board** meetings.
2. Reviews the Service Committee files from past years.
3. Calls a minimum of three (3) meetings of the Service Committee each year to:
 - Discuss anticipated activities for the year
 - Identify potential service activities for the Club
 - Receive requests for service and determine how Club members can participate
4. Shares all qualifying proposals with the Service Committee. The **Executive Committee** must review those involving financial transactions and organizational-level projects for approval of the concept and anticipated processes for implementation.
5. Manages the organization and implementation of new service efforts:
 - a. One-time participation at *any level of the 3-tier framework*. Works with the **3rd Vice President** and Interest Group Chairs if service is an Interest Group initiative.
 - Describes purpose of activity, OSU contact, date, times.
 - Receives Volunteer Activity Forms from UWC participants.
 - Collates service hours and/or donations on the summary form.
 - b. Ongoing, long-term participation at *any level of the 3-tier framework* may have any of these characteristics: ongoing and repeated; involving financial transactions; identified as an UWC-affiliated project.
 - Describes purpose of the ongoing or repeated activity, OSU contact, date, times.

- Develops sign up procedure for potential service projects.
 - Submits proposed procedures for on-going, long-term involvements to **Executive Committee** for approval.
 - Asks participants to record name and track service hours, donations of goods, or monetary donations on the Volunteer Activity form.
- c. Buckeye Bargains and Toymakers will track their activities and provide a copy of their year-end report to the Chair.
6. Writes articles for the *Newsletter* and other appropriate publications to promote projects, including reports of service activities, hours and/or donations.
 7. Distributes tracking forms through a variety of means. Receives tracking forms for immediate, one-time service activities and for on-going, long-term involvement activities by May 31. Prepares a summary of the year's service activities.
 8. Maintains a Notebook of the year's service activities to pass along to the incoming Service Committee Chair at the Joint **Governing Board** Meeting in May. Contents in the Notebook should be maintained for 5 years, then the oldest information removed and destroyed and the newest information added.
 9. Prepares an Annual Report in triplicate. One copy goes in the Service Committee Chair's Notebook. The remaining copies are taken to the Joint **Governing Board** meeting for distribution to the **President** and **Historian**.

ADDENDUM

The 3-Tier Framework for Service Opportunities

Individual Club Member Level

This is when an individual in the Club decides to volunteer her time and talents or provide donations for a specific activity to support the OSU community. This activity could be for a one-time event or could be an ongoing type of activity, such as weekly or monthly. The Club member would be volunteering as a UWC member and would be responsible for tracking the hours she volunteers and/or donations she gives in this capacity, and for reporting these activities on a tracking record given once a year to the Service Committee Chair. If the Club member's contributions in items or volunteer time are being tracked for another 501(c)3 entity, she cannot submit these contributions for both. There is no mandate for any member to volunteer at this level.

Interest Group Level

Some of the Interest Groups may decide to take on a service project for the University as a one-time only event or an ongoing activity. These service projects or volunteer opportunities could originate from a variety of sources within the University, such as from the Volunteer Liaison for OSU or the Outreach Coordinator for the OSU College of Public Health. In this instance the request would come to the **Service Committee Chair**, who would work with the **3rd Vice President** for Interest Groups to contact the appropriate Interest Group. Ideas for serving the OSU community may also come from the Service Committee or from individual Interest Groups.

A tracking record of the activity and volunteer hours and/or donations need to be reported to the Service Committee Chair. There is no mandate for IGs to do volunteer work and/or donate items. However, some groups might like to get involved in helping to meet the needs of the OSU community when those needs are relevant for the specific Interest Group.

Organizational Level

This level for Club service and volunteerism is when all the members are invited by the Service Committee to participate in an initiative to help meet the needs of the OSU community. Buckeye Bargains is a good example of an organizational volunteer opportunity. UWC might want to participate as an organization in some activity during the OSU Service Month in which all members would have an opportunity to serve, if they so desire. For example, we could bring food items to help stock the Buckeye Food Alliance for students on campus. There is no mandate for members to participate in volunteerism at the organizational level.

