

BYLAWS of the

**FORTNIGHTLY CLUB**  
of the UNIVERSITY OF MISSOURI – COLUMBIA  
Organized 1892 Chartered 1978  
Last Revised April 2016

**ARTICLE I – NAME**

This organization shall be known as the Fortnightly Club, hereinafter referred to as “Fortnightly.”

**ARTICLE II – MEMBERSHIP**

Section 1. Membership in this organization shall be open to the following women affiliated with the University of Missouri-Columbia, and University of Missouri System in Columbia:

- a. The wives and significant others of persons engaged in instruction, extension, research, and administration at the University with the academic rank of full-time instructor or above or an equivalent extension or administration rank at the University. This includes wives and significant others of non-regular faculty and members of affiliated foundations and organizations to whom faculty privileges have been granted by the University System President or the Chancellor of the University.
- b. Women engaged in instruction, extension, research and administration with the academic rank of full-time instructor or above or an equivalent extension or administrative rank. This includes non-regular faculty members and members of affiliated foundations and organization to whom faculty privileges have been granted by the University President or Chancellor of the University.
- c. Administrative professionals who are employed full- time by the University.
- d. Those persons described in Section (a), (b) or (c) who have retired or whose husbands have retired or died during service to the University.
- e. Those persons who have ever previously been a member of Fortnightly Club.
- f. Women previously affiliated with another university who are relocated to Columbia who would otherwise meet above qualifications of (a) or (b) or (c) or (d). This includes visiting faculty or their spouses/significant others, retired faculty or their spouse/significant others, etc., who relocate to Columbia.

Section 2. Honorary membership shall automatically be conferred on the wife of the University Chancellor and of the System President. If either position is held by a woman, then she shall be so designated. Honorary membership may be extended to women members and wives of members of the current Board of Curators of the University System.

**ARTICLE III – PURPOSE**

The purposes of the organization are to:

- a. promote acquaintance, friendship and well-being among members;
- b. sustain an interest in the education and welfare of the students of the University by making available money in the form of scholarships and in other ways as deemed worthy by the membership.

#### **ARTICLE IV – DUES**

Section 1. The amount of the annual dues shall be determined by the Board during the budget process and announced in the first Newsletter of the year.

Section 2. Dues may be prorated for new members arriving at the University after December 31 of a given year.

Section 3. Upon reaching their thirtieth (30) anniversary of paid dues prior to June 30, 2007, members were granted Life Membership and are no longer required to pay annual dues. Beginning with Fortnightly's 2007-2008 fiscal year, members who reached thirty (30) years of membership shall be recognized in a way determined by the Board but shall continue to pay dues. Fifty (50) year members are also recognized by the Board.

Section 4. No person shall be eligible for any office or committee in Fortnightly unless regular dues have been paid.

Section 5. No person shall be eligible for any Interest Group in Fortnightly unless regular dues have been paid.

#### **ARTICLE V – OFFICERS**

Section 1. The officers of Fortnightly shall be a President, President-elect, First Vice-President, Second Vice-President, Secretary and Treasurer.

Section 2. The officers shall be elected and installed at the annual business meeting and shall serve for a period of one year or until their successors are elected and installed.

Section 3. No President shall succeed herself in office.

Section 4. Election shall be by ballot, except when there is only one nomination for each office. In that case, election shall be by voice vote of members present at the annual business meeting.

Section 5. In the event of a vacancy in the office of the President, the First Vice-President and Second Vice-President, in that order, shall succeed to that office for the remainder of the term. The Board shall elect a successor in the event of a vacancy in the other elective offices.

Section 6. The wife of the System President and the wife of the Chancellor of the University shall each be designated as an Honorary President. If either office is held by a woman, then she shall be so designated.

#### **ARTICLE VI – THE BOARD**

Section 1. The Board shall consist of the elected officers, the Past President, and the chairs/co-chairs of all standing and special committees.

Section 2. The Board shall transact the necessary business concerned with the welfare of the organization, including approval of proposed budgets and additional expenditures as necessary.

Section 3. The Board shall also approve the formation and dissolution of Interest Groups (see Article XI)

Section 4. The Board shall ensure the maintenance of Fortnightly's web site and social media presence, as appropriate.

Section 5. The Board should hold monthly meetings during the academic year as designated by the President. The Board shall hold at least 6 meetings each year.

