CONSTITUTION AND BY-LAWS
of the
WOMEN’S CLUB OF THE CALIFORNIA INSTITUTE OF TECHNOLOGY
(Revised November, 1997)

ARTICLE I -- NAME

The name of this organization shall be the Women’s Club of the California Institute of Technology.

ARTICLE II -- OBJECT

The object of the Club shall be to promote friendliness and the sharing of mutual interests.

ARTICLE III -- MEMBERSHIP

Membership is open to faculty members, trustees, and those holding research, administrative and staff positions at the California Institute of Technology and their spouses; students and spouses of students; spouses of and those who are themselves affiliated with, the Jet Propulsion Laboratory, observatories associated with the California Institute of Technology, and the Huntington Library, Art Collections, and Botanical Gardens; alumnae and alumni and their spouses; those who have become ineligible under the above classifications who have expressed a desire to retain or renew membership.

In addition, those who are themselves affiliated with the Institute or through their spouses connected with groups or organizations which specifically support activities of the Institute may become eligible for membership.

ARTICLE IV -- ORGANIZATION AND ELECTIONS

Section I The elected officers shall consist of a President, a Vice-President, a Recording Secretary, a Bulletin Editor and a Treasurer.

Section II The organization shall be governed by a Board consisting of the officers and the chairmen of the various standing committees.

ARTICLE V -- QUORUM

The members present shall constitute a quorum for the transaction of any business.

ARTICLE VI -- AMENDMENTS

This constitution may be amended by a two-thirds vote of those members present. Amendments shall be proposed in writing and made available to the members at least thirty days before being voted upon. Members shall be notified by mail of the contemplated action.

BY-LAWS

ARTICLE I -- ORGANIZATION
The Club shall consist of members participating in scheduled meetings and/or activities. Payment of dues is a prerequisite for participation in these activities.

ARTICLE II -- THE BOARD

Section I The Board shall be known as the Board of the Women's Club and the officers as the Officers of the Women's Club. Their terms of office shall be one calendar year and shall commence in June, immediately upon the adjournment of the previous Board's final meeting.

A. The Officers shall perform the usual functions of their offices: the Treasurer shall be specifically responsible for the funds of the Club and shall make an annual report on or before the May meeting.

B. The President shall appoint chairmen of membership, program, hospitality, activities and such other standing committees as she deems to be, from time to time, necessary.

ARTICLE III -- MEETINGS

Section I General meetings shall be held during the academic year. Activities groups shall meet as scheduled by their chairmen.

Section II Due notice of any general meeting shall be given to the membership.

ARTICLE IV -- DUES

Section I The annual dues are determined by the Executive Board. Any intended change will be published in the Bulletin and passed on at the following general meeting by two-thirds vote of the members present.

Section II Dues become delinquent December 15. Notices of general meetings shall be sent to paid members and such other groups as determined by the Executive Board.

ARTICLE V -- ELECTIONS

The President, with the approval of the Board, shall appoint a nominating committee of five members who shall propose officers for the ensuing year. The nominating committee shall be appointed not later than January of each year. They shall hold at least one meeting and shall present their report at the Spring general meeting, at which time the election shall be held.

ARTICLE VI -- AMENDMENTS

These BY-LAWS may be amended by a two-thirds vote of those members present. Amendments shall be proposed in writing and made available to the members at least thirty days before being voted upon. Members shall be notified by mail of the contemplated action.

ARTICLE VII -- GOVERNMENT

ROBERT'S RULES OF ORDER NEWLY REVISED shall guide the proceedings of the Club when no other provision is made.