SECTION
4

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Bylaws of the University Women's Club

Revised October 2019

ARTICLE I. NAME

The name of this organization shall be: **The University Women's Club of The Ohio State University.**

ARTICLE II. PURPOSE

The purpose of The University Women's Club of The Ohio State University, hereafter known as the Club, shall be to promote friendly association among its members; to provide organized opportunities for participation in social, cultural, recreational and intellectual activities; to promote service projects for educational and philanthropic endeavors; and to support interests of the University community.

ARTICLE III. MEMBERSHIP

Section 1. Classes of Membership

Active and Courtesy

Section 2. Active Membership

Any person interested in the activities, well-being and continuance of The Ohio State University and the Club is eligible for membership.

Section 3. Courtesy Membership

A. Included as courtesy members are: the wife of the President of The Ohio State University or the university president if a woman; women members or spouses of members of the Board of Trustees, the Club's fifty (50) year members and persons nominated by the Membership Committee.

B. Courtesy membership with dues waived may also be granted by a majority vote of the Executive Committee.

Section 4. Annual Dues

The Executive Committee shall determine the annual dues. Dues shall be paid in May; failure to pay dues by July 15 shall inactivate membership in the Club and Interest Groups.

Section 5. Requirements for Good Standing

Any individual who has paid dues and all other Club fees and assessments for the Club year, or is a courtesy member, is considered to be a member in good standing.

Section 6. A member deemed to have violated the UWC Conflict of Interest statement, Bylaws, or Duty Sheets will, first, be referred to the Membership Chair for discussion of membership responsibilities. If the issue cannot be resolved by the Membership Chair, the member will be referred to the Executive Committee for possible termination according to the procedure used for removal of an Elected Officer.

ARTICLE IV. GENERAL MEMBERSHIP MEETINGS

Section 1. Meeting Days

The General Membership Meetings of the Club shall be held on the first Monday of the Month, October through May, with the exception of January.

Section 2. Annual Meeting

The Annual General Membership Meeting shall be held the first Monday of May.

Section 3. Special Meetings

The Executive Committee shall have the authority to call special meetings should the need occur.

ARTICLE V. GOVERNING BOARD

Section 1. Composition

- A. The elected officers, appointed positions, chairs of the Standing and Ad Hoc Committees, and chairs of Interest Groups shall constitute the Governing Board, hereafter referred to as the Board.
- B. The president of the Club serves as chair of the Board.

Section 2. Powers

- A. The Board shall approve the formation of Interest Groups.
- B. During the Joint Board Meeting, the incoming Board shall elect two (2) members to the Nominating Committee. Attendees shall make nominations from the general membership, with the two (2) individuals receiving the most votes being elected.
- C. The incoming Board shall vote on the proposed Club budget for the coming year.

Section 3. Rules of Conduct

- A. The Annual Board Meeting of the Club shall be held as a Joint Board Meeting with the incoming Board after the Annual General Membership Meeting in May.
- B. Additional Board Meetings shall be convened whenever business of the Club indicates and/or when called by the president.
- C. Actions of the Board shall be reported in an issue of the *Newsletter*.
- D. Members of the Board shall not be held personally liable for the obligations of the organization.

ARTICLE VI. ELECTED OFFICERS

Section 1. Officers

- A. The wife of the President of the University or the university president if a woman, shall be invited to be the Honorary President of the Club.
- B. The elected officers of the Club shall be President, President Elect, Past President, First Vice President (Programs), Second Vice President (Hospitality), Third Vice President (Interest Groups), Membership Treasurer, Recording Secretary, Treasurer and Assistant Treasurer.
- C. These elected officers shall constitute the Executive Committee of the Club.

Section 2. Qualifications of Elected Officers

Any active member of the Club in good standing is eligible to serve as an elected officer of the Club.

Section 3. Nomination of Elected Officers

- A. The Nominating Committee will present the slate of officers to the Executive Committee at its February meeting.
- B. Nominations may be made from the membership at large by written petition of ten members with the written permission of the nominee and must be received before the nominations are closed.
- C. Nominations may be made from the floor, with the written or in person permission of the nominee.

