BYLAWS

ATHENA ((UNIVERSITY OF IDAHO WOMEN))

ARTICLE I
NAME

The name of this organization shall be Athena ((University of Idaho Women)), an association supporting the interests of faculty and other professional women at the University of Idaho.

ARTICLE II
PURPOSE

The purpose of the organization shall be to:

a. Provide a means for professional women to become acquainted with each other and to share mutual interests, activities and concerns, particularly as they relate to academic/administrative responsibilities.
b. Provide a structure by which professional women, as a group, can consider issues and make recommendations to bodies such as the University administration, the Faculty Council and its committees, and the Women's Center.
c. Further the growth and effectiveness of university women through professional programs.

ARTICLE III
MEMBERSHIP

Section 1. Membership:

a. Membership in the organization is open to all currently employed and retired University of Idaho faculty and other professional personnel.
b. Only members whose dues are paid for the current year may vote at any meeting of the organization.

Section 2. Resignation: A member of the organization may resign by written notice to the President of the organization and such resignation shall be effective as of the date stated in the written notice.

ARTICLE IV
OFFICERS

Section 1. Officers: The officers of Athena ((University of Idaho Women)) shall be a President, Vice President, Treasurer, and Secretary.

Section 2. Eligibility: Any member of the organization is eligible to be an officer.

Section 3. Nomination and Election: *((A Nominating Committee shall be appointed by the President with the approval of the Executive Board at least two months prior to the Annual Business Meeting in order to provide a list of candidates for offices.)) The President, Vice President, Treasurer, and Secretary shall be nominated and

elected for the coming year at the Annual Business meeting held in April. ((Nominations may be made from the floor.)) A nominee who is not present at the elections meeting must give written consent to being nominated((, either in writing or to the Nominations Committee)). A simple majority of members present shall be required to elect.

Section 4. Term of Office: The officers shall be elected for terms of one (1) year beginning on August ((May)) 1.

Section 5. Removal from Office: Any officer may be removed from office in accordance with the following procedure:

a. Action shall be initiated by a petition specifying the reasons for removal and bearing the signatures of a majority of the members of the organization.
b. The petitioners for removal shall call a meeting of the organization.
c. Notice of the meeting wherein a petition for removal of an officer is to be considered shall be mailed together with a copy of the petition to all members at least fifteen (15) days prior to the date of the meeting.
d. Removal from office shall be carried by a majority vote of the organization's members present.
e. A special meeting called for removal of an officer may include other agenda items which shall be adopted at the beginning of the meeting.

Section 6. Vacancies:

a. In case of the resignation or death of the President, the Vice President shall become the acting President until the next meeting of the organization, at which time any unexpired portion of the term shall be filled by a special election.
b. The Executive Board shall make temporary appointments to fill vacancies in the positions of Vice President, Treasurer, and Secretary from the time such vacancies occur until the next meeting of the organization can be called to elect officers to fill unexpired terms. Should any incumbent officer be elected President, the vacancy in that office shall be filled at the same election. Any vacancy occurring after a meeting has been called shall be filled at that meeting. A simple majority of members present shall be required to elect.

Section 7. Duties: Officers shall perform duties as follows:

a. The President shall:
    1. Preside at all meetings of the organization and all conferences and meetings of the Executive Board.
    2. Prepare a provisional agenda for each meeting of the organization.
    3. Appoint, with the approval of the Executive Board, the Chair of all committees except where provided for by these bylaws.
    4. Perform such duties as may be assigned by the organization as well as those which are customarily delegated to the office of the President.
b. The Vice President shall:
    1. In the absence of the President, or in the event of her inability to act, perform the duties of the President.
    2. Be responsible for coordinating the organization's programs.
    3. Discharge such responsibilities as the organization may assign.
c. The Treasurer shall:
    1. Be custodian of all funds of the organization.
    2. Maintain adequate records pertaining to the finances of the organization.
    3. Pay all legal obligations and receive all monies of the organization.

