

# **BYLAWS OF THE BOSTON UNIVERSITY WOMEN'S GUILD 2024**

## **Article I: Name**

The name of this organization shall be Boston University Women's Guild.

## **Article II: Purpose**

The purpose of the Boston University Women's Guild is to promote diversity and inclusion; to build community, belonging and friendship at the University; to promote the scholarly, intellectual, and professional contributions all who identify as women make to the University; to support students by fundraising for and awarding scholarships; and to support graduate students by serving as stewards of Fisk House and subsidizing graduate housing. Membership in the Guild is open to BU faculty and staff, inclusive of all gender identities and expressions.

## **Article III: Membership**

Section 1. Membership in the Guild shall be open to the following members of the University community, upon annual registration and/or renewal of membership:

1. current and retired personnel;
2. faculty, faculty emeriti, post-doctoral fellows;
3. administrative Officers, administrative Officers emeriti;
4. trustees, honorary trustees, the University advisory board, the president, the provosts;
5. members of the former BU Women's Council as of July 1, 2019.

Section 2. There shall be three classifications of voting members: first-year, regular, and sponsoring. All classifications shall have equal voting privileges.

Section 3. Individuals who actively support the purpose of the Guild may join as "Friends of the Boston University Women's Guild." Association with the Guild in this manner may include voting privileges, upon request to the Executive Board. "Friends of the Boston University Women's Guild" will pay the same dues as other members.

## **Article IV: Finances**

Section 1: Annual dues, payable before June 30, shall be in the following categories: first-year membership, regular membership, and sponsoring membership. Dues amounts will be set by a two-thirds vote of the Executive Board.

Section 2. All monies collected by the Guild as membership dues shall be held in the Guild's operating account and may be applied to those programming activities that advance the Purpose of the Guild and to reasonable operating and administrative costs.

Section 3. All monies collected by the Guild as donations to the annual award funds or to the endowed funds shall be held in separate accounts, to be disbursed by the Treasurer as awards.

Section 4. The fiscal year, as set by Boston University, shall be from July 1 to June 30, inclusive.

#### **Article V: Officers and Their Duties**

Section 1. The Officers of the Guild shall be a President, two Vice Presidents, a Secretary, and a Treasurer. The University President, or partner of the University President, shall be invited to serve as, or to appoint a designee to serve as, the honorary Guild president.

Section 2. Past Guild presidents shall be made life members of the Executive Board and serve as advisors to the Guild.

Section 3. The Guild President shall preside at all meetings of the Executive Board of the Guild; appoint all Chairs and members of special committees as needed; coordinate with institutional liaisons; supervise FTEs that are paid from Guild accounts; perform such other duties as are normal to the office; present a report at the annual meeting; and be a member ex-officio of all committees, except the governance committee.

Section 4. The First Vice President shall perform the duties of the President in their absence or resignation; render such assistance as may be required by the President; and serve on a standing committee, either as a Chair or as a member.

Section 5. The Second Vice President shall perform the duties of the president in the absence or resignation of the president and first vice president; render such assistance as may be required by the president; and serve on a standing committee, either as a Chair or as a member.

Section 6. The Secretary shall keep a record of all meetings of the Executive Board and of the Guild; shall issue all authorized notices to members; shall be responsible for correspondence of the Executive Board; and shall present a report at the annual meeting.

Section 7. The Treasurer shall receive all monies belonging to the Guild; deposit said monies in the proper places and disburse them upon authorization of the Executive Board; serve as Chair of the Finance committee; present a statement to the Executive Board at its regular meeting and a report at the annual meeting.

#### **Article VI: Executive Board and Committees**

Section 1. The voting members of the Executive Board shall consist of the Officers, Chairs/Co-chairs of the standing committees, the honorary President.

Section 2. The Executive Board shall transact all routine businesses of the Guild and shall fill all vacancies that may occur in elective offices.

Section 3. The Executive Board shall oversee the distribution of the income of all endowed funds, in accordance with the terms of the funds.

Section 4. The Executive Board may appoint an auditor whose duty shall be to examine and verify the accounts of the treasurer and to submit a written report at the annual meeting.

Section 5. The regular meetings of the Executive Board should convene monthly, from September through May, the time and place to be determined by the Officers.

Section 6. Special meetings of the Executive Board may be called by the President, or at the request of five members thereof.

Section 7. Fifty-one percent of the voting members of the Executive Board shall constitute a quorum.

Section 8. Any business which may arise between executive meetings and which it is inexpedient to postpone until the next board meeting may be transacted by the Officers who shall constitute the Executive Committee of the Board. They shall report its actions to the Board at its next meeting.

Section 9. The standing Committees of the Guild whose Chairs or Co-chairs shall appoint additional members to their committees may be: awards, communication, development, finance, Fisk House, governance, membership, program, Women of Color Circle, and others as appropriate. The duties of these committees shall be as prescribed by the Executive Board as outlined in the Committee charters, maintained by the Board.

## **Article VII: Elections**

Section 1. It shall be the duty of the Governance Committee to submit a list of nominations of Officers and Chairs/Co-chairs of standing Committees to the membership at least two weeks before the annual meeting. The Governance Committee shall solicit candidates for President from those Guild members who have served on the Executive Board within the previous three years.

Section 2. Names for any office may be proposed by the membership and a member may self-nominate. Normally, candidates should submit their names to the Governance Committee prior to the annual meeting. Additional nominations may be made from the floor at the annual meeting, provided consent of the nominee has been obtained.

Section 3. The election of Officers and Committee Chairs/co-chairs shall take place at the annual meeting, a majority vote of members present and voting being necessary to elect. If there is only one nominee for each office, the secretary may be instructed by the vote of the

organization to cast one ballot for the entire slate or for as many as are the sole nominees for an office.

Section 4. The Officers shall serve a term of two-years and shall be eligible for re-election upon recommendation of the Governance Committee, or nomination from the floor at the annual meeting. The President shall serve no more than two consecutive terms.

Section 5. All Committee Chairs/Co-chairs shall serve a term of one year, and typically may serve two consecutive terms in the same office, except upon recommendation from the Governance committee, or nomination from the floor at the annual meeting, to stand for re-election at the end of the term.

### **Article VIII: Meetings and Events**

Section 1. The annual meeting of the Guild shall be held no later than June 1. It shall be for the purpose of electing Officers and Committee Chairs/Co-chairs, receiving reports, announcing award recipients, and for the transaction of any other necessary business.

Section 2. Special meetings of the membership may be called by the President, by vote of the Executive Board, or by request of a member of the organization.

Section 3. Ten percent of the membership shall constitute a quorum of the Guild for the annual meeting, or for a special meeting.

Section 4. There shall be at least three events annually which the entire membership shall be invited to attend. The time and place of these events shall be determined by the Executive Board.

### **Article IX: Awards – Annual and Housing**

Section 1. The Awards Committee shall select the recipients of awards annually from all award funds within its purview, in accordance with the terms of the funds.

Section 2. The Awards Committee shall review every complete application received by an announced deadline and meet before the last week of April to select the winners. All awards shall be made according to the best judgment of the Committee.

Section 3. The Awards Chair/Co-chairs, or a member of the Executive Board in the Chair's absence, shall inform the membership of the award recipients at the annual meeting.

Section 4. The Awards Chair/Co-chairs may inform the named donors, or their families, of the recipients of awards.

Section 5. The Fisk House Committee shall review completed housing applications for housing awards and recommend awardees to the Office of Housing, or to its successor office, to be residents of Fisk House.

Section 6. The Fisk House Committee, contingent upon funding, shall be responsible for reviewing completed applications for additional housing awards.

#### **Article X: Suspension**

Any article of these bylaws except this one may be suspended for one meeting by unanimous vote of those present and voting during a single meeting. The outcome or actions taken by suspension of the bylaws must be reported to the membership at a subsequent meeting.

#### **Article XI: Parliamentary Authority**

The rules contained in *Robert's Rules of Order Revised* shall govern the proceedings of the Guild in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules which may be adopted.

#### **Article XII: Charters and Amendments**

Section 1. The Executive Board shall maintain charters for each of the Officers and the standing committees. The charters should outline the duties and expectations of the committee and its chair. The Board should review and amend the charters every two years.

Section 2. These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the organization, provided that each member has been notified in writing at least two weeks in advance of the meeting.