Section 6. A quorum shall consist of six (6) voting members of the Board present at a given meeting. Members may attend remotely by electronic means. Elected Officers, the Past President and committees have voting privileges, but there is only one (1) vote per officer or committee. If a person serves as an Officer and Committee Chair she still has only 1 vote. Committees with Co-Chairs have only one (1) vote.

Section 7. Special meetings may be called by the President at her discretion.

Section 8. Special meetings may also be called upon written request of five (5) Board members, provided that at least five (5) days' notice of such meeting has been distributed to Board members. An agenda must accompany the notice.

Section 9. The President shall report the activities of the Board at the annual business meeting.

Section 10. The Board may delegate such authority as it deems necessary to the Executive Committee. (See Article VII)

#### **ARTICLE VII – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall be composed of the elected officers of Fortnightly.

Section 2. The Executive Committee may act for the Board between Board meetings.

Section 3. The Executive Committee shall:

- a. determine if changes to the standing and special committees are necessary to carry out the purposes of the organization and recommend their establishment by the Board;
- b. make recommendations to the Board;
- c. report to the Board on its activities and action taken;
- d. fill a vacancy in any office except that of the President; and
- e. accept and request resignations of Board members.

Section 4. The Executive Committee shall have such power and additional duties as may be delegated to it by the Board.

Section 5. A quorum shall consist of four (4) members of the Executive Committee. Members may attend a meeting remotely via electronic means.

Section 6. The Executive Committee shall meet at the call of the President.

Section 7. The Executive Committee may meet at other times at the written request of three (3) members of the Committee, provided at least three (3) days' notice is given to the members. An agenda must accompany the notice.

Section 8. Between meetings of the Executive Committee, a written, conference call or electronic vote may be taken at the request of the President on any question submitted in writing, by the previously mentioned means, to all members of the Executive Committee. Voting shall close no more than ten (10) days after the question has been submitted. If a majority of the Executive Committee votes on a question, the vote shall be counted and shall have the same effect as if cast at a meeting of the Executive Committee.

#### **ARTICLE VIII – DUTIES OF OFFICERS**

Section 1. The President or her designee shall preside at all meetings of the organization, the Board and the Executive Committee. She shall:

- a. appoint a chairperson or persons of each standing and special committee, and except for Membership, in which the President appoints only the chair (see Article VIII, Section 6) help the committee chairs identify members of the respective committees.
- b. appoint one Scholarship Committee member (see Article XIII, Section 1);
- c. appoint one Audit Committee member;
- d. act as ex-officio member of all committees except the Nominating Committee;
- e. oversee distribution of membership lists, as needed; and
- f. prepare programs, as desired, for events.

Section 2. The First Vice-President shall preside in the absence of the President. She shall:

- a. coordinate the Interest Groups;
- b. if received, present petitions with at least ten (10) members' signatures for the formation of an interest group to the Board for approval; and
- c. notify the President, the Board and the Newsletter Committee of an interest group dissolution.
- d. confirm with each Interest Group chair that all interest group members have paid the annual Fortnightly dues.

Section 3. The Second Vice-President shall preside in the absence of the President and First Vice-President. She shall:

- a. arrange social opportunities for new and existing members on a periodic basis;
- b. work with the Membership Committee to identify newcomers as eligible under ARTICLE II – MEMBERSHIP before the Fall Reception; and
- c. act as a liaison between the University and Fortnightly.

Section 4. The Secretary shall:

- a. keep the records of the organization, the Board and the Executive Committee;
- b. perform other duties as requested by the President; and
- c. read the minutes of the previous annual business meeting of Fortnightly at the next annual business meeting.

Section 5. The Treasurer shall:

- a. be bonded;
- b. collect dues;
- c. hold all monies belonging to Fortnightly;
- d. make payments of money only on the orders of the organization, the Board or the Executive Committee;
- e. act as Budget and Finance Committee chair; and
- f. follow the latest revised Treasurer's Duties and Procedures. These are attached to these Bylaws as an Appendix.

Section 6. The President-elect shall:

- a. select an Assistant Membership Chairperson; and
- b. have no other assigned duties except to participate in Board and Executive Committee meetings.

**ARTICLE IX – STANDING COMMITTEES**

Section 1. There are typically a number of standing committees, such as: Audit, Budget and Finance, Courtesy, Membership, Photography, Newsletter, Scholarship, and Social.

