

[Type here]



**Women of UNG
Bylaws
(Revised – March 2023, Approved June 2023)**

ARTICLE I - Name of Organization

The name of this organization shall be Women of UNG

ARTICLE II – Purpose of Organization

The Women of UNG, here and after referred to as “WUNG”, is a Shared Interest Group of the UNG Alumni Association. The WUNG is dedicated to promoting the role of women as confident leaders and active participants in the University of North Georgia (UNG). Through supporting the interests and welfare of UNG, the UNG Foundation, the UNG Office of Alumni Relations, and Annual Giving, the WUNG

seek to provide social, educational, scholarship, and professional networking opportunities that will engage, empower, and enrich our members.

Goals:

Engagement: Create a community that will provide opportunities for women to connect, network, and build relationships.

Empowerment: Provide opportunities for leadership development and professional growth, while recognizing graduates and their achievements.

Enrich: Support and coordinate activities that will support our female undergraduate and graduate students.

ARTICLE III – Membership

Section 1: ELIGIBILITY

Any individual who attended the University of North Georgia or any prior institution that now comprises of the University of North Georgia, an undergraduate or graduate student who is currently enrolled as a full-time student at any of the University of North Georgia campuses, and a supporter of the WUNG who does not meet the aforementioned criteria is also eligible to join the WUNG Shared Interest Group.

Section 2: DUES

Membership dues shall be according to the dues schedule as approved by the Leadership Board, payable annually to be recognized as an active member.

An additional \$5.00 is added to the annual dues with these funds specifically dedicated to the Women’s Scholarship Fund. (See Article VIII for specific details of membership dues)

Section 3: HONORARY MEMBERSHIP

Distinction in University of North Georgia affairs shall confer eligibility annually for honorary membership in the WUNG. Honorary Members shall have all the privileges of members, except the

[Type here]

right to vote, and shall be exempt from the payment of dues. The Leadership Board shall confer or revoke honorary membership by a majority vote.

Section 4: VOTING

In any proceeding in which a vote by members is called for, each member in good standing shall be entitled to one vote.

Section 5: TERMINATION OF MEMBERSHIP

Any member may be terminated from the WUNG by a two-thirds vote of the Leadership Board at a regularly scheduled meeting thereof for conduct unbecoming or prejudicial to the aims or reputation of the WUNG, after notice and opportunity for a hearing is given the member complained against.

ARTICLE IV - Leadership Board

Section 1: LEADERSHIP BOARD COMPOSITION

The management and direction of the WUNG is vested in the Leadership Board, which is made up of six (6) Executive Committee Officers, seven (7) Members-at-Large, and one (1) non-voting collegiate female Student Representative (as selected by the WUNG Board). The Immediate Past Chair and the Founding Chair shall serve as ex-officio non-voting members of the Board in an advisory capacity only.

The elected Executive Committee of the Leadership Board is comprised of Chair, Vice Chair, Secretary/Treasurer, Membership Chair, Marketing Chair and the Events Chair. The Executive Committee shall act on behalf of the Leadership Board when the Leadership Board is not in session and shall be accountable to the Leadership Board for its actions at all times.

Section 2: DUTIES OF EACH BOARD POSITION

A. Chair –

The Chair of the WUNG is the chief elected officer of the organization. In this position, she shall also:

1. Preside over all meetings of the WUNG general membership and the Leadership Board;
2. Be the chief liaison between the WUNG organization and the University of North Georgia Office of Alumni Relations and Annual Giving;
3. Ensure that the mission and goals of the WUNG are in compliance with the University of North Georgia and the UNG Office of Alumni Relations and Annual Giving;
4. Ensure the effective action of the Leadership Board in governing and supporting the organization, making certain that the by-laws of the organization are followed;
5. Set the calendar and agenda for Leadership Board meetings;
6. Recommend to the Leadership Board, committees to be established;
7. Ensure that each committee has a chairperson and regularly collaborates with chairpersons to be sure that their work is carried out;
8. Identify committee recommendations that should be presented to the full Board;
9. Ensure that Board matters are handled properly and in compliance with all guidelines, including preparation of pre-meeting materials, committee functioning, and the recruitment and orientation of new board members;
10. The Chair will only be asked to vote in the event of a tie;
11. Attend UNGAA meetings to present updates on WUNG activities and accomplishments, as necessary.
12. Upon completion of their term of service, the Chair will serve in an ex-officio non-voting capacity on the Leadership Board for two years as an advisor to the Board by providing feedback and input only upon request.

[Type here]

B. Vice-Chair –

The Vice-Chair of the WUNG acts as the Leadership Board Chair in her absence. In addition, in this position she shall also:

1. Assist the Chair in executing her duties as outlined in these Bylaws;
2. Chair the Nominating Committee for the Leadership Board;
3. Work closely with the Leadership Board Chair and other Board members to offer support and guidance when needed;
4. Work closely with the Leadership Board Chair to ensure a smooth transition and training for new board members;
5. Be assigned specific duties by the Leadership Board Chair as deemed necessary.
6. Contact the Leadership Board members who have not made an annual donation to the UNG Foundation.
7. Coordinate Scholarship Selection Committee and the selections of the Scholarship Recipients for the Women's Holiday Scholarship Luncheon.
8. Coordinate Leadership Luncheon and the nomination process for Student Leaders.

