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

ARTICLE II  Purpose
The purpose of the organization shall be to promote the cultural, educational, social, and intellectual interests of its members through programs and events that enhance communications and networking among members. (See Article VIII Section 3 Program Committee)

ARTICLE III  Officers and Director
Section 1. Officers
The officers of the U Club shall be a President, Vice President/President-Elect, Secretary and Treasurer. Co-officers are also permissible. The term of office for the President and Vice President President/Elect is one year in each office for a combined total of two years. The secretary and treasurer each serve two years. Each officer’s term coincides with the fiscal year (see Article IX Section 1) and they will serve until a successor is elected. These officers form the executive committee.

Section 2. Board of Directors
The board of directors includes elected members, appointed members, and other members as needed below.
A. Elected members of the Board of Directors are:
   1. the officers (see Article III Section 1)
   2. the president and first vice president of each constituent club (see Article VI)
B. The president appoints the chairs of standing committees (see Article VIII) as well as at-large members who serve one year unless re-appointed by the following president.
C. Other members of the Board of Directors are:
   1. past president of the U Club for the year following the year served as president as well as an additional term if the previous president is unable to serve as past president
   2. chief executive of the Indiana Memorial Union
   3. U Club manager

Section 3. Nomination and Election of Elected Members of the Board of Directors
The president along with the vice president will form a nominating committee to select candidates for the next year’s board of directors. The nominating committee will present a nominee for each elected office at least 10 days before the annual business meeting of the U Club. The listing of nominees will be available in the U Club office as well as by newsletter, mail or email. Election of officers shall be conducted at the annual membership business meeting (see Article VII Section 1). Additional nominations may be made from the floor at the meeting. If there is more than one candidate for an office, the candidate receiving a majority of votes cast is elected. If no candidate receives a majority, the candidate with the least number of votes is dropped and a new vote is taken. This process is repeated until a candidate receives a majority. The period between nomination, election, and installation provides time for thorough orientation, transition, and planning by new board members.

Section 4. Removal
The removal of any member of the board shall be considered upon petition of three or more board members for reasons such as excessive absence from meetings, failure to complete assigned tasks, or the conviction for violating local, state, or federal laws. The individual(s) (herein referred to as board member) against whom the petition for removal has been filed will be notified 20 days prior to any notice of the board meeting where the petition will be on the agenda. The board member under consideration
for removal shall be notified by telephone using the phone number on record for U Club. A confirming
email will be emailed to the address of record. The board member subject to this petition has:
1. the right to appear before the board at the next board meeting, or
2. submit resignation letter to the office manager no later than 2 p.m. on the day before the agenda
is scheduled to be emailed which is normally 7 days prior to the board meeting

Section 5. Vacancies
Any vacancy, except in the presidency, shall be filled by appointment by the board of directors. Such an
appointment is for the remainder of the unexpired term of the position. If the office of president
becomes vacant, the vice president shall immediately become president.

Section 6. Powers and Duties
A. Officers will perform customary duties including the duties specified in Articles VIII and IX.
B. The executive committee by majority vote may enter into contracts and incur obligations for the U
Club as authorized or directed by the board of directors. (The duties of the executive committee are
described in Article VIII Section 1.)
C. The Board of Directors shall:
   1. establish dues and fees
   2. establish rates for rental of the U Club’s rooms, facilities, and services
   3. have general supervision and management of the funds and properties of the U Club
   4. guide and direct the officers and committees in conducting the business of the U Club
   5. receive and act on committee recommendations
D. The president shall, at the annual membership business meeting, present a report of activities
during the year, plans for the future of the club, and the financial status of the club.
E. The U Club manager operates the club on a day-to-day basis assisting the leadership of the U Club, its
constituent organizations, and special interest groups in planning and executing organizational
activities. The U Club manager duties include but are not limited to maintaining all membership
records including the invoicing and processing of dues; maintaining all financial records including
banking and disbursements; preparing and distributing all membership communications including the
newsletter and email bulletins; managing all aspects of rental of the rooms including scheduling,
reservations, and collections; recruiting, training, scheduling hosts/hostesses; and such other duties
as may be prescribed by the board of directors.
F. A majority of the board of directors shall constitute a quorum for the transaction of business.

ARTICLE IV Membership
Section 1. Categories of Membership
Dues paying member categories shall include single, family, and student rates. A spouse, widow, or
widower of a Life or Meadowood member shall hold the same membership category as that of the other
living or deceased family member.
A. University members are non-retired faculty, librarians, staff, and other employees of IU and its
affiliates.
B. Community members are individuals who have an interest in U Club. They need not be affiliated with
IU, and they include retired IU faculty and staff who do not qualify for IU benefits.
C. Life members are retired faculty, staff, and others who qualify for IU retirement benefits. Life
members are required to annually fill out a form requesting IU to pay for their dues in accordance
with the university’s established retirement benefit program for as long as this agreement lasts.
D. Meadowood members are residents of Meadowood who are not qualified to receive IU retirement
benefits and who annually fill out a membership form per the July 10, 2008 agreement with
Meadowood.
E. Honorary members are:
   1. members of the IU Board of Trustees during the term of their membership on that board
2. others who have served IU or U Club with distinction, such as former U Club managers, and are selected by action of the U Club board of directors
3. others such as speakers and entertainers at events which are valid for one year