Section 2. The duties of the standing committees shall be as follows:

- a. The Audit Committee shall audit the records of the Treasurer of Fortnightly. There shall be three members of the Audit Committee. Each member shall serve a three-year term. The terms shall follow consecutively, with one new member appointed each year by the President. The third-year member shall serve as chairperson. Alternatively, if recommended by the Board, a Certified Public Accountant (CPA) may be employed to conduct the audit. The books for the current year ending May 31 should be delivered to the Audit Committee or the CPA by June 15. The audited books shall be delivered to the incoming Treasurer no later than July 31. A written report of the audit shall also be prepared and should be submitted to the Past President and the President with a copy to the Treasurer and the outgoing Treasurer, if applicable, by July 31. The outgoing Audit Committee Chair or the CPA shall present the report to the Board at the first meeting of the new Board.
- b. The Budget and Finance Committee shall be the Treasurer, the President, the outgoing Treasurer and two at-large members. They shall prepare a budget to be approved by the Board before September 30. They shall also keep a current list of paid memberships for use by the Newsletter Committee, Membership Committee, Nominating Committee and any other committee as directed by the President;
- c. The Courtesy Committee should provide In Memoriam names to the Board and extend courtesies to members and members' families as needed.
- d. The Membership Committee shall see that newcomers eligible for membership receive information about Fortnightly and an invitation to the Fall Reception. The names of those who join shall be forwarded to the Second Vice-President and the Newsletter Committee. The Membership Committee shall prepare name tags for Past Presidents, current officers, and Honorary Presidents for the Fall Welcome. They shall also prepare certificates for new 30-year and 50-year members for presentation at the Spring Luncheon. The Assistant Membership Chairperson usually becomes Membership Chairperson the

succeeding year. The Membership Committee and the President shall rule on those membership requests that may need interpretation.

- e. The Newsletter Committee shall prepare, publish and disseminate the newsletters at the direction of the Board. After the first distribution, newsletters will be mailed only to those who have paid dues and mailing fees for the current year.
- f. The Photography Committee shall keep a pictorial record of Fortnightly. A yearly record of pictures and articles may be later filed in the State Historical Society of Missouri/Western Historical Manuscript Collection – Ellis Library, University of Missouri.
- g. Scholarship Committee, See Article XIII.
- h. The Social Committee shall be responsible for all arrangements, including name tags (except as noted in (d) above), decorations, menu, etc., necessary for the Fortnightly Fall Reception and the club-wide winter and spring events, or for those club-wide events being held in a given year.

## **ARTICLE X – SPECIAL COMMITTEES**

Section 1. There shall be at least one special committee, the Nominating Committee. Other special committees may be appointed by the President to promote the activities of Fortnightly.

Section 2. The Nominating Committee shall have no less than two members in addition to the President- Elect, appointed no later than January by the President of Fortnightly. It shall propose a slate of nominees for election at the annual business meeting and serve until each office is filled.

## **ARTICLE XI – INTEREST GROUPS**

Section 1. An interest group is a group of at least ten (10) women who have requested by petition, submitted to the First Vice-President, to organize based on a common interest i.e. cooking, crafts, books, sports, etc.

Section 2. Groups meet at an established time and date. The mission and interests of the group should be written by the members of the group and communicated in their petition to the First Vice-President, who will report to the Board.

Section 3. Interest Groups are responsible for appointing their own chairs and establishing their own program.

Section 4. Interest Groups that do not adhere to the bylaws of formation and membership criteria shall be reviewed by the Board for continuation in the organization.

Section 5. The Chairperson of an Interest Group desiring to dissolve, is responsible to notify the First Vice-President, who in turn is responsible to notify the Board.

## **ARTICLE XII – MEETINGS**

Section 1. The annual business meeting shall be in the spring.

Section 2. Robert’s Rules of Order, Revised shall be the authority in the conduct of business.

### **ARTICLE XIII – SCHOLARSHIP COMMITTEE**

Section 1. There shall be three members of the Scholarship Committee. Each member shall serve three years. The terms shall follow consecutively, with one member appointed each year.

Section 2. The new member shall be appointed by the President.

Section 3. The third-year member shall serve as Chairperson, if able.

Section 4. Duties of the Committee

- a. The members shall work with the University Student Financial Aid in selecting scholarship recipients.
- b. The members shall propose the number of scholarships and the amount of each to be given, based on the total monies available in the Scholarship distribution account, subject to Board approval.
- c. At the March meeting of the Board, it shall be determined if additional funds are to be allocated for scholarships. This action shall be implemented by the Scholarship Committee.
- d. The members shall notify scholarship recipients prior to the annual business meeting and arrange for payments to be made at the time of the students' fall semester registration.
- e. The Chairperson shall report to the Board the number of scholarships and names of recipients prior to the annual business meeting of Fortnightly.
- f. Scholarship recipients may be presented at the annual business meeting.

