



# Bylaws

Initially Presented - September 24, 2015  
Amended - June 2017, August 2019, August 2021, July 2023, March 2025

## Table of Contents

|   |          |
|---|----------|
| <b>Mission and Purpose Statement .....</b>      | <b>4</b> |
| <b>Vision Statement .....</b>                   | <b>4</b> |
| <b>What we Value .....</b>                      | <b>4</b> |
| <b>ARTICLE I .....</b>                          | <b>4</b> |
| Name.....                                       | 4        |
| <b>ARTICLE II .....</b>                         | <b>4</b> |
| Objectives .....                                | 4        |
| <b>ARTICLE III .....</b>                        | <b>4</b> |
| Membership.....                                 | 4        |
| <b>ARTICLE IV .....</b>                         | <b>5</b> |
| Officers of the LMU Women of Service .....      | 5        |
| <b>ARTICLE V .....</b>                          | <b>5</b> |
| Election of Officers and Business Conduct ..... | 5        |
| <b>ARTICLE VI .....</b>                         | <b>6</b> |
| Standing Committees.....                        | 6        |
| <b>ARTICLE VII .....</b>                        | <b>6</b> |
| Terms of Office and Vacancies of the Board..... | 6        |
| Section 1.....                                  | 6        |
| Section 2.....                                  | 6        |
| Section 3.....                                  | 6        |
| Section 4.....                                  | 6        |
| <b>ARTICLE VIII .....</b>                       | <b>7</b> |
| Duties of Officers .....                        | 7        |
| Section 1.....                                  | 7        |
| Section 2.....                                  | 7        |
| Section 3.....                                  | 7        |
| Section 4.....                                  | 7        |
| Section 5.....                                  | 7        |
| Section 6.....                                  | 7        |
| Section 7.....                                  | 8        |
| Section 8.....                                  | 8        |

|  |           |
|--|-----------|
| Section 9.....   | 8         |
| Section 10.....  | 8         |
| <b>ARTICLE IX .....</b>                                    | <b>8</b>  |
| Fiscal Year .....  | 8         |
| <b>ARTICLE X .....</b>                                     | <b>8</b>  |
| Meetings/Events .....                                      | 8         |
| <b>ARTICLE XI .....</b>                                    | <b>8</b>  |
| Communications .....                                       | 8         |
| <b>ARTICLE XII .....</b>                                   | <b>9</b>  |
| Review and Amendment of Bylaws .....                       | 9         |
| <b>ARTICLE XIII .....</b>                                  | <b>9</b>  |
| Dissolution .....  | 9         |
| <b>Appendix A .....</b>                                    | <b>10</b> |
| LMU Cynthia L. Whitt Woman of Service Award Criteria ..... | 10        |
| <b>Appendix B .....</b>                                    | <b>11</b> |
| Description of Standing Committees .....                   | 11        |
| <b>Appendix C .....</b>                                    | <b>12</b> |
| Women of Service Student Scholarships .....                | 12        |

### **Mission and Purpose Statement**

To connect, educate and inspire women of all ages and backgrounds by providing an avenue for service and offering entertaining and unique experiences that will empower their minds while touching the hearts of others.

### **Vision Statement**

A community of impassioned, determined women, committed to supporting each other's pursuit of excellence, and significantly impacting individuals in their quest for education