

BYLAWS of the

FORTNIGHTLY CLUB of the UNIVERSITY OF MISSOURI - COLUMBIA Organized 1892 Chartered 1978 Revised April 2016 and 2024

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.** Women administrative and research 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 or former husbands have retired or died.
- 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 the qualification 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.
- g.** Additionally, any female member of the Columbia community with an interest in supporting the goals and missions of the Club and those of the University of Missouri may be invited to join by an existing Fortnightly member.

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 AND GOALS

GOAL: Fortnightly provides a rich array of events, programs and interest groups. Our goal is to welcome new members and provide helpful information about Fortnightly and the surrounding community. We promote awareness and involvement in the social and cultural opportunities for the University and the surrounding community through planned activities and outings.

MISSION: Our mission is to improve the welfare of others through community service, funding scholarships and enriching the lives of our members by providing educational, cultural and social activities for our members.

VISION: Our vision is to be a dynamic women’s organization through interacting, meeting, connecting and becoming a part of a community.

ARTICLE IV – DUES

Section 1. The amount of the annual dues shall be determined by the Fortnightly Leadership Team during the budget process and announced in the August newsletter at the beginning of the academic year.

Section 2. Any member who joined prior to 1978 is granted Non-Dues Life membership and are no longer required to pay yearly dues. Beginning with Fortnightly's 2007-2008 fiscal year, members who reach thirty years or subsequent decades of membership shall be recognized in a way determined by the Team but shall continue to pay dues. All non-dues paying members are required to register as members of the Club by submitting a membership form.

Section 3. No person shall be eligible for any office or committee in Fortnightly unless regular dues have been paid.

Section 4. No person shall be eligible for any Interest Group in Fortnightly unless regular dues have been paid.

ARTICLE V – MEMBERS OF THE LEADERSHIP TEAM

Section 1: The Fortnightly Leadership Team will be comprised of active members willing to serve and fulfill the duties of the President, VP, Secretary and Treasurer and the standing committees. These members will be identified by interest in serving as well as strong support of the goal, mission and of vision of the Club.

Section 2: The Team shall identify a candidate for the Fortnightly Leadership Team based on need and interest of the candidate in the event vacancies or the need to expand the Team.

Section 3: 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 LEADERSHIP TEAM

Section 1. The Leadership Team will work collaboratively to execute the responsibilities of the designated officers.

Section 2. The Team 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 Team shall also approve the formation and dissolution of Interest Groups (see Article X)

Section 4. The Team shall ensure the maintenance of Fortnightly's website and social media presence, as appropriate.

Section 5. The Team should hold meetings during the academic year as needed for the effective functioning of the Club.

Section 6. A quorum shall consist of six (6) members of the Team at a given meeting. Members may attend remotely by electronic means.

Section 7. Special meetings may be called as needed.

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

Section 9. A Team member shall report the activities of the Club at the annual spring business meeting.

ARTICLE VII – DUTIES OF THE LEADERSHIP TEAM

Section 1. A Team member shall preside at all meetings of the organization. The Team will work collaboratively to:

- a. Identify chair persons of each the standing and special committee and help the committee chairs identify members of the respective committees.
- b. Recruit Scholarship Committee members (see Article XII, Section 1);
- c. Identify members of the Audit/Budget Committee.
- d. Maintain the membership lists.
- e. Prepare program for events.
- f. Take minutes of official Team meetings.
- g. 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;
 - e. provide monthly income and expense reports for review by the Team;
 - f. keep records of financial transactions for 7 years
 - g. maintain keys to the PO Box;

ARTICLE VIII – STANDING COMMITTEES SERVING WITH THE LEADERSHIP TEAM

Section 1: Members of the standing committees listed in Section 2 will serve with the Leadership Team and be included in all Leadership meetings.

Section 2. There are typically a number of standing committees, such as: Audit/Budget, Courtesy, Membership, Database manager, Newsletter, Scholarship, and Social.

Section 3. The duties of the standing committees shall be as follows:

- a. **The Audit/Budget Committee** shall audit the records of the Treasurer of Fortnightly. The financial year of the Club shall follow the fiscal year July 1-June 30. The Audit/Budget Committee will review the financial records and report to the Leadership Team prior to the first Team meeting in August. The Audit/Budget Committee shall include the chair of that committee, the treasurer, and at least two members of the Club plus representatives of the Leadership Team. They shall prepare a budget to be approved by the Team before August 1.
- b. **The Courtesy Committee** should provide *In Memoriam* names to the Team and extend courtesies to members and members' families as needed.
- c. **The Membership Committee** shall see that those new candidates who are eligible for membership receive information about Fortnightly and an invitation to the fall event. The names of those who join shall be forwarded to the Leadership Team. Membership shall also prepare certificates for new milestone members (30, 40, 50, 60 years) for presentation at the spring meeting.
- d. **The Database** records shall be kept by a Team member working closely with Membership and the Treasurer to keep accurate records of current members with full contact information where possible.
- e. **The Newsletter Committee** shall prepare, publish and disseminate the newsletters at the direction of the Leadership Team. Newsletters are emailed to a contact list of current members. Members are current with the payment of dues by November 30th of each year. Newsletters can be sent by regular mail to those who have paid dues and mailing fees for the current year.
- f. **The Communications** team shall maintain a pictorial record of Fortnightly. A yearly record of pictures and activities will be delivered to the State Historical Society of Missouri for storage in the Fortnightly Archives housed there
- g. **Scholarship Committee**, See Article XII.
- h. **The Social Committee** shall be responsible for all arrangements, decorations, menu, etc., necessary for the fall, holiday and spring club wide events or for those club-wide events being held in a given year.

ARTICLE IX: SPECIAL COMMITTEES

Section 1: Other special committees may be appointed by the Team to promote the activities of Fortnightly.

ARTICLE X – INTEREST GROUPS

Section 1. An interest group is a group of women who have requested the Leadership Team 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 agreed upon by members of the Group.

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 Leadership Team for possible termination.

Section 5. The Chairperson of an Interest Group desiring to dissolve is responsible to notify the Leadership Team.

Section 6. A member of the Leadership Team shall make an effort to attend one meeting of each interest group per year.

Section 7: All those participating in an Interest Group must be current members of Fortnightly in good standing. The Interest Group chairs will work with the Team to verify the status of those in her group.

ARTICLE XI – 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 XII – 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 acting head of the Committee or a representative of the Leadership Team.

Section 3. The third-year member shall serve as Chairperson as the rotation continues.

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.

c. 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.

d. The Chairperson shall report to the Team the number of scholarships and names of recipients prior to the annual business meeting of Fortnightly.

e. 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) graduates of a Missouri high school.

ARTICLE XIII - GIFTS

Section 1. Monetary gifts may be accepted by the Treasurer or any member of the Leadership Team payable to Fortnightly.

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

ARTICLE XIV - AMENDMENTS

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

Section 2. An amendment to the Bylaws may also be proposed by 10% of the members who present an application to the Team.

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 XV - DISSOLUTION

In the event of and upon the dissolution of Fortnightly, the Team 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.