Section 5. Criteria for Awarding Scholarships

- a. Scholarships shall be granted only to students at the University.
- b. Applicants shall not be discriminated against on the basis of race, creed, gender, sexual orientation, national origin or disability.
- c. Scholarship recipients shall be chosen on the basis of: (1) financial need; (2) academic standing; (3) interviews with the Scholarship Committee; (4) career goals; and (5) Missouri Residency.

### **ARTICLE XIV - GIFTS**

Section 1. Monetary gifts may be accepted by the Treasurer payable to Fortnightly.

Section 2. Material gifts may be accepted by the Board. Gifts may be retained by Fortnightly; placed with an appropriate society, museum or other facility at the University in the names of both Fortnightly and the donor; or converted to funds for scholarships or other purposes as determined by the Board.

### **ARTICLE XV - AMENDMENTS**

Section 1. The Board on its own initiative may propose an amendment to the Bylaws.

Section 2. An amendment to the Bylaws may also be proposed by twenty-five (25) members who present an application to the Board.

Section 3. The Bylaws may be amended by a two-thirds majority vote of a quorum during any regular or called meeting of the membership, provided one week's previous notice in writing of the proposed change(s) has been given. Members may vote by proxy.

Section 4. A quorum at a regular or called meeting of Fortnightly shall be twenty-five percent of current members.

#### **ARTICLE XVI - DISSOLUTION**

In the event of and upon the dissolution of Fortnightly, the Board shall, after paying or making provisions for payment of all liabilities, dispose of all assets of Fortnightly in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any of such assets not so disposed of shall by the order of the Circuit Court of Boone County, be distributed and used exclusively for such purposes or by the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. No part of the net earnings of the organization shall inure to the benefit of any private member or individual, and no officer, director or member shall receive or shall be lawfully entitled to receive any pecuniary profit of any kind from the operation of the organization or upon the dissolution of the organization.

#### **APPENDICES:**

The Treasurer's Duties and Procedures Appendix is attached here simply for reference. Other appendices to these Bylaws are included in materials handed down from each President to the next for reference and as guidelines for the club's operation. All appendices may be revised by the people stated to be responsible for implementation. The board has the right to review and approve or request changes to any such document that is not in compliance with the above detailed Bylaws.



## **APPENDIX**

### **FORTNIGHTLY CLUB TREASURER'S DUTIES AND PROCEDURES**

The duties of the Treasurer begin on June 1 of each year, and are pursuant to Article VIII, Section 5 of the Bylaws of the Fortnightly Club of the University of Missouri, last revised December 2009. The books for the previous year are closed May 31, and remain closed throughout the month of June for auditing by the Audit Committee. The books should be returned to the Treasurer no later than July 1.

The Treasurer's duties include:

- Keeping the financial records for the Fortnightly Club. All financial records are to be kept electronically on spread sheets (Excel or a similar computer program).
- Collect all dues payments. By-laws allow dues payments for the current year only. Dues cannot be paid in arrears or in advance.
- Collect payments for trips and luncheons, keeping appropriate records for the chair of each committee. A spread sheet is recommended.
- Pay all bills. An expense voucher sheet provided by the Treasurer is used for all bills and reimbursements. Original receipts are attached to the voucher sheet. No reimbursements to members are made without receipts.
- Reconcile the bank statements every month before preparing the Income/Expense statements. On line banking has been set up to monitor the checking account between statements.
- Provided Income/Expense statements for each month to the Board by email, or paper. The Secretary will email the statement with her meeting notice, or in a separate email.
- Chair the budget committee.
- Monitor the PO Box for Fortnightly mail including bank statements, bills and correspondence. The box is located at the Columbia Mall substation in the Sears wing, box number 30654. The Treasurer and the President should each maintain a key to the box.
- Monitor the scholarship fund at the MU Development office. Annual statements will be send to the PO Box after year end (June 30), but may not arrive until late in the calendar year. A statement should be received after contributions into the fund have been made.

The Treasurer is the only bonded officer in the Fortnightly Club and is therefore normally the only person who may receive and disburse money on behalf of the Club. In the absence of the Treasurer, the President will disburse any money needed.