Section 4. Election of Officers, Term of Office, Time at Which Term Begins

- A. The slate of officers for the coming year shall be announced at the March General Membership Meeting.
- B. The slate shall generally be elected by a show of hands at the April General Membership Meeting; the option also exists to vote by written ballot (either print or electronic) at the direction of the Executive Committee as appropriate. A positive vote of a simple majority of those present at a meeting, or of those voting by written ballot, will be needed for election.
- C. All officers shall be installed at the Annual General Membership Meeting in May.
- D. All officers shall be elected for a term of one year.
- E. No elected officer shall serve in the current position for more than four (4) consecutive years, unless approved by the Executive Committee upon recommendation from the Nominating Committee.
- F. All terms of office shall begin June 1.

Section 5. Duties of Officers

- A. Officers shall perform the duties included in the *Duty Sheets* and by the parliamentary authority adopted by the Club.
- B. The president shall be the chair of the Executive Committee.
- C. All officers, having signed a *Letter of Intent*, have signified agreement to participate fully in the governance of the Club, acknowledging that meetings of the Executive Committee are *not* an optional activity.
- D. Failure to comply with the provisions of Section 5.C above can result in an officer being removed from that office on a vote by the Executive Committee on the grounds of noncompliance. Replacements will be selected either by appointment or election, as appropriate. (See Section 6 below)

Section 6. Filling Vacancies

- A. The president has the authority to appoint new officers to fill any and all vacancies on the Executive Committee, except for President Elect.
- B. Should the office of President Elect become vacant, the Nominating Committee shall make a recommendation for a successor and this choice shall be presented and voted on at the next General Membership Meeting, or by a mail ballot (print or electronic). A positive vote of a simple majority of those present at a meeting, or of those voting by written ballot, will be needed for election.

ARTICLE VII. APPOINTED POSITIONS

Section 1. Appointed Positions

- A. The President Elect shall make the following appointments: the chair(s) of Buckeye Bargains, the Communications Chair, the Database Manager, the *Gray Book* Editor, the Historian, the Member Concerns Chair, the New Member Intro Chair, the *Newsletter* Editor, the Parliamentarian, and the Website Content Manager.
- B. These positions shall be *ex officio* members of the Executive Committee, with the exception of the Parliamentarian. (See Article XI). Section 2 and Article VIII. Section 5. B)

ARTICLE VIII. COMMITTEES

Section 1. Executive Committee

- A. The elected officers of the Club shall serve as the Executive Committee; the Appointed Positions and Chairs of Committees shall serve as *ex officio* members.

- B. The president of the Club shall be the chair.
- C. The Executive Committee shall meet on the Monday preceding the General Membership Meetings, unless otherwise announced, and transact all necessary business, including the voting of monies.
- D. Two-thirds of the elected members of the Executive Committee shall constitute a quorum for the transaction of business either in person or electronically.
- E. The Executive Committee shall be empowered to create new committees, as needed.
- F. If business needs to be transacted between regularly scheduled meetings, a special meeting may be called, or the matter handled by electronic discussion and vote.

Section 2. Nominating Committee

- A. The President Elect shall appoint a chair to serve a one (1) year term.
- B. The Chair of the Nominating Committee shall be an *ex officio* member of the Executive Committee.
- C. Members of the Nominating Committee must be members in good standing of the Club. Two (2) new members are to be nominated and elected by the incoming Board members at the Joint Board Meeting each year.
- D. Those elected will serve a term of three (3) years each.
- E. Terms are rotational with two (2) members leaving and two (2) members being added each year.

Section 3. Standing Committees

- A. Standing committees are created through a Motion to Commit by a member of a quorum present at an Executive Committee meeting. This action requires a second, can be debated and amended, and for adoption, requires a two-thirds vote of those members in attendance.
- B. Chairs of Standing Committees shall be appointed by the President Elect.
- C. Chairs of Standing Committees shall be *ex officio* members of the Executive Committee.

Section 4. Ad Hoc Committees

- A. *Ad Hoc* committees serve a particular purpose, are created through adoption of a Motion to Commit, as described in Section 3 above, and will only exist until their work is finished and their reports have been submitted.
- B. Chairs of *Ad Hoc* committees shall be *ex officio* members of the Executive Committee.

