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**THE LADIES OF NOTRE DAME**

**AND**

**SAINT MARY'S COLLEGE**

LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC LND/SMC

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## **CONSTITUTION**

### **Article I. Name**

The name of this organization shall be "The Ladies of Notre Dame and Saint Mary's College." Referred to as LND/SMC.

### **Article II. Purpose**

The purpose of The LND/SMC shall be to promote the educational, social and cultural welfare of its members, to foster friendship within the Notre Dame/Saint Mary's family and to encourage service to the University/College and community in supportive programs. This organization shall be a non-profit organization administered entirely by volunteers.

### **Article III. Membership**

All women with any connection to the University of Notre Dame or Saint Mary's College (other than undergraduate students) shall be eligible for membership in The LND/SMC.

### **Article IV. Meetings**

The LND/SMC shall meet during the academic year. The Annual Business Meeting shall be held in the spring.

### **Article V. Executive Administration**

#### Section 1. Officers

The officers of this organization shall be President, President-Elect, Corresponding Secretary, Membership Secretary, Program Secretary, Recording Secretary, Treasurer, and Assistant Treasurer. Offices may be shared with the approval of the Executive Board.

#### Section 2. Executive Committee

The Officers, Past President, Parliamentarian, and Life Member Advisor shall constitute the Executive Committee.

### Section 3. Executive Board

The Executive Board shall be composed of Executive Committee, Membership Facilitators, Appointed Board Members, and Chairpersons of Affiliated Activities as defined in the Bylaws.

### Section 4. Election

The Officers shall be elected at the Annual Business Meeting in the spring and shall take office at the May meeting.

## **Article VI. Chaplain**

The Chaplain for The LND/SMC shall be chosen by the Executive Committee.

## **Article VII. Amendments**

Amendments to these articles may be proposed at any regular meeting of this organization or to the Executive Board and must be published at least one month prior to voting. Adoption of proposed amendments requires an affirmative vote by two-thirds of those members present at the regular meeting at which the vote is taken.

## **BYLAWS**

### **Article I. Membership**

#### Section 1. Members

a. Members are those who have met their financial obligations for the current academic year and/or those on whom Life Membership has been conferred.

b. The distinction of Life Membership shall be conferred upon those whose husbands retire or die while serving the University/College or upon women who retire from the University/College. Two full years of membership immediately preceding conferment of Life Membership shall be required.

c. Any woman eligible for membership is a Newcomer during her first two years at the University/College. Newcomers shall be members if they have met their financial obligation for the current academic year.

d. The Membership Committee shall rule concerning eligibility.

#### Section 2. Requirement for Membership

Members shall pay dues annually to this organization.

#### Section 3. Privileges of Membership

a. All members are entitled to make motions, vote, hold office, and participate in activities of the organization.

b. Life Members have the option of not paying dues.

c. The newsletter shall be sent to all members and Newcomers.

### **Article II. Election**

Section 1. Election of Officers shall be held at the Annual Business Meeting in the spring.

Section 2. Officers shall be elected for terms of one year.

Section 3. The Nominating Committee shall present the names of one candidate for each elected office or multiple names if the office is to be shared. Offices may be shared with the approval of the Executive Board. Additional nominations may be made from the floor provided the person so nominated has agreed to serve if elected. Election shall be by ballot with a majority of those members present necessary for election. If no nominations are made from the floor, elections may be show-of-hands or voice vote.

### **Article III. Duties of Elected Board Members**

Section 1. The President shall preside at all business meetings; call and preside at all Executive Committee and Executive Board meetings; appoint officers and committees as set forth in these Bylaws; exercise general supervision over the activities of the organization and serve as ex-officio member on all committees except the Nominating Committee.

Section 2. The President-Elect shall assist the President upon call and assume all the duties of the President in her absence. She shall accede to the office of President the following year.

Section 3. The Corresponding Secretary shall be responsible for all official and social correspondence for the organization in accordance with the current policies. She shall serve ex-officio on the Membership Committee.

Section 4. The Membership Secretary shall keep an accurate file of all members including up-to-date information on addresses, dues payment, record of service, department, designation of Life Membership if applicable, and whatever other information is deemed necessary for the smooth operation of this organization. The cooperation of the Treasurer and other individuals having pertinent data is assured. The Membership Secretary shall prepare a membership yearbook that shall be distributed to all members.

Section 4. The Program Secretary shall chair the Program Committee and present the year's program schedule to the Executive Board for approval at the first Executive Board meeting.