C. Secretary/Treasurer –

The Secretary/Treasurer of the WUNG keeps minutes of Leadership Board meetings. In addition, in this position she shall also:

1. Submit the minutes to the Office of Alumni Relations and Annual Giving immediately following meetings of the Leadership Board as well as meetings of the membership;
2. Working with the Office of Advancement - Advancement Services team, maintain the financial records of the organization;
3. Prepare, working with the Office of Advancement – Advancement Services team, the financial records of the WUNG to be presented a minimum of twice a year at Leadership Board meetings. Such records would include a Statement of Financial Position/Balance Sheet as well as an Income Statement;
4. Present a draft budget in the last meeting of the calendar year in December for the following year;
5. Coordinating with the Leadership Board Executive Committee, submit an Annual Report of the WUNG to the Office of Alumni Relations and Annual Giving, to be due the last Friday of the UNG fiscal year. This document should include all paperwork relating to financial position of the organization, as well as the number and description of all activities conducted throughout the previous year.

D. Membership Chair –

The Membership Chair is responsible for managing the membership development of the organization. As part of this position, she shall also:

1. Keep an up-to-date membership roster, including names and relevant contact information;
2. Chair the Membership Committee;
3. Work with the Marketing Chairperson to determine the best means of communication with the membership of the organization.

E. Marketing Chair –

1. Create and maintain updates to the website data, as well as, other consistent and relevant means of digital communication(s) that promotes membership in the WUNG and the general brand of the organization;
2. Promote the WUNG and communicate the accomplishments of our membership, including alumnae, coeds, and Honorary Members;
3. Communicate electronically the dates of each Board Meeting and Annual General Membership Meeting;

[Type here]

4. Provide news information to the Alumni Office for the monthly Alumni e-Newsletter and quarterly postal mailed Alumni Bulletin.

F. Events Chair –

The Events Chair of the WUNG plans and coordinates events of relevance and interest to the WUNG. As part of this position, she shall also:

1. Recruit committee members to assist in the planning and coordinating WUNG events;
2. Seek the best ways to meet the needs of our alumnae, as well as ways to support undergraduate and graduate students;
3. Coordinate with the Office of Alumni Relations and Annual Giving to determine ways in which the WUNG can support its stated goals as set forth in these Bylaws;
4. Submit an annual end-of-the-year summary of activities to the Secretary/Treasurer with the number and description of events conducted/sponsored in the last fiscal year.

G. Leadership Board Member-at-Large –

Board Members-at-Large of the WUNG regularly attend Leadership Board Meetings, providing input and feedback to the Executive Committee Officers of the organization. As part of this position, they shall also:

1. Serve to support the Executive Committee, as needed;
2. Serve as a Committee Chair as needed.

H. Student Representative –

1. Serve as a liaison between WUNG and UNG collegians;
2. Attend meetings either in person or via a teleconference;
3. Relay the activities of WUNG to the female student body via UNG student organizations and campus communication tools;
4. This member will serve as a non-voting member.

Section 3: TERMS OF OFFICE

The six Executive Committee Officers of the WUNG Leadership Board shall serve a two-year term.

Elections for the Executive Board Officers of the WUNG will take place biennially at the May meeting of the year. No Executive Committee Officer shall serve more than two consecutive years in the same office. Each person elected shall hold only one office at a time.

Should an officer resign her position prior to the end of her term, and if there is availability on the Board for an additional Member-at-Large, then the resigning officer may continue to serve the remainder of her board member term, as a member-at-Large, if so desired. Otherwise, the Nominating Committee will determine a replacement for such vacant position.

The seven (7) Members-at-Large and the Student Representative on the WUNG Leadership Board shall serve a two-year term. Elections for Members-at-Large to the Leadership Board (for a two (2) year term) will take place annually at the May meeting of the year. No Member-at-Large can serve more than two (2) consecutive two (2) year terms or more than four (4) consecutive years, unless they are elected to serve on the Executive Committee.

Members of the Leadership Board must be off the Board for a minimum of one (1) year before being eligible for re-election to the Leadership Board as an Executive Committee Officer or as a Member-at-Large.

[Type here]

Section 4: REMOVAL OF OFFICERS FOR NON-FULFILLMENT OF RESPONSIBILITIES

In addition to membership fees, Leadership Board Executive Committee Officers, as well as, Members at-Large are expected to contribute an annual gift to the UNG Foundation. Board members and Executive officers will fulfill their duties as defined in these Bylaws. Executive Officers, Members-at-Large, and the Student Representative will be required to regularly attend Leadership Board meetings and attend and support the WUNG planned events designated as mandatory attendance as set by the Executive Committee, annually. Should any aforementioned person be unable to fulfill her duties, as determined through discussions of the Executive Committee, she will be asked by the WUNG Board to step down from the position held as determined by a vote of the Executive Committee.

