

BY-LAWS

ARTICLE I. NAME

The name of this organization shall be WT Women.

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote good fellowship among its members, to furnish them organized opportunities for furthering the interests of the University, and to raise funding to support the WT Women's Scholarship.

ARTICLE III. MEMBERSHIP

Section 1. Those persons eligible for membership are wives of present, retired, or deceased administrators, faculty, and staff of West Texas A&M University and present or retired women administrators, faculty, and staff of West Texas A&M University.

Section 2. Annual dues shall be \$10.00 with \$2.50 designated for the WT Women's Scholarship Fund.

Section 3. The Executive Board may recommend honorary members. Recipients of honorary membership must fulfill membership eligibility requirements and may be suggested by any member in good standing. Honorary members will not pay dues and will be accorded all privileges of regular membership.

ARTICLE IV. OFFICERS

Section 1. The officers of the organization shall be president, vice-president, secretary, treasurer, historian, and publicist.

Section 2. The Executive Board shall consist of the officers above named and the immediate past president.

Section 3. The Executive Board shall approve the formation of interest groups, committees, and appointment of committee chairpersons.

ARTICLE V. TERM OF ELECTION

Section 1. The officers shall be elected for a term of one year.

Section 2. Nominations for officers shall be submitted by a nominating committee. The nominating committee shall consist of four members appointed by the president with the consent of the Executive Board. Previous consent of a nominee must be obtained.

Section 3. Officers shall be elected by a majority vote of members in good standing present at the last regular meeting of the year or, if the Executive Board deems it necessary, election may be by a majority of votes received by mailed ballots from members in good standing. Those elected shall take office after the last function of the organizational year.

ARTICLE VI. VACANCIES

Section 1. If a vacancy should occur in the office of the president, the vice-president automatically shall succeed thereto.

Section 2. If a vacancy should occur in any office other than that of the president before the expiration of the incumbent's term, said vacancy shall be filled by a member appointed by the Executive Board.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings and shall have the power to call a meeting of the Executive Board whenever necessary. The president shall appoint with the approval of the Executive Board any committee chairperson necessary for the good functioning of the organization. The president shall be the social and program chairperson and attend subcommittee meetings.

Section 2. The vice-president shall perform the duties of the president in her absence. She will be the chairperson for the directory.

Section 3. The secretary shall keep the minutes of business meetings and all Executive Board meetings, handle correspondence, and keep a memory book of all organizational activities.

Section 4. The treasurer shall receive and distribute all funds of the organization and shall keep all the records requisite to a clear accounting of funds. Funds received shall be deposited in a proper depository and a financial report shall be made to the membership and Executive Board as needed. Petty cash funds may be established by the Executive Board as deemed necessary. The treasurer shall maintain a current membership file.

Section 5. The publicist shall coordinate all publicity for the organization and shall work with committee and event chairpersons on specific publicity for special and regularly planned events.

Section 7. The historian shall take photographs at events and collect them in a memory book for the organization. She will post photographs on the Internet site.

ARTICLE VIII. SCHOLARSHIP

The Scholarship Committee shall consist of the Executive Board. The president shall bring forward nominations obtained from a list of applicants through the WTAMU scholarship office. The scholarship applicant

must be the child or grandchild of an employee (administrator, faculty or staff) of WTAMU. The Executive Board shall determine the recipient(s) based upon qualifications of the official scholarship instrument and in accordance with the guidelines of the WT scholarship application. The Board shall then forward the names to the directors of the office of admissions, the office of development, and the office of student financial services for review. The treasurer will submit the final selections on a scholarship recipient list to the student financial services office.

The Virginia Maples memorial scholarship shall be given based on the same criteria as the other scholarships given. This scholarship was established in memory of Virginia Maples by WT Women. Virginia was born in Claude, graduated from high school in House, NM, and graduated from Draughton's Business College in Lubbock. She married Dyrle Maples in Silverton. They have 3 children, Steve, Julie (Stauffer), and Mike and ten grandchildren. Virginia worked at West Texas A&M University for 15 years and retired January 15, 2008. She was a dedicated member of WT Women serving as past president and, for many years, as treasurer. Virginia was responsible for providing new employee orientation for the University and was the recipient of a Staff Excellence Award in 2005. She also had a very active role in the IAAP (International Association of Administrative Professionals) Chapter of Amarillo and was a Certified Professional Secretary.

ARTICLE IX. INTEREST GROUPS

Interest groups may be started with the approval of the Executive Board. All members of the interest groups must be members in good standing of the organization.

ARTICLE X. COMMITTEES

Section 1. The Executive Board may create committees as needed.

Section 2. Chairpersons other than those elected shall be appointed by the president with the approval of the Executive Board.

Section 3. Event committees shall be determined by self nomination or appointment by the social and program chairperson.

ARTICLE XI. AMENDMENTS

The by-laws may be amended or altered by a majority vote of members in good standing present at any meeting designated for voting upon said amendment or alteration or -- if deemed necessary by the Executive Board -- by a majority of votes received by mailed ballots from members in good standing. The membership shall be notified in writing of a proposed amendment or alteration. An amendment or alteration must have the approval of the Executive Board.