Section 5. The Recording Secretary shall keep minutes of all meetings of the organization, the Executive Committee and the Executive Board.

Section 6. The Treasurer shall prepare the budget, make deposits, disburse funds, file all required documents, and present a financial report at the Annual Business Meeting (copies of which shall be given to members present). The Treasurer and Membership Secretary shall collect dues and keep an accurate list of names of dues-paying members.

Section 7. The Assistant Treasurer shall disperse funds received from the use of Remembrance Cards and maintain an accurate list of names and donation information. She shall assume the duties of the Treasurer in her absence and shall assist her upon call. She is Treasurer-Elect. (2013)

Section 8. The President and Program Secretary shall be responsible for the silver, kitchen furnishings, decorations and other property belonging to the LND/SMC and keep a current inventory of these possessions.

#### **Article IV. Duties of Appointed Board Members**

Section 1. The Historian shall keep a scrapbook of this organization. She shall be appointed by the President for a one-year term but may be reappointed for additional terms as desired.

Section 2. The Interest Group Coordinator shall act as liaison between the LND/SMC and the Interest Groups; shall submit a list of proposed Interest Groups to the Executive Board for approval; shall assist in the organization of new groups; shall make arrangements for members to register for the various Interest Groups at the October meeting; shall work closely with the chairpersons of the various groups to see that all participants are members; shall keep membership lists of the various groups; and shall present an Annual Report of their activities at the Annual Meeting. She shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

Section 3. The Life Member Advisors shall assist and advise the President in all matters pertaining to the policies of the organization. Each shall be a Life Member of LND/SMC and shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

#### **Section 4. Membership Facilitators**

a. Membership Facilitators shall make themselves known to the dean's/department secretaries and solicit their help in obtaining an accurate and current list of women who may be or become members of our organization.

b. Each Membership Facilitator is also expected to make herself known to women on this list through a personal contact; i.e. phone call, letter of introduction, or email. The purpose of this contact shall be to welcome new people, convey information about LND/SMC, and encourage participation in our activities.

c. Membership Facilitators shall request that secretaries and members in her assigned academic or administrative area contact her regarding births, serious illnesses, deaths, marriages, new appointments, etc. She shall report this information to the Corresponding Secretary, the President, and the Membership Secretary.

d. Although Membership Facilitators are responsible for the above, they are encouraged to recruit others to help them carry out the responsibilities of this position.

e. Membership Facilitators shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

Section 5. The Newcomer Advisors shall act as liaison between the LND/SMC and the Newcomers; shall be an ex-officio member of the Membership Committee; shall advise and assist the Newcomers; shall gather information about the community to give to newcomers; and present a final Report at the Annual Meeting. Each shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

Section 6. The Newsletter Editor shall be responsible for coordinating the various activities indigenous to writing a newsletter and getting the final copy ready for printing and mailing by the Circulation Committee. The Editor shall be appointed by the President.

Section 7. The Parliamentarian shall assist the President with the rules of parliamentary procedure, keep a copy of all changes in the Constitution and Bylaws, keep a list of all current policies of this organization and present it to the Executive Board each year for review and revisions, and be responsible for the printing of the Constitution. She shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

Section 8. The position referred to as Past President shall serve as advisor to the President and as chairperson of the Nominating Committee, and her position shall be filled by the most recent former president whenever possible. If the most recent former president cannot serve, the President may appoint any former president to serve as the Past President.

Section 9. The Volunteer Opportunities Coordinator shall write articles for the Newsletter explaining volunteer opportunities in the community and act as a liaison between The LND/SMC and the community in response to community needs as necessary. She shall be appointed by the President for a term of one year but may be reappointed for additional terms as desired.

## **Article V. Duties of the Executive Committee**

Section 1. The Executive Committee shall fill any vacancy occurring on the Executive Board after consulting with the chairperson of the Nominating Committee, such appointment being made for the remainder of the unexpired term.

Section 2. The Executive Committee shall appoint a Chaplain.

Section 3. The Executive Committee shall assist the President upon occasion when calling a meeting of the Executive Board is unfeasible.



Section 4. The Executive Committee shall be responsible for determining the number and distribution of Membership Facilitators.

Section 5. The Executive Committee shall be responsible for deciding eligibility for membership and for Life Membership in accord with the Constitution, Bylaws, and Policies.

#### **Article VI. Duties of the Executive Board**

Section 1. The Executive Board shall be the policy-making board of The LND/SMC, annually reviewing the list of current policies.