Section 5: ALUMNI RELATIONS STAFF

To ensure open and consistent communication with the University, a staff member of the Office of Alumni Relations and Annual Giving of the University of North Georgia shall be appointed at the discretion of the Director of Alumni Relations, as an ex-officio member of the WUNG Leadership Board. As an ex-officio member, this individual will not have voting privileges, but will attend Board Meetings whenever possible.

ARTICLE V - Elections

Section 1: ELECTIONS

Elections for Executive Committee Officers and Members-at-Large for the Leadership Board of the WUNG will take place annually at the May meeting of the year.

Section 2: NOMINATIONS

The Nominating Committee of the WUNG shall consist of the Vice-Chair and three members of the Leadership Board (Executive Committee members or Members-at-Large). In addition, the WUNG Board Chair can serve as a non-voting member of the Nominating Committee to provide advice and counsel as needed. The committee shall meet as soon as practical after the first quarter calendar year meeting, but before the ~~final~~ meeting in May to identify and nominate candidates in good membership standing for any of the six Executive Committee positions and/or for any of the seven Member-at-Large positions that will be term expire and be vacated at each year-end.

Any member in good standing who wishes to be considered for candidacy to the Leadership Board should present their qualifications (via a completed online Board Application) to the Nominating Committee by the first quarter calendar year meeting.

Upon completion of their work, the Nominating Committee will then submit their nominations to the Leadership Board for Board Member voting at their May meeting. New Leadership Board members must be elected, by secret ballot, by a majority (50% plus one) of the current Leadership Board.

Section 3: EXECUTIVE COMMITTEE NOMINATIONS

Members who wish to serve on the Executive Committee must be in good standing and have served on the Leadership Board as a Member-at-Large for one year.

Section 4: LEADERSHIP TRANSFER AND TRAINING

The Leadership Board of the WUNG shall reorganize for the upcoming year, including training and the transfer of materials, at the ~~first~~ June meeting ~~of the first quarter~~ of the calendar year.

[Type here]

ARTICLE VI – Members and Meetings

Section 1: NEW MEMBER RECRUITMENT

Membership recruitment for the WUNG will be achieved through cooperation and communication with the UNG Office of Alumni Relations and Annual Giving, special events, and marketing via email and social media.

Section 2: GENERAL MEMBERSHIP MEETINGS

The annual General Membership Meeting of the Women of UNG will be held immediately after the Annual Leadership Luncheon.

Section 3: LEADERSHIP BOARD MEETINGS

Leadership Board Meetings of the WUNG will be held quarterly with a minimum of three meetings per year. All WUNG members are permitted to attend. Additional meetings may be in the form of teleconferencing.

Section 4: QUORUM

Fifty percent plus one (1) of the Leadership Board then in office shall constitute a quorum for the transaction of business. If a quorum is present at the commencement of a meeting, a quorum shall be deemed present throughout such proceedings. Except as otherwise provided by these Bylaws, the act of the majority plus one (1) of the Leadership Board members present at a meeting, shall be the act of the Leadership Board. Video and/or conference call attendance via electronic technology is considered approved attendance for Leadership Board meetings.

ARTICLE VII – Amendments, Ratifications and Approval

Section 1: AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Executive Committee followed by a regular or special meeting of the Leadership Board. At such Leadership Board Meeting, assuming a quorum of fifty percent plus one (1), the Bylaw amendments will be approved by two-thirds (2/3) vote of those present.

Section 2: AMENDMENTS REVIEW

The WUNG Board will review the Bylaws annually.

The Office of Alumni Relations and Annual Giving must review all amendments in the same manner as a newly written constitution and its bylaws.

Section 3: RATIFICATION

Assuming a quorum of fifty percent plus one (1), the Bylaws of the WUNG will be ratified by a majority vote of the Leadership Board of the WUNG.

Section 4: FINAL APPROVAL OF THE BYLAWS

The Bylaws of the WUNG shall become effective upon approval by the WUNG Leadership Board and approval by the Office of Alumni Relations.

All updated and/or revised Bylaws shall be posted on the WUNG website under the section titled Bylaws.

[Type here]

ARTICLE VIII – Standing Rules

Section 1: DUES

Annual Dues are effective each calendar year commencing on January 1st and are price set by the Leadership Board of WUNG (\$5.00 of each Dues is dedicated to the Women’s Scholarship Fund). Lifetime Dues are \$400.00 (\$150.00 of each Lifetime Dues is dedicated to the Women’s Scholarship Fund).

Effective August, 2018, a lump sum transfer from the WUNG account of the portions of such paid Dues is transacted annually each January moving these funds into the Women’s Scholarship Fund.