4. Prepare and submit to the organization a financial report for each fiscal year within thirty (30) days of its closure.
5. Perform such duties as customarily delegated to the office of a Treasurer.

d. The Secretary shall:
1. Keep a register of current members of the organization, and call the roll when required.
2. Record the minutes of each meeting of the organization and the Executive Board.
3. Prepare and distribute copies of all minutes for members of the organization.
4. Maintain a copy of the Bylaws of the organization.
5. Perform such duties as may be assigned by the President or the organization.

ARTICLE V
MEETINGS

Section 1. Number: The organization shall hold at least seven (7) regular business meetings each academic year.

Section 2. Call: The time and place of these regular meetings shall be designated by the President.

Section 3. Call of Special Meetings: Special meetings may be called at any time by the President, or in her absence or incapacity, by the Vice President or by any other officer in the absence of the President and Vice President; or by one-fourth (1/4) of the organization's membership.

Section 4. Annual Business Meeting: The annual business meeting shall be held in April.

Section 5. Annual Orientation Meeting: The annual orientation meeting shall be the first business meeting in the fall. At this meeting, the organization's statement of purpose will be read for the benefit of new and prospective members attending that meeting.

Section 6. Notice of Meeting: The person or persons calling any meeting of the organization shall notify all the members of the organization in writing in advance of such meetings, and shall designate the location, date, time, and purpose of the meeting.

Section 7. Quorum: One-quarter (1/4) of the members shall constitute a quorum for any regular or special meeting of the organization.

Section 8. Agenda: The person or persons calling the meeting shall prepare a provisional agenda prior to each meeting. Proposals for additional items for the agenda or suggested changes shall be submitted to the President prior to the meeting. The first order of business of each meeting shall be the adoption of the agenda as amended, including such amendments as may be made from the floor by majority vote.

Section 9. Voting: Only those members who are present shall be eligible to vote.

Section 10. Guests: Members may at any time bring guests to meetings without restrictions, unless it is a meeting closed to non-members.

ARTICLE VI
EXECUTIVE BOARD

Section 1. Authority: There shall be an Executive Board of Athena ((University of Idaho Women)) which shall have the power to:

a. Act for the organization when time does not permit a proper calling of a meeting of the organization, provided the actions are reported to the organization at its next meeting.
b. Carry forward the policies and programs of the organization.
c. Make recommendations to the organization on budgetary and other matters.

Section 2. Membership: The members of the Executive Board shall be: The Officers of the organization and the immediate past President.

Section 3. Meetings and Conferences: The President, or the President's designee, shall give notice to all members of the Executive Board at least four (4) days prior to the date of the meeting. Three (3) members can call a meeting of the Executive Board in keeping with the provisions of the above paragraph. Three (3) members of the Executive Board shall constitute a quorum.

ARTICLE VII
COMMITTEES

Section 1. Special Committees: There shall be such special committees as the President and the organization shall designate.

Section 2. Committee Chair and Membership:

a. All special committee chairs shall be appointed by the President with the approval of the Executive Board.
b. Members of all special committees shall be appointed by the President.
c. A committee chair shall have the same power within the committee as the President has under Article IV within the organization.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IX
AMENDMENTS

These bylaws may be amended at any meeting of the organization, provided that:

a. The proposed amendment has been reviewed and given a recommendation for its disposition by the Executive Board.
b. A copy of the proposed amendment, together with the portion of the bylaws it would change, has been mailed to each member of the organization not less than ten (10) days prior to the next meeting of the organization.
c. The proposed amendment shall be favored by a two-thirds (2/3) majority vote of those members present and voting.

ARTICLE X
EQUAL OPPORTUNITY

Athena ((University of Idaho Women)) shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of organizational affairs on the basis of sex, race, age, religion, economic status, ethnic origin, sexual preference, disability, or veteran's status shall be prohibited. Meetings shall be open to all interested persons.

Ratified 11/09/87