Section 5. Ex officio membership

- A. The president shall be an *ex officio* member of all committees except the Nominating Committee
- B. Appointed positions and chairs of Standing and *Ad Hoc* Committees shall be *ex officio* members of the Executive Committee.
- C. *Ex officio* members are not obligated to attend meetings, unless specifically invited by the chair; will have a voice, but no vote; and are not counted in determining the quorum of the committee.

Section 6. Responsibilities of Standing and Ad Hoc Committee Chairs

- A. See that all committee members, including the *ex officio* members, are notified of the date, time and place of every meeting.
- B. Familiarize committee members with their exact duties and help them to obtain information needed to accomplish the committee's purpose.
- C. Provide updates at the Executive Committee meetings.

ARTICLE IX. INTEREST GROUPS

Section 1. Establishment

When ten (10) or more members in good standing wish to establish an Interest Group for any special purpose, a petition is to be submitted to the Executive Committee for forwarding to the Board for approval at the Joint Board Meeting in May or at a special meeting. It is preferred that the chosen meeting day and time of the new interest group not conflict with an already established Interest Group. After approval by the Board, the Operating Procedures document of the new Interest Group is to be submitted to the Long Range Planning Committee for review.

Section 2. Membership

All members of Interest Groups must be members of the Club in good standing.

Section 3. Governance

- A. Interest Groups shall conform to the Operating Procedures that define their activities within the boundaries of the *Bylaws* of the Club.
- B. The parliamentary authority of the Interest Groups shall be the current edition of *Roberts Rules of Order, Newly Revised*.
- C. The Interest Group shall determine and elect that set of officers and positions necessary for the administration of the group. At a minimum, each group must have a chair.
- D. Interest Group chairs are automatically members of the Board and are expected to participate as requested by the president of the Club or the Executive Committee.
- E. Fees shall be an option of each Interest Group, to be set within their program requirements.
- F. Each Interest Group shall provide to the Third Vice President of the Club annual documentation of its activities as specified in the Interest Group Operating Procedures.

Section 4. Dissolution

In the event of dissolution of an Interest group, all funds left in the treasury shall be donated to The University Women's Club of Ohio State Scholarship Fund.

ARTICLE X. QUORUM

Section 1. Defining a Quorum

- A. For the Executive Committee two-thirds of the elected members shall constitute a quorum for the transaction of business in person or electronically.
- B. For all other Standing and *Ad Hoc* Committees two-thirds of the membership shall constitute a quorum for the transaction of business.
- C. For the Board, the Interest Groups, and the General Membership Meetings a quorum shall consist of the members present.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. Rules

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these *Bylaws* and any special rules of order the Club may adopt.

Section 2. Parliamentarian

A Parliamentarian may be appointed by, and serve at the pleasure of, the president and shall be a non-voting member of the Executive Committee and the Board, unless already a member of the Executive Committee in another capacity.

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. Procedure

- A. The Long Range Planning Committee shall be responsible for review of the *Bylaws* at the direction of the Executive Committee. Recommendations will be forwarded to the Executive Committee for approval.
- B. Voting on the proposed amendments by the Executive Committee requires the presence of a quorum, and passage will be by a two-thirds vote of those present. (See also Article X)
- C. Proposed amendments approved by the Executive Committee will be forwarded to the Board for approval at the Joint Board meeting or at a special meeting called by the President. Passage will be by a majority vote of the members present.
- D. Amendments approved by the Board will be forwarded to the general membership for approval. Written notice of the proposed change(s) must be provided via the *Newsletter* or separate mailing (print or electronic) at least two weeks prior to the General Membership Meeting at which a vote will be taken.
- E. Passage at the General Membership Meeting will be by a majority vote of the members present.

ARTICLE XIII. DISSOLUTION

Section 1. Dissolution

Upon dissolution of any part of the Club (e.g., Interest Groups, Committees), or the Club itself, all monies in the treasury of said part should be donated to The University Women's Club of Ohio State Scholarship Fund.

