

**The
Ultorian Women's Club
Of
The Oak Brook Club**

By-Laws

Article I – Name

The name of this organization shall be the Ultorian Women's Club of Oak Brook, also known as UWC.

Article II – Purpose

The purpose of this non-profit organization is to promote women getting together to make personal connections with each other through social activities, share common interests and make our community a better place in which to live.

Article III – Membership

1. Membership shall be open to all women residents of the Oak Brook Club condominiums.
2. The fiscal year shall be from June 1 to May 31. Dues shall be \$25.00 per year except in the case of a new resident who joins the Club after December 1st; the dues shall then be \$12.50 for the remainder of the year.
3. Activities of this organization shall be restricted to paid members only, except when the Executive Committee designates functions as open to guests.

Article IV – Meetings

1. Social activities of this organization are to be held when designated by the Board.
2. The annual business meeting, which shall be open to all members, will be held in May for the purpose of election of officers and annual reports.

Article V – Officers

1. Elected officers of this Club shall be President, Vice President, Secretary, Treasurer, and chairpersons of the standing committees: Membership, Publicity and Courtesy. Two people may serve together as co-officers or co-chairpersons.
2. These officers, with the immediate Past President, shall constitute the Executive Committee of the Ultorian Women's Club of Oak Brook.
3. The Executive Committee shall transact all business of the organization, fill all vacancies of the office and promote methods of carrying on the purpose of the Ultorian Women's Club of Oak Brook.
4. Executive Committee meetings are to be called at the discretion of the President. Event chairmen shall be invited to attend when necessary.

5. The Executive Committee shall work together on appointing chairmen for the monthly programs.
6. The Executive Committee shall set up the social calendar.

Article VI – Election of Officers

1. The Nominating Committee shall consist of three members, the Chairman of which shall be appointed by the President and approved by the Executive Committee.
2. The Nominating Committee Chairman shall present the slate at the May general membership meeting. Nominations shall be accepted from the floor providing the candidate has accepted. (If there are co-officers or co-chairmen being nominated to share a particular office or committee chairmanship, they shall be considered as one candidate for the purpose of election.)
3. Voting shall be by a show of hands unless there is more than one candidate per office. Election, then, shall be by ballot.

Article VII – Duties of Officers

1. President
 - (a) Shall preside at all Executive Committee meetings and serve as an ex-officio member at all committee meetings except the nominating committee.
 - (b) Shall appoint all special committee chairmen and auditing committee for a yearly audit.
 - (c) In the absence of the Treasurer, shall be authorized to sign all checks.
2. Vice President
 - (a) Shall perform duties of the President in the event of her absence or inability to serve.
 - (b) Shall automatically ascend to the Presidency; however, shall have the right to refuse the office.
 - (c) Shall serve as Program Chairperson, overseeing the chairmen of the various events.
3. Secretary
 - (a) Shall take the minutes, record attendance, and keep records of all business meetings of the Club.
 - (b) Be in charge of keeping the TV and Web Site information current regarding the Ultorian Women’s Club.

4. Treasurer

- (a) Shall be the custodian of all the funds of the Club, keeping an accurate account of all the receipts and disbursements. A written report shall be given to the President monthly and shall be presented at the next Executive Meeting. The accounts of the Treasurer shall be subject to an audit at the close of the fiscal year. The Treasurer shall present to the newly elected Executive Committee a financial report of the audited accounts at the first meeting of the Executive Committee.

5. Publicity Chairperson

- (a) Shall be in charge of having information printed in the Newsletter and help with event flyers if requested to do so by the event chairpersons.

6. Membership Chairperson

- (a) Shall collect dues, prepare, send out, and collect the Membership Applications, and inform the Board of the new members.
- (b) Shall transmit the membership dues to the Treasurer in a timely manner.
- (c) Familiarize new residents with the Ultorian Women's Club, extending an invitation for them to join.
- (d) Serve as a hostess at the social functions.
- (e) Be responsible for the preparation and printing of the Membership List.

7. Courtesy Chairperson

- (a) Should send an acknowledgement in the event of an illness or death of a member or spouse of the Ultorian Club as set by the Executive Committee.

Article VIII – Special Committees

Special committees may be appointed by the President or at the discretion of the Executive Board.

Article IX – Changes to By-Laws

No amendment or deletion can be made to these By-Laws except by majority vote of the Executive Committee.

Article X

These By-Laws shall become effective immediately by a majority vote of the Executive Committee.