Section 2. Prior to the first meeting in the fall, the Executive Board shall approve in outline the general plans of the Program Committee for the year.

Section 3. The Executive Board shall approve the budget for each year.

Section 4. The Executive Board shall have a minimum of four meetings each year.

#### **Article VII. Committees**

Section 1. All committee members and chairpersons shall be appointed by the President unless otherwise stated in the Bylaws.

Section 2. Any committee chairperson may appoint an assistant if she so desires, but no assistant shall be a member of the Executive Board.

Section 3. Auditing Committee

At the Annual Business Meeting, the President shall appoint an Auditing Committee of two members to audit the Treasurer's books.

Section 4. Nominating Committee

a. At least three months prior to the Annual Meeting, the President shall appoint a Nominating Committee, consisting of the Past President and four members who represent a cross-section of the membership.

b. The Past President shall chair the committee.

c. The Nominating Committee shall present a slate of officers for election at the Annual Business Meeting.

d. The Nominating Committee shall prepare a list of members who are willing to make the commitment to be Membership Facilitators for all academic and administrative areas. They shall give this list to the President-Elect to aid her in making appointments for the upcoming year.

Section 5. The President shall appoint such special committees as are deemed necessary by the Executive Board.

### **Article VIII. Standing Committees**

#### Section 1. Membership Committee

The Membership Committee shall be composed of the Membership Secretary and the Membership Facilitators. The Membership Secretary shall chair the committee, whose function is to carry out all membership responsibilities.

#### Section 2. Program Committee

a. The Program Committee shall assist the Program Secretary in planning and implementing the year's programs.

b. The Program Committee shall name an Event Coordinator for each event who will make all necessary arrangements. She may enlist a committee to assist her.

### **Article IX. Affiliated Activities**

#### Section 1. Circulation Committee

a. The Circulation Committee shall consist of the Circulation Chairperson, the Newsletter Editor, the Membership Secretary, and other volunteers.

b. The Circulation Committee, working in close cooperation with the Editor, shall be responsible for publishing and mailing the Newsletter to all those eligible to receive it.

#### Section 2. Interest Groups

a. LND/SMC shall sponsor various Interest Groups for the members of this organization.

b. These groups may be formed and/or disbanded depending on the interest of members. After consulting with the Interest Group Coordinator to avoid conflicts in dates, each group is responsible for its own schedule of activities.

c. Prior to the May meeting, each Interest Group shall select a chairperson for the following year.

d. Each chairperson of an Interest group shall submit a report of the year's activities to the Interest Group Coordinator in time for inclusion in the report to be presented at the Annual Business Meeting.

### Section 3. Newcomers Group

a. LND/SMC may sponsor a group composed of first and second year members to be called Newcomers Group.

b. The purpose of the Newcomers Group shall be to assist new members in becoming acquainted with one another, with LND/SMC, the University/College and the community.

c. The Newcomers Group shall select a chairperson, plan a schedule of activities assisted by their Advisors, and work in liaison with the Program Secretary.

### Section 4. Newsletter

LND/SMC shall sponsor a newsletter, to be printed at regular intervals between August and May and mailed to all members.

## **Article X. Amendments**

These Bylaws shall be reviewed periodically but at least every ten years, and may be amended at any regular meeting by a majority vote of those members present, provided one month's notice of the proposed amendment shall have been given, either at the previous regular meeting or by mail.

## **Article XI. Rules**

The rules contained in Robert's Rules of Order (Revised) shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

## **Article XII. Disbandment**

If over the course of time, the continued existence of The Ladies of Notre Dame and Saint Mary's College is no longer feasible, it may be dissolved by a resolution passed by at least two-thirds of members with voting rights (Bylaws Art. 1 Sec.3a) who are present at an extraordinary general meeting called for the purpose for which at least 28 days notice has been given in writing. The voting is to be done by signed written ballot.

The Ladies shall not disband without the consent of at least two-thirds of its voting members who are present at his extraordinary general meeting. Motion to disband The Ladies of Notre Dame and Saint Mary's College, signed by the proposed and seconded, shall be submitted in writing to the Recording Secretary.

Such a resolution shall give instructions that after all debts and liabilities have been met, the balance of monies left will be transferred to The Ladies of Notre Dame and Saint Mary's College Scholarship Fund for Local Women at both the University of Notre Dame and Saint Mary's College.

Those properties that are of historic value will be transferred into the care of the University of Notre Dame Archives until the Ladies of Notre Dame and Saint Mary's College can be reestablished.