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INTEREST GROUP CHAIR

Interest Groups (IG) are the heartbeat of the University Women's Club, and each IG Chair plays a vital role in assuring the sustainability and growth of the Interest Group on behalf of its members. The Interest Group Chair holds responsibilities for both the health and welfare of the Interest Group as well as reporting and advisory duties to the UWC Executive Committee. Duties are assigned to address both roles.

TERM LENGTH: one (1) year (June 1 - May 31)

TERM LIMIT: one (1) year: requests for exceptions may be presented to the **Third Vice President** for arbitration and approval, with a maximum term of two (2) years.

DUTIES:

1. At the first UWC luncheon in the fall, space is set aside for an Interest Group Fair. The goal of the Fair is to acquaint new members, and remind continuing members, of the role and value of each Interest Group. It is incumbent upon the Chair to promote the value of her Interest Group. The Fall Fair is an important venue; each Interest Group Chair provides a table display representing the activities of her Interest Group. The display is staffed by the Chair or her designee. *Note:* The **Third Vice President** makes logistical arrangements and provides 1) table space, 2) a sign, and 3) a sign-up sheet for each Interest Group.
2. Maintain good standing of the group by ensuring that all participants are members of UWC. File group rosters with the **Database Manager** by November 30. Cooperate with the Interest Group and **UWC Membership Treasurer** in collecting unpaid dues. If dues are not paid, advise the individual that she is no longer eligible to attend meetings of the Interest Group.
3. Attend all meetings of the Chairs called by the **Third Vice President** or send a designee.
4. Administer the Interest Group using the guidelines in Article IX. Interest Groups of the *UWC Bylaws* and the Duties shown in this document.
5. Report to the Interest Group membership information on Club matters provided by the **Third Vice President**.
6. Ensure the election of officers for the Interest Group by the end of April. Provide the name(s) of the Chair or Co-Chairs for the coming year to the **Third Vice President**. That information will be forwarded by the **Third Vice President** to the **President** for inclusion in the program for the May Joint **Governing Board** Meeting.
7. Ensure that:
 - a. A financial report is submitted to the **Club Treasurer**, even if no money is managed.
 - b. A current roster is supplied to the **Database Manager**.
 - c. The schedule of events and officers for the upcoming year is provided to the **Gray Book Editor**.

Copies of all documents go to the **Third Vice President** and must be received by the end of the fiscal year on May 31.

8. Notify the **President Elect** immediately of the death of a member or a member's immediate family so that an appropriate letter can be sent from the Club.
9. Ensure that Interest Group members' needs are met. This includes notifying the **Member Concerns Chair** of reported illness or other concerns as quickly as possible so that appropriate action can be taken.
10. Work with the **Third Vice President** on the development of Interest Group Level service projects or volunteer opportunities.
11. Ensure the submission of news and/or photos of the group to the **Newsletter Editor, Communications Chair, and/or Webmaster**, as appropriate.
12. Designate an Electronic Communication Liaison, who may be either herself or another member of the Interest Group, to ensure that communication and reporting are timely within and among the members. Provide the name of this designee by the end of April to the **Third Vice President**, who will compile an electronic database of all communications liaisons.
13. Attend the end of year Joint **Governing Board** Meeting or send a designee.
14. Maintain a Notebook containing the Duty Sheet, Annual Reports, and any other documents related to the position. Keep five (5) years of data; as each new year is added, remove and destroy the oldest year.
15. Prepare an Annual Report, in triplicate, reflecting the activity of the past year. One copy goes in the Chair's Notebook, and the remaining copies are taken to the Joint **Governing Board** Meeting for distribution to the **President** and **Historian**.
16. Transfer the Notebook to the incoming Chair at the Joint **Governing Board** Meeting or at another time that is mutually convenient.
17. Present a summary of the year's activities at the Joint **Governing Board** Meeting, if requested.

INTEREST GROUP TREASURER

If the Interest Group maintains a treasury, the Interest Group Treasurer plays a vital role in assuring the sustainability of the Interest Group on behalf of its members. The Interest Group Treasurer must work in close cooperation with the Chair in maintaining accurate financial records, as well as providing prompt and accurate reports.