## TIMELINE FOR THE YEAR'S DUTIES

### JUNE

- Treasurer and President will go to Boone County National Bank (downtown) to change the signers on the checking account. One former year's signer must go to make changes, as required by privacy laws.
- Set up Budget committee meeting to establish the budget for the coming year and to set the dues amount, as outlined in the Bylaws, Article IX, Section 2(b). The budget will be approved at the first Executive Board meeting after June 15.

### AUGUST

- The Annual Registration for the Fortnightly Club is due August 31. Reminder notice will come from the Secretary of State's office. File on-line, if possible, for a reduced fee. Treasurer will use personal credit card, and receive reimbursement. Changes to Officers and Board of Directors will need to be made. Past practice includes only President, and three directors (President, Past President and Treasurer).
- Requests from the Trips chair for deposits for the Fall trip such as bus and tour company may be received. Treasurer will sign contracts and note final payment due dates. Keep copy of all contracts on file.

### SEPTEMBER

- The bulk of the dues will come in this month and next after the first bulletin goes out and after the Fall reception. Deposit receipts, and post on spreadsheet dues payments, scholarship contributions, including check numbers. A separate spreadsheet should include Life members who are not required to pay dues, and any scholarship donations from them. Send the membership forms to the Communications chair after posting. Life members beginning 2009-10 continue paying dues. Any dues received from non dues paying life members can be classified as scholarship contributions. Every dues payment needs a membership form. If the member does not provide one, use a blank form to pass along to the Communications chair.

### OCTOBER

- Fall reception: Be prepared to accept dues payments. Treasurer will need receipt book and blank membership forms. A table will be set up to facilitate dues paying.
- Final payments for the Fall trip will likely be due. Tip for the bus driver, snacks or other miscellaneous expenses should be submitted by the Trip chair on an expense voucher for reimbursement.

### NOVEMBER

- Continue to collect dues and scholarship donations. Second bulletin goes out, with date for the Holiday luncheon and reservation form. Collect and deposit payments for luncheon and prepare list of attendees for Program chair.
- The First Vice President will contact all interest group chairs in November/December to send the Treasurer a list of their current members, either by email or letter. Treasurer will verify which members have paid dues, and notify interest group chairs, by email, phone

or letter, of those members who have not paid dues . First Vice President should be cc'd. Interest group chairs will be asked to notify their non dues paying members of the necessity for paying dues. Dues must be paid by December 1 for members to participate in interest groups. Interest groups will submit complete membership rosters by December 15<sup>th</sup>. Usually two or three requests to interest group chairs are necessary to acquire membership info.

#### DECEMBER

- Make payment of the amount collected to date for scholarships to the University of Missouri Development office, 4<sup>th</sup> floor of Reynolds Alumni Center before the end of the month. Checks are to be made out to the University of Missouri. On the check's memo line put Fortnightly Scholarship Fund, Corpus. Currently Paula Schlager and Penny Blank handle the Fund, and may be contacted with questions.

#### JANUARY

- All membership information should be provided to the Communications chair for updating of records, and a copy of confirmed Newcomer information should be provided to the 2<sup>nd</sup> Vice President by January 15.

#### FEBRUARY

- Payment for PO Box due February 28. Bill will be in PO Box. Pay annual amount.

#### MARCH

- At the March meeting of the Executive Board, it shall be determined if additional funds from current income are to be allocated for scholarships. The Treasurer should be prepared at that time with information about pending bills and expenditures.

#### APRIL

- Annual business meeting and social event will be held. Treasurer will collect and deposit any payments necessary for members attending, and will check them in at the event. Reservation list should be provided to the Program chair in timely manner.

#### MAY

- Bonding premium due June 1. Bill sent to PO Box.
- Year end procedures:
- Additional funds allocated to current year scholarship recipients should be sent to MU Development office, with Distribution account in memo line. This amount should not be allocated to Corpus.
- Deposit all remaining monies and pay all bills before the end of May. It is best to pay early so checks can clear bank. Retain \$3000 plus set aside for Founders Day Tea, if any, for next year's treasury and deposit any remaining money in the Scholarship account as Corpus before May 31. Prepare the month end report.
- Provide the following information to the Audit Committee:
  - Copy of computer check register
  - Paid bill vouchers and receipts
  - Financial statements by month for the year

Board minutes for the year  
Bank statements  
Deposit ticket book, or copies of deposit slips  
Copies of computer spreadsheets for members dues, life members and donations.

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