Section 2. Expulsion from Membership
The expulsion of any member of U Club shall be considered upon petition of 5 or more U Club members for reasons such as willful damage to U Club property, inappropriate abuse of membership privileges, offenses against other members, or the conviction for violating local, state or federal laws. Such petition will be considered at any board meeting after the individual(s) has been notified at least 20 days prior to any notice emailed to U Club members or it appears on the board agenda. Any member under consideration for expulsion shall be notified by telephone using the phone number on record for U Club. A confirming email will be emailed to the address of record. A majority of votes of board members attending the meeting is required to expel a member. The member subject to this petition has:
1. the right to appear before the board at the next board meeting, or
2. submit resignation letter to the office manager no later than 2 p.m. on the day before the agenda is scheduled to be emailed which is normally 5 days prior to the board meeting

ARTICLE V Dues
Section 1. Category
Honorary members, Meadowood, and Life members shall pay no dues. University and Community members shall pay dues set by the U Club board of directors. IU pays the dues of Life Members at the U Club member rates. (See also Article IV Section 1 E and Article VIII Section 2 regarding fees for special membership services.)

Section 2. The Dues Year
The Dues Year is the Fiscal Year. (See Article IX Section 1.)

Section 3. Time Payable
The yearly dues notice is sent in May and must be paid by July 15. (See Article VI Section 3 regarding distribution of notices.)
1. the notice to Life and Meadowood members concerning completion of the membership qualifying form is sent in May with completion by July 15
2. new members joining after March 1 do not pay dues again until the following fiscal year

Section 4. Delinquency
Members are delinquent if dues are not paid or the membership qualifying form is not submitted by the dates specified in Article V Section 3.
1. delinquent members will not be included in the membership directory
2. delinquent members must pay the guest rate if attending functions
3. delinquent members are not eligible to reserve U Club facilities at the member rate

ARTICLE VI Constituent Clubs
Section 1. General Rules the board of directors may authorize the formation and operation of constituent clubs that:
1. adopt bylaws that identify the name of the club and the club’s governing structure,
2. elect and install their officers as provided by the constituent club governance documents,
3. are subject to the financial policies (such as the budget, prices, and collections) of the U Club; separate dues for a constituent club are not permitted, interest group activity fees are permitted,
4. do not have exclusive use of any portion of the U Club, and
5. permit all members of the U Club to participate in all its programs and activities

ARTICLE VII Meetings
Section 1. Annual Membership Business Meeting
An annual membership business meeting shall be held in March or April of each year.
Section 2. Special Meetings
Special meetings of the U Club membership may be called by the board of directors and shall be called upon petition by 20 members.

Section 3. Notice
Notices for meetings, dues, and other purposes are sent by email and posted on the U Club website. Notices of meetings are sent at least 7 days in advance. Distribution by email to members with an email address of record is sufficient notice. (See Article VIII Section 2 regarding notice by additional means.)

Section 4. Quorum
The members present at a membership meeting shall constitute a quorum.

Section 5. Rules of Order
All meetings shall be conducted according to Robert’s Rules of Order, newly revised.

Section 6. Method of Meeting
Any meeting other than the annual membership business meeting (such as meetings of the board of directors or committees) may be held in person, by email, or by conference call, and votes may be taken by email unless any member of the group objects to this procedure. Minutes of each meeting must be prepared, and all minutes must be approved at the next meeting of the group.

ARTICLE VIII Standing Committees
All members of the standing committees serve for one year beginning June 1. All chairs are appointed by the president except for the executive, program, and finance committees whose chairs are elected positions. Committee chairs have the option of adding members to their committee in consultation with the president or, forgoing committee members. The president serves as an ex-officio member of each standing committee.

Section 1. Executive Committee
The executive committee consists of the four elected officers. The duties of this committee are to function on behalf of the U Club board of directors between board meetings, reporting all actions to the board of directors at its next meeting. The executive committee will also handle all personnel matters including hiring, firing, supervision, and compensation of the U Club manager and staff.

Section 2. Membership Committee
The membership committee serves to promote membership within IU faculty, staff, and alumni as well as members of the community through collaboration with the program, publicity, community and academic committees, as well as U Club staff, to promote club programs to diverse audiences. The membership committee will arrange for appropriate sharing of membership information among members to promote collegiality and devise methods to meet information needs (such as newsletters, announcements, and notices) of members who do not use the internet, determine how these methods are implemented, and recommend to the board any fees required for these special member services.