TERM LENGTH: one (1) year (June 1 – May 31)

TERM LIMIT: three (3) years: exceptions must be presented to the **Third Vice President** for arbitration and approval.

DUTIES:

1. Complete the Treasurer's Report Form and assure its timely submission to the **Club Treasurer** at the end of the fiscal year.
 - a. Submit a Treasurer's Report even if there is a zero balance.
 - b. Ensure that the final balance of the previous year is the same as the beginning balance of the current year, if the group handles monies.
 - c. Maintain a record of all receipts and disbursements (cash or in kind) and provide it to the **Club Treasurer** before the end of the fiscal year.
 - d. Record monies spent after May 31 on the next years' records.
2. Cooperate with the Chair and the **Membership Treasurer** in collecting unpaid dues to maintain good standing of the group.
3. Assist in the administration of the Interest Group using the guidelines in Article IX. Interest Groups of the *UWC Bylaws*.
4. Report on financial activities to the Interest Group membership at monthly meetings, as appropriate.
5. Work with the Chair in overseeing the selection of a new Interest Group Treasurer

Under ARTICLE IX of the *Bylaws of The University Women's Club*

(INTEREST GROUP NAME)

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is _____.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of _____ are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of _____ or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of _____ or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of _____ are held _____.
2. If expenses related to the purpose and activities of _____ are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of _____ are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of _____ the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

ACTIVE ADVENTURERS

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to have fun and develop friendships while exploring the outdoors at an active pace.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Active Adventurers are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Active Adventurers or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Active Adventurers or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Active Adventurers are at 10:00 a.m. days vary.
2. If expenses related to the purpose and activities of Active Adventurers are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Active Adventurers are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Active Adventurers the current balance in the treasury is donated to the University Women's Club Scholarship Fund

Under ARTICLE IX of the *Bylaws of The University Women's Club*

ANTIQUES

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is the appreciation of antiques and historic places.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Antiques are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Antiques or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Antiques or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Antiques are held on the third Tuesday at 1:00 p.m.
2. If expenses related to the purpose and activities of Antiques are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Antiques are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Antiques the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

ART

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is a study of art appreciation including trips, speakers, book reviews, visits to private art collections and artists' studios.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Art are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Art or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Art or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Art are held on the second Tuesday at 1:15 p.m.
2. If expenses related to the purpose and activities of Art are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Art are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Art the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

BRIDGE 101

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to learn to play bridge in an informal atmosphere.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Bridge 101 are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Bridge 101 or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Bridge 101 or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Bridge 101 are held on the second Thursday at 1:30 p.m.
2. If expenses related to the purpose and activities of Bridge 101 are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Bridge 101 are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Bridge 101 the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

WOMEN'S FIRST TUESDAY BRIDGE

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to enjoy an informal afternoon of bridge in members' homes.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Women are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Women's First Tuesday Bridge or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of First Tuesday Bridge or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of First Tuesday Bridge are held on the first Tuesday at 1 p.m.
2. If expenses related to the purpose and activities of First Tuesday Bridge are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of First Tuesday Bridge are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of First Tuesday Bridge the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

WOMEN'S SECOND TUESDAY BRIDGE

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to play bridge in an informal atmosphere in members' homes.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Women's Second Tuesday Bridge are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Women's Second Tuesday Bridge or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Women's Second Tuesday Bridge or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Women's Second Tuesday Bridge are held on the second Tuesday at 12:30 p.m.
2. If expenses related to the purpose and activities of Women's Second Tuesday Bridge are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Women's Second Tuesday Bridge are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Women's Second Tuesday Bridge the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

CINEMA

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to enjoy and discuss movies and to provide social interaction.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Cinema are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Cinema or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Cinema or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Cinema are held on the fourth Thursday, time varies.
2. If expenses related to the purpose and activities of Cinema are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Cinema are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Cinema the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

