

STANDING RULES

(Revised, Fall 2004)

CAMPUS GOVERNANCE AND ADMINISTRATION

1. **Annual renewal of recognition of campus support groups.** Each Fall, the President of the UCSC Women's Club complies with the "University of California Administrative Guidelines for Support Groups" by submitting the required documentation to University Relations per university policy. Assistance with this request is provided by staff at University Relations.

2. **UCSC Foundation annual report.** Upon request, the Club submits a written description of the UCSC Women's Club to be used in the campus annual report.

CLUB STRUCTURE

The UCSC Women's Club has the following Board structure:

Officers:

President

First Vice President

Second Vice President

Secretary

Treasurer

Coordinators:

Fundraising

Interest Groups

Membership

Newsletter

Publicity

Scholarship

Hospitality

Refreshments

Members at Large which includes:

Immediate Past President

Chancellor's Representative

All members of the Board are elected or re-elected yearly. Board members may be elected to their current position two consecutive years. After the end of their second year, officers may be elected to another Board position or serve as a member-at-large. The number of Board members of this organization shall be not less than twelve nor more than twenty-four; not counting honorary or ex-officio members. Job descriptions for all Board positions are appended to this document titled "UCSC Women's Club Executive Board of Directors Job Descriptions."

MEMBERSHIP

3. Honorary life memberships may be given to the following:

a) retiring Chancellors; their spouses or partners;

b) faculty emeriti; or

c) others as approved by the Board.

4. Members, prospective members and other guests are invited to all meetings and programs of the Club.

5. The President, working with the Club's Membership Coordinator, mails a renewal membership letter with membership form to all members during the summer months. Other letters and notices may be sent out as determined by the President and Membership Coordinator.
6. A club directory is prepared and distributed as soon as possible for current members. Membership lists or rosters may not be made available to outside groups for any purpose unless approved by the Board.

ACTIVITIES

7. The UCSC Women's Club will not promote, sponsor, or advertise non-Women's Club or University events unless approved by the Board.
8. Speakers shall not solicit for non-Women's Club programs, funds, or policies, at Women's Club Board meetings, interest group meetings, or general meetings unless they have received Board approval to do so.
9. All Women's Club service projects must be University-related.

INTEREST GROUPS

10. All interest groups will be open to all current, dues-paying members. (a) If a group becomes too large to function properly, the chair of the interest group, along with the Interest Group Coordinator, is responsible for helping a second group to form, by identifying and guiding a new chair, and encouraging some of the current interest group members to join the new group for the sake of continuity.

(b) The interest group chairs are asked to have someone available at the Fall Gathering to talk with prospective members and register new members.

(c) Individual interest group chairs will work with the Interest Group Coordinator to ensure all interest group members are current dues-paying UCSC Women's Club members.
11. Anyone participating in interest groups must be a current, dues-paying member of the UCSC Women's Club.
12. Annually, the Interest Group Coordinator will ensure interest group chairs receive copies of the *Standing Rules* with the policies pertaining to interest groups called to their attention.

FUNDRAISING

13. Contributions by the club to fundraising events unrelated to UCSC and the Women's Club are prohibited.
14. The Club sponsors fundraising events and activities for its Scholarship Program throughout the year. All activities are to be approved by the Board and are to be in compliance with the "University of California Administrative Guidelines for Support Groups."

TREASURY FUNDS

15. The Treasurer, with the assistance of the Women's Club Staff Liaison, will provide a fiscal year-end annual report of the club's operating and scholarship funds. Typically, this report will be submitted to the Board at the October meeting.

16. A base amount of not less than \$5,000 plus the prior year's earned interest from the Rita O. Pister Scholarship Endowment for Re-entry Students has been designated as the scholarship award amount. The base amount shall hereafter be increased annually by a majority vote of the Board as deemed financially prudent. The Board shall determine the scholarship amount no later than the February meeting of the Board.

In addition to the Scholarship Program, the Board may approve donations to other campus projects.

SCHOLARSHIP AWARDS

17. The UCSC Women's Club Scholarships are given to re-entry students. The Club's Scholarship Coordinator serves on the University committee that selects scholarship recipients.

18. The scholarship recipients are invited as guests to attend the annual Spring Luncheon. At the luncheon, the scholarship recipients are invited to speak about their research projects and use of scholarship funds.

INTERCAMPUS RELATIONS

19. Every four years, the UCSC Women's Club Board hosts the Intercampus Annual Conference for the other UC Women's Clubs. The day is an opportunity to highlight faculty, academic programs and facilities. Intercampus annual conferences are sponsored by other UC campuses during the intervening years. Members of the UCSC Women's Club are invited to attend all intercampus meetings.

NEWSLETTER

20. The Club's Newsletter Coordinator is responsible for preparing and publishing the newsletter, *DATELINE*, for the membership. At least two issues are to be published during the academic year and the publishing schedule is determined at the beginning of the new academic year by the Board.

Club members are encouraged to submit news items to the Newsletter Coordinator. Items submitted for publication that are unrelated to the UCSC Women's Club must be approved by the Board.

MEETINGS AND PROGRAMS

21. The Board of the UCSC Women's Club meets monthly from October through May on the last Wednesday of the month unless changed with Board approval. Other meetings may be called as required or requested.

Quorum: shall be defined as 51% (a majority vote) of current board members for the transaction of business. Proxy votes may be accepted for those unable to attend a meeting.

Throughout the summer months, the Board may meet with incoming and outgoing Board members for the purpose of: reviewing the previous year, begin plans for the new year, orient new Board members to Board procedures, jobs, activities, and conduct other Board business.

Agendas and previous meeting minutes are mailed in advance of the monthly meetings to the Board members via email or hardcopy.

22. Guest speaker programs for the Club membership are usually held monthly on the first

Wednesday of the month from October through May.

- a) The Club's First Vice President is responsible for arranging speakers for these programs.
- b) The Board's Publicity Coordinator is responsible for publicizing the programs in the community and on campus.
- c) The Club also hosts: a Fall Gathering, a holiday get-together, and the annual Spring Luncheon.

23. An annual program calendar is prepared and included in the Fall issue of the newsletter.

24. The Board approves any changes to the schedule and the programming content for the coming year.

25. Refreshments at the general meetings each month will be determined by the Refreshment Coordinator and members of the board.

CLUB COMMITTEES

26. Standing committees of the UCSC Women's Club include: the Sunshine Committee and the Nominating Committee. The chairs of both committees are appointed at the beginning of the new academic year.

a) The Sunshine committee is charged with acknowledging significant events in the lives of club members and others in the campus community including club donations in honor of the member, severe illness, death, etc.

b) The Nominating committee, on a yearly basis, is responsible for coordinating the nomination of the new Board slate. This committee is appointed by the President.

27. Ad hoc committees are created and members-at-large are assigned as needed during the year by approval of the Board. Ad Hoc committees may include: Welcome committee, Activities committee, etc.

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