Section 3. Program Committee
The program committee is a joint committee of the U Club and the University Women’s Club. The committee is chaired by the vice president of the U Club. Each club shall have a minimum of two members serving on the committee selected in consultation with their individual club presidents. The duties of this committee are to plan, promote, and direct the social, cultural, and educational activities of the U Club and University Women’s Club through programs and events that enhance communications and networking among the members. In order to allow timely dissemination of information about programs, all programs should be planned as early as possible. An absolute deadline for submittal will be set jointly by the program chairs, and office manager. The program committee will collaborate with the constituent clubs and the membership committee to ensure programs have broad appeal and to minimize duplication. The program committee shall also collaborate with the publicity committee and U Club and University Women’s Club through programs and events that enhance communications and networking among the members.
Club manager to ensure that members and non-members know of club activities through the newsletter and other means. In order to allow timely dissemination of information about programs, all programs should be planned as early as possible. An absolute deadline for submittal will be set between the program chair and office manager. The program committee will collaborate with the constituent clubs and the membership committee to ensure programs have broad appeal and to minimize duplication. The program committee shall also collaborate with the publicity committee and U Club manager to ensure that members and non-members know of club activities through the newsletter and other means.

Section 4. Community Committee
The community committee is charged with community outreach to promote U Club membership and room and facility rental. This may be accomplished by speaking at various club meetings, participating in community fairs, parades, farmers market, etc. The community committee will also work closely with the membership and publicity committees.

Section 5. Academic Committee
The academic committee works within IU’s academic community to promote membership, relationships, and-room and facility rental. It works with the both the publicity and program committees to bring topics of interest to our academic community. The academic committee also works to bring U Club membership information to retiring faculty and staff as well as being a presence to IU’s fairs, events, etc.

Section 6. House Committee
The house committee oversees the general management of the U Club rooms, supervises the care and maintenance of the rooms and furnishings, and formulates house rules and policies for action by the board of directors. The house chair of the University Women’s Club sits on this committee.

Section 7. Finance Committee
The finance committee shall consist of the treasurer, who serves as chair; vice president in the role as chair of the program committee; chair of the house committee; and a representative of each constituent club. The duties of this committee are to provide fiscal control (see Article IX), prepare an annual budget, oversee the financial management of the U Club, recommend banking relationships and procedures, ensure the long-range financial viability of the U Club, and deal with delinquent accounts receivable. The finance committee will ensure that procedures and controls are in place to enforce the No Benefit policy. (Article IX Section 6.)

Section 8. Publicity Committee
The publicity committee duties are to coordinate publicity of U Club and constituent club activities including press releases and other means. Publicity should be diverse to ensure that it reaches our diverse membership and potential members.

Section 9. Scholarship Committee
The scholarship chair may choose not to form a committee but takes full responsibility for performing all committee’s duties. The scholarship committee works in conjunction with the Director’s Office of the Indiana Memorial Union which oversees the IU Foundation account for our scholarships. The Chair works in conjunction with the Director’s Office and the IU Foundation to solicit funds for scholarships through contributions, benefits, and other means, while the IU Foundation oversees the management of scholarship funds. The scholarship committee shall report to the board of director the funds available for scholarships. The board shall determine the number and amount of the scholarships to be awarded for the next academic year. Students apply through the university system after which appropriate applicants are forwarded to the Director’s Office for review by that office and the chair of the scholarship committee. The chair invites the winners each year for the presentation ceremony of the scholarships at the University Club.

ARTICLE IX  Fiscal Control
Section 1. Fiscal Year
The U Club’s fiscal year shall be from June 1 to May 31.

Section 2. Budget
The finance committee shall prepare a budget for the ensuing year based on estimated revenues and expenditures required to carry out programs expected to occur in the budget year and other necessary club operations. The budget shall include recommended dues and rental rates for the ensuing year. The budget is to be presented to the board of directors at the last meeting of the fiscal year for the board’s approval or revision. In the new fiscal year, the finance committee may recommend, and the new board of directors may make changes in the budget provided that the revised budget honors definite commitments duly made by the previous board of directors. The finance committee may also recommend, and the board may also direct revisions of the budget reflecting significant changes in program and operating plans with ongoing attention to maintaining the fiscal soundness of the club.

Section 3. Financial Statements
The board of directors shall regularly receive and review financial statements with comparison to the budget; directing corrective action if appropriate.

Section 4. Audit
The board of directors shall arrange for an independent review and audit of the financial records, procedures, and statements of the U Club no less frequently than every 3 years.

Section 5. Member Information
On request, any member will be provided a copy of the annual budget, financial statements, and/or report of the independent review of the financial records.

Section 6. No Private Benefit
U Club resources may not benefit any member, individual, or entity except in exchange for goods and services provided to U Club in accordance with an arm’s length transaction approved by the board of directors. The finance committee shall ensure that procedures and controls are in place to enforce this provision.

ARTICLE X Amendments
Section 1. Method of Proposing
An amendment to the Constitution and Bylaws may be proposed by the board of directors or by 20 members in good standing. Members shall be notified (see Article VII Section 3) in writing at least 2 weeks prior to the meeting at which the amendment will be voted upon. The proposed amendment will be available in the U Club office and will be mailed/emailed to an individual member on request. After these provisions for notification and distribution have been met, the amendments may be voted on at the U Club annual membership business meeting or at a special membership meeting called for that purpose.

Section 2. Approval
A two-thirds majority of those voting shall be necessary for adoption of an amendment of the Constitution and Bylaws.

This proposed Constitution and By-Laws is to be voted upon at the business meeting to be held on April 23, 2020