The last official duty of The Ladies of Notre Dame and Saint Mary's College President shall be to transfer The Ladies of Notre Dame and Saint Mary's College property and turn over all of the Ladies of Notre Dame and Saint Mary's College records to the University of Notre Dame Archives.

## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **FISCAL POLICIES**

1. The Treasurer shall present a budget to the Executive Board for approval at the beginning of the year. (1970)
2. The sum of approximately Seventy Dollars (\$70.00) per year shall be allotted for the purchase of a gift for the outgoing President. The President-Elect or Past President shall be responsible for the gift, which will be presented at the May meeting. (1971, 1972, 1977, 1986, 2006)
3. Funds from the University of Notre Dame Credit Union Savings Account may be withdrawn by the Treasurer only with the approval of the Executive Board. (1969, 1978)
4. Before an outgoing Treasurer can turn over her books for auditing, all bills incurred under her jurisdiction must be paid and all dues collected for the current year must be recorded. The outgoing Treasurer must remain in office until the above stated duties are completed. Such activities shall be completed no later than July 31 of that year. (1970, 1972, 1974, 1978)
5. After the Treasurer's Books are in the hands of the auditors, all dues received shall be considered applicable to the following year. (1970)
6. At least two scholarships shall be awarded each year, one to a woman student at the University of Notre Dame and another to a woman student at Saint Mary's College. The scholarships shall be funded by member donations, dividends and interest, fundraising activities, and memorial gifts. The recipients and amounts of the scholarships shall be determined each year by the Financial Aid offices of each school. (2006)
7. The amount of annual dues shall be determined by the Executive Board, effective only upon the majority vote of the membership attending the Annual Business Meeting.
  - a. The annual dues of the Ladies of Notre Dame and Saint Mary's College shall be Twenty-five Dollars (\$25.00) payable at the October meeting. (2013)

## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **GENERAL POLICIES**

1. At the death of a member of this organization or a member of her immediate family (i.e., living under the same roof);
  - a. The President shall be notified as soon as possible.
  - b. The President shall notify the Chaplain, the appropriate Membership Facilitator and the Corresponding Secretary to take appropriate action. (1969, 1970, 1996, 2003)
  - c. The Membership Facilitator shall express the condolences of The Ladies of Notre Dame and Saint Mary's College and offer the organization's assistance in any way. (1970, 2003)
2. A Mass shall be offered annually for deceased members. (Tradition, 1978)
3. In the event of serious illness of a member of the immediate family of a member, the Corresponding Secretary shall send a note. In the case of a severe and prolonged illness of a member, several notes may be sent. (Tradition)
4. On appropriate occasions, congratulatory notes shall be sent to members by the Corresponding Secretary. (Tradition)
5. No event of LND/SMC shall be held at any place where any member of this organization would be denied membership or admission by reason of creed or ethnic origin. (1969, 1970, 1972)
6. The Interest Group Coordinator shall work closely with chairpersons of the various interest groups to see that all participants are members (have paid their dues). Each chairperson shall make it known to her group that all dues must be currently paid in order for a woman to participate. Names of Interest Group members will then be forwarded to the Coordinator. (1976, 1980)
7. Neither the LND/SMC mailing list (complete addresses with zip codes) nor the Membership Yearbook shall be given out to non-members. (1980, 1985, 2003)

## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **MEMBERSHIP POLICIES**

1. The following women shall continue to be eligible for membership:
  - a. Wives of those who are retired from the categories stated in the Newsletter Policy #3 or women themselves who have retired from such categories.
  - b. A member who is divorced or whose husband has been separated from the University/College.
2. A member on leave may continue her membership by payment of dues. (1967, 1980)
3. The Executive Committee will present to the President the names of members potentially eligible for Life Membership. The Membership Secretary shall provide information on eligibility. Those members shall be so honored at an annual program. Special cases may be considered by the Executive Committee. (1972, 1996, 2000, 2003)
4. A Life Member whose husband is deceased may continue her Life Membership in the event of remarriage unless she notifies the Membership Committee to the contrary. (1968)
5. Members are to notify the Membership Secretary of any changes in address. (1972, 1991, 2000)

## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **NEWSLETTER POLICIES**

1. The newsletter will be sent to all members who have paid their dues within the past year. Members who fail to renew their membership will continue to receive all newsletters in the first year of delinquency and only the first newsletter in the second year. (2006)
2. The newsletter will be sent to all Life Members. (Tradition)
3. The newsletter will be sent to identified Newcomers who are in the following categories:
  - a. Women faculty and wives of members of the regular faculty at the university of Notre Dame and Saint Mary's College. At the University of Notre Dame, this shall include Professors, Research Professors, Professional Specialists, and Librarians on all levels (full, associate, and assistant), Instructors, Research Specialists, Staff Professional Specialists (prior to 9/10/90) and Staff Librarians. (2005)
  - b. Women and wives of men whose training and background are such that they would be qualified to hold faculty posts at the rank of Instructor or above but whose positions do not carry regular faculty rank. (2005)
  - c. Women and wives of men holding other positions according to the following:
    - i. Exempt staff on the manager level or above at the University of Notre Dame.
    - ii. Administrators at the level of Director or above at Saint Mary's College.
  - d. Women who have assumed the official hostess duties for an unmarried faculty member.
4. Newcomers will receive all newsletters in the first year and only the first newsletter in their second year if they do not become members.
5. The newsletter will print, wherever possible, information flyers, notices, schedules, cultural or academic announcements from the UND/SMC community. (April 1980) (November 1985)
6. Classified ads are accepted as a service to the members of LND/SMC. No endorsement of services or goods is implied. (January 1983)



## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **ORGANIZATIONAL POLICIES**

1. The first meeting of each Executive Board is a joint meeting with the outgoing Board. (Tradition)
2. The President shall request the Executive Board to suggest names for appointment on the Nomination Committee. (Tradition)
3. Members, especially the Membership Facilitators, should call the Nominating Committee with suggestions for officers. (1967, 1977, 2003)
4. It is recommended that members of the Program and Membership Committees, as well as Event Coordinators for meetings, shall be chosen from the membership outside of the Executive Board. (This restriction does not apply to chairpersons of the various Interest Groups.) (1970, 1996)
5. Amendments to the Constitution and/or Bylaws shall be presented in writing to the Executive Board and/or Revisions Committee and signed by the proposees. (1974)
6. Amendments to Policies consistent with the Constitution and Bylaws may be adopted by the Executive Board at any regular meeting. (March 1996)

## **POLICIES OF THE LADIES OF NOTRE DAME AND SAINT MARY'S COLLEGE**

### **PROGRAM POLICIES**

1. Under the direction of the Membership Secretary, each Membership Facilitator shall contact all newcomers for whom she is responsible and arrange transportation to the Opening Reception. (1986, 1991, 2003)
2. The time of the regular meeting (afternoon or evening) shall be determined by the Program Committee. (1970)
3. Guests:
  - a. The Executive Board and the Program Committee shall decide if guests shall be invited to any regular meeting. (1970, 1979)
  - b. Guests will be permitted at events, space permitting, at the discretion of the Board. (1970, 1986)
  - c. The President may invite special guests (i.e. chaplain, officers of the university or college, scholarship recipients, speakers, etc.) on behalf of the organization to LND/SMC events. Any expenses incurred will be charged to the Program budget. (1972, 2003)
4. The silver service and other properties shall not be lent. (1963, 1978)



## LND/SMC ORGANIZATIONAL STRUCTURE

<u>Executive Group</u>	<u>Members</u>	<u>Defined</u>	<u>Elected/Appointed</u>
Executive Committee:	Officers:	President	elected
		President-Elect	elected
		Corresponding Secretary	elected
		Membership Secretary	elected
		Program Secretary	elected
		Recording Secretary	elected
		Treasurer	elected
		Assistant Treasurer	elected
		Life Member Advisors	appointed
		Parliamentarian	appointed
		Past President	appointed
Executive Board:	all of the above and...		
	Appointed Board Members:		
		Historian	appointed
		Interest Group Coordinator	appointed
		Membership Facilitators	appointed
		Newcomer Advisors	appointed
		Newsletter Editor	appointed
		Volunteer Opportunities Coord. –	appointed
	Chairpersons of Affiliated Activities:		
		Circulation Chairperson	appointed
		Directories	appointed
	Web Page	appointed	

## LND/SMC COMMITTEES IN CONSTITUTION & BYLAWS

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>MEMBERS</u>
Auditing	appointed at Annual Mtg	2 members
Circulation	Circulation Chairperson	Newsletter Editor Membership Secretary Other volunteers
Membership	Membership Secretary	Membership Facilitators Ex-officio members as needed: Newcomer Advisors Life Member Advisors Corresponding Secretary
Nominating	Past President	4 members representing a cross-section, appointed in December
Program	Program Secretary	3 or more members

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