COSMOPOLITAN

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to foster friendship among members, to encourage interest and knowledge about cultural traditions of peoples around the world.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Cosmopolitan are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Cosmopolitan or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Cosmopolitan or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Cosmopolitan are held on the third Thursday at 1:15 p.m.
2. If expenses related to the purpose and activities of Cosmopolitan are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Cosmopolitan are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Cosmopolitan the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

DAY TRIPPERS

Operating Procedures

OBJECTIVE OR PURPOSE

The purpose of this Interest Group is to explore our world within a one-day trip.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

- A. The officers of the *Day Trippers IG* shall be a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
- B. The Chair of the *Day Trippers IG* or her designee shall represent the group at all meetings called by the Third Vice President. No single individual shall represent more than one (1) IG, and each IG will have a single vote.
- C. The Chair of the *Day Trippers IG* or designee, shall represent the group as a member of the Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
- D. Operating documents for the current year, as well as a schedule of events and officers for the coming year for the *Day Trippers IG* shall be submitted to the Third Vice President of the Club by the end of the fiscal year.
- E. The latest edition of *Robert's Rules of Order* shall be the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

- A. The regular meetings of *Day Trippers IG* shall be held the **2nd Friday** of the month. Times vary depending on the trip.
- B. If expenses related to the purpose and activities of *Day Trippers IG* are accrued, the group will determine appropriate dues and/or fees.

AMENDMENTS

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of *Day Trippers IG* shall be amended by a two-thirds vote of either, 1) those in attendance at a regular meeting of the group or, 2) respondents to an electronic ballot. All members must have received, 1) advance notice of the proposed amendment and, 2) the time and place of the meeting where the vote will be taken or the deadline for an electronic vote. Amendments are subject to approval by the Board of the Club.

DISSOLUTION

In the event of dissolution of the *Day Trippers IG*, the current balance in the treasury shall be donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

EVENING DRAMA

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to read and discuss plays performed by the members of the group

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Evening Drama are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Evening Drama or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Evening Drama or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Evening Drama are held on the Third Wednesday at 7:30 p.m.
2. If expenses related to the purpose and activities of Evening Drama are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Evening Drama are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Evening Drama the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

GARDEN

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to explore the beauty of gardens and the joy of gardening.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Garden are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Garden or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Garden or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Garden are held on the second Wednesday at 1:30 p.m.
2. If expenses related to the purpose and activities of Garden are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Garden are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Garden the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

GENEALOGY

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to leave an heirloom for our children and grandchildren, learn the fundamentals of genealogy, and investigate new approaches to searching our ancestry.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Genealogy are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Genealogy or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Genealogy or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Genealogy are held on the first Thursday at 1:00 p.m.
2. If expenses related to the purpose and activities of Genealogy are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Genealogy are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Genealogy the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

GOURMET

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to encourage interest in gourmet food preparation and friendship among members.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Gourmet are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Gourmet or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Gourmet or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Gourmet are held on the second Monday at 11:30 a.m.
2. If expenses related to the purpose and activities of Gourmet are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Gourmet are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Gourmet the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

HEALTH AND WELLNESS

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to explore issues surrounding health and wellness, both individual and population-based.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Health and Wellness are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Health and Wellness or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Health and Wellness or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Health and Wellness are held on the third Wednesday at 1:30 p.m.
2. If expenses related to the purpose and activities of Health and Wellness are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Health and Wellness are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Health and Wellness the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

INTERNATIONAL DINING

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to enjoy conversation and camaraderie as we dine on cuisines of different countries and cultures.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of International Dining are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of International Dining or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of International Dining or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of International Dining are held on the second Saturday at 7:00 p.m.
2. If expenses related to the purpose and activities of International Dining are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of International Dining are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of International Dining the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

LITERATURE

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to increase interest in all phases of literature through programs, reading and discussion and to promote fellowship among members.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Literature are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Literature or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Literature or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Literature are held on the third Friday at 1:15 p.m.
2. If expenses related to the purpose and activities of Literature are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Literature are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Literature the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

LUNCH BUNCH

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to foster friendships over lunch.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Lunch Bunch are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Lunch Bunch or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Lunch Bunch or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Lunch Bunch are held on the fourth Monday at 12:30 p.m.
2. If expenses related to the purpose and activities of Lunch Bunch are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Lunch Bunch are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Lunch Bunch the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

