

**CONSTITUTION OF THE  
NEW MEXICO STATE UNIVERSITY  
WOMEN'S CLUB**

Revised April 7, 2011

**ARTICLE I. NAME**

The name of the organization shall be *New Mexico State University Women's Club*.

**ARTICLE II. PURPOSE**

The purpose shall be to encourage sociability, promote common interests among women in the University community, and aid newcomers (first academic year) in becoming acquainted and oriented.

**ARTICLE III. MEMBERSHIP**

Section 1.

There shall be two (2) membership categories: Paid NMSU Affiliated Member and Honorary Member.

Section 2.

Membership shall be open to women associated with New Mexico State University: faculty/staff, spouse of faculty/staff, current or retired; parent of current or former student; alumni.

Section 3.

Honorary Member: interested women who do not qualify as "affiliated" through the above choices. Note: the entire amount of Honorary Member dues will be applied to the scholarship fund. Honorary members cannot hold an office nor have voting privileges. An Honorary Member can be part of and be appointed Chair of an Interest Group.

Section 4.

Temporary substitutes may be arranged when necessary to carry out the interest group function.

**ARTICLE IV. FEES**

All members shall pay annual dues for the academic year (due by October 1). Dues may be paid at the spring meeting for the following fall.

**ARTICLE V. VOTING**

Section 1.

Only Paid NMSU Affiliated Members will have full voting privileges.

Section 2.

If there is a proposed change in the constitution, notice shall be issued to all members at least 30 days prior to a vote.

**ARTICLE VI. OFFICERS, EXECUTIVE COMMITTEE AND EXECUTIVE BOARD**

Section 1.

Elected officers shall consist of the following:  
President, Vice-President, Secretary, and Treasurer.

Section 2.

The Executive Committee shall consist of the following:  
President, Vice-President, Secretary, and Treasurer

Section 3.

The Executive Board shall consist of the elected officers, the Historian, and the Chairmen of the committees described in Article VII and the Past President as an ex-officio member.

Section 4.

Elected officers shall serve for a term of two (2) years, commencing the day of election. President and Secretary will be elected in odd numbered years and Vice President and Treasurer in even numbered years.

Section 5.

In the event any office shall become vacant, the President, in consultation with the Executive Committee, shall select a replacement. If the office of President becomes vacant, the Vice-President will assume that position.

**ARTICLE VII. DUTIES OF OFFICERS, EXECUTIVE COMMITTEE AND EXECUTIVE BOARD**

Section 1.

The President will preside at meetings, appoint chairmen for the club activities, call meetings of the Executive Committee and the Executive Board whenever deemed necessary, and shall be advised concerning Club matters.

Section 2.

The Vice-President will preside in the absence of the President and serve as program coordinator.

Section 3.

The Secretary will keep records of all meetings and handle correspondence, i.e., sympathy, courtesy, etc.

Section 4.

The Treasurer will collect dues and keep an account of all monies received and disbursed, and give a financial report to the membership at all general and Executive Board meetings during the year. Disbursements will require the signature of the Treasurer, with written approval of the President. The Treasurer's books shall be audited each year by an ad hoc committee of two appointed by the President.

Section 5.

The Historian will collect and turn over to the Archive section of NMSU Library anything of historical interest, i.e., newsletters, minutes of general and Executive Board meetings, pictures of Interest Groups and NMSU Women's Club activities.

Section 6.

The Publicity Chairman will be responsible for distributing information to the media.

Section 7.

The Membership Chairman will encourage membership, and is responsible for compiling and distributing a directory of all paid members.

Section 8.

The Interest Group Chairman shall coordinate and give recognition to all existing interest groups as well as encourage the formation of new groups.

Section 9.

The Executive Committee shall be responsible for determining the annual budget, based on available funds.

## **ARTICLE VIII. MEETINGS**

### Section 1.

Meetings may be called at the discretion of the President in consultation with the Executive Committee. There will be a general meeting in the spring for the purpose of election of officers.

### Section 2.

Notice of the first meeting will be sent to paid members from the previous year and new faculty, professional staff and/or spouses. Thereafter, notices of meetings and activities will go to all members who have paid their dues.

## **ARTICLE IX. ELECTIONS**

### Section 1.

A Nominating Committee shall consist of five (5) members to be appointed by the Executive Committee. This committee will select a candidate for the offices of president, vice-president, secretary and treasurer. The slate of nominees will be presented to the membership at the spring general meeting (Article VIII, Section 1).

### Section 2.

Nominations may be made from the floor with the permission of the nominee.

### Section 3.

Officers must be elected by a majority of members present.

## **ARTICLE X. INTEREST GROUPS**

### Section 1.

Participation in interest groups shall be limited to paid members and invited guests of the club (Article III). The interest group leaders may invite guests in order for that particular group to complete its function.

### Section 2.

Interest groups shall be formed with the approval of the Executive Committee whenever sufficient interest is expressed.

### Section 3.

An interest group leader will be selected by the members of the group. Leaders of new interest groups may be appointed by the Interest Group Chairman.

## **ARTICLE XI. DISBANDMENT**

Should the decision to disband the NMSU Women's Club be made, the remaining funds, after all outstanding bills are paid, will be distributed by a majority vote of members present.

## **ARTICLE XII. AMENDMENTS TO THE CONSTITUTION**

### Section 1.

Proposals for an amendment to the constitution may be made by any member and shall be presented to the Executive Committee in writing.

### Section 2.

Proposals for an amendment deemed by the Executive Committee to warrant consideration will be sent to all members at least 30 days before a vote is taken.

### Section 3.

A majority Vote of all votes cast will be required to adopt an amendment.