

Bylaws of the Women's Guild of Duquesne University

ARTICLE I

Section 1.

The name of this association shall be the Women's Guild of Duquesne University.

ARTICLE II - Mission

Section 1.

The mission of this Guild shall be to encourage and advance the interests of the University in those activities which concern the mind, heart and spirit of students. To cooperate with the University Administration; to suggest or sponsor activities which will bring into closer association the students and members of the Guild and in all activities to maintain the general good of the University.

ARTICLE III - Membership

Section 1. Qualification for Membership

Women who show a definite interest in the advancement of the University and its students.

Section 2. Membership Shall be of Two Kinds

- a. Active members who pay yearly dues.
- b. Honorary members who are approved by two thirds vote of the Women's Guild Executive Board.

If so approved, the President shall have the power to propose this honorary member at the next meeting of the Guild. After approval, the member shall be presented with an Honorary Membership.

Section 3. Benefit to Members

- a. An opportunity to build relationships through regular meetings, social activities and service projects.
- b. Upon the death of a member, a mass will be offered for the deceased.
- c. For other religious affiliations, a memorial contribution will be donated to the Women's Guild Endowed Scholarship Fund.

ARTICLE IV - Officers

Section 1.

The Officers of the Guild shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

ARTICLE V - Executive Board

Section 1.

The Executive Board shall consist of the following:

- a. The Officers of the Guild.
- b. Committee Chairs appointed by the President.
- c. Immediate Past President.

ARTICLE VI - Spiritual Director

Section 1.

The Spiritual Director of the Guild shall be a member of the Congregation of the Holy Ghost and shall be known as the Chaplain of the Women's Guild of Duquesne University.

ARTICLE VII - Powers and Duties

Section 1. President

The duties of the President shall be to preside at all meetings; to appoint the Chairman of all committees; to appoint the members of the Nominating Committee, and to perform and oversee all other duties pertaining to the office of President.

Section 2. Vice-President

The duties of the Vice President shall be to preside in the absence of, or at the request of the President, and to perform all other duties pertaining to the office of the Vice President.

Section 3. Recording Secretary

The duties of the Recording Secretary shall be to record the proceedings of all meetings; to distribute these minutes; to keep the permanent record of the same; and to perform all other duties pertaining to the office of the Recording Secretary.

Section 4. Corresponding Secretary

The duties of the Corresponding Secretary shall be to read all meeting notices and to handle all correspondence which pertain to the office.

Section 5. Treasurer

The duties of the Treasurer shall be to have charge of all funds; to deposit; to expend with account of all receipt and expenditures; and to request checks.

Section 6. Committee Chairs

The Committee Chairs shall be members of the Executive Board; shall attend all Board Meetings; and assist, as far as possible in the activities of the Guild.

ARTICLE VIII - Amendments

Section 1.

Amendments to the Bylaws may be discussed at any meeting, presented and published, and then voted on at the next meeting. A two-thirds vote of a quorum is necessary for passage.

ARTICLE IX - Dues

Section 1.

The annual dues shall be payable within the calendar year. As a paid member, once your dues are recorded, you are considered a voting member.

Section 2.

No individual shall be carried on the active membership list after a one-year delinquency in payment of dues.

ARTICLE X - Meetings

Section 1.

There shall be monthly meetings during the academic year.

a. Upon the written request of two active members regarding a specific issue, and with the consent of

the Executive Board, the President must call a special meeting. Only the business specified on the request shall be transacted in this meeting.

- b. No project may be sponsored, or the name of the Women's Guild may be used, without the previous consent of the President and the majority of the Executive Board.
- c. Special meetings may be called by the President.

Section 2.

Written notices of all meetings shall be distributed to the membership, stating the time and the place of the meeting.

ARTICLE - XI Quorum

Section 1.

The President or her representative and at least six active members of the Guild shall constitute a quorum.

ARTICLE XII - Order of Business

Section 1.

The order of business at the meeting:

- a. Call to Order
- b. Approval of the Minutes
- c. Treasurer's Report
- d. Report of Chairmen of Committees
- e. Old Business
- f. New Business
- g. Adjournment

ARTICLE XIII - Operating Year

Section 1.

The operating year of the Guild shall coincide with the calendar year from January 1 to December 31.

ARTICLE XIV - Elections

Section 1.

Then nominating committee shall present the slate of officers at the April meeting. The officer shall be elected by the membership. Newly elected officers shall be installed in May, for a term of two years.

Section 2.

The President and Recording Secretary shall be elected in odd years; the Vice President, Corresponding Secretary and Treasurer shall be elected in even years. No officer shall be permitted to serve an office for more than two years, unless there are no other nominations for the specific office the officer is currently serving and the general membership approves the nomination, allowing the officer to be re-elected to a second two-year term, but not to exceed two (consecutive) terms.

Section 3.

If any officer shall absent herself from three successive meetings without due cause, the President shall request her resignation and declare the office vacant.

- a. In case of a vacancy in any office, the President may appoint with the approval of the Executive Board, someone to fill the vacancy. Said appointee shall serve remainder of term.