MUSIC

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to enjoy music through listening and participation. A scholarship is given to an OSU music student each year

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Music are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Music or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Music or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Music are held on the third Monday at 1:00 p.m.
2. If expenses related to the purpose and activities of Music are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Music are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Music the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

MYSTERY BOOK CLUB

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to explore fiction and nonfiction in a congenial setting.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Mystery Book Club are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Mystery Book or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Mystery Book or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Mystery Book are held on the first Friday at 4:00 p.m.
2. If expenses related to the purpose and activities of Mystery Book are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Mystery Book are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Mystery Book the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

OUT FOR DINNER!

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to provide an opportunity to enjoy fine food and fellowship over dinner.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Out for Dinner! are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Out for Dinner! or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Out for Dinner! or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Out for Dinner! are held on the second Thursday at 6:00 p.m.
2. If expenses related to the purpose and activities of Out for Dinner! are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Out for Dinner! are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Out for Dinner! the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

SCRIBBLERS

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to stimulate and support creation of the written word.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Scribblers are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Scribblers or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Scribblers or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Scribblers are held on the fourth Friday at 10:00 a.m.
2. If expenses related to the purpose and activities of Scribblers are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Scribblers are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Scribblers the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

TOYMAKERS

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to make stuffed toys for ill or injured children.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Toymakers are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Toymakers or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Toymakers or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Toymakers are held on the first Wednesday from 10:00 a.m. to 2:00 p.m.
2. If expenses related to the purpose and activities of Toymakers are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Toymakers are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Toymakers the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

WINE TASTING

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to learn about and explore the wines of the world.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Wine Tasting are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Wine Tasting or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Wine Tasting or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Wine Tasting are held on the fourth Wednesday at 4:30 p.m.
2. If expenses related to the purpose and activities of Wine Tasting are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Wine Tasting are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Wine Tasting the current balance in the treasury is donated to the University Women's Club Scholarship Fund.

Under ARTICLE IX of the *Bylaws of The University Women's Club*

YARNS AND STITCHES

Operating Procedures

OBJECT OR PURPOSE

The purpose of this Interest Group is to create and nurture friendship through sharing needlework skills at every level of expertise.

MEMBERSHIP

All members of this Interest Group must be members of the UWC in good standing.

GOVERNANCE

1. The officers of Yarns and Stitches are a Chair or Co-chairs, plus any additional positions needed for the operation and activities of the group.
2. The Chair of Yarns and Stitches or her designee, represents the group at all meetings called by the Third Vice President. No individual represents more than one (1) Interest Group, and each group has a single vote.
3. The Chair of Yarns and Stitches or designee, represents the group as a member of the Governing Board of the Club, and as such is expected to attend all Board meetings called by the Club President.
4. Provide a detailed financial report to the Club Treasurer, a current roster to the Database Manager, and a schedule of the events and officers for the upcoming year to the *Gray Book* Editor. Copies of all documents go to the Third Vice President and must be received by the close of the fiscal year.
5. The latest edition of *Robert's Rules of Order* is the parliamentary authority of the group.

MEETINGS, DUES, AND FEES

1. The regular meetings of Yarns and Stitches are held on the third Wednesday at 10:00 a.m.
2. If expenses related to the purpose and activities of Yarns and Stitches are needed, appropriate dues and/or fees are determined by the group.

CHANGES TO OPERATING PROCEDURES

Changes concerning the Name, Purpose, Meeting Day or Meeting Time of Yarns and Stitches are decided by a two-thirds vote of either 1) those in attendance at a regular meeting of the group or 2) respondents to an electronic ballot. All members must have received 1) advance notice of the proposed change and 2) the time and place of the meeting where the vote will be taken, or the deadline for an electronic vote. Once the change is approved by the membership, notify the Third Vice President who in turn informs the President and the *Gray Book* Editor of the change.

DISSOLUTION

In the event of dissolution of Yarns and Stitches the current balance in the treasury is donated to the University Women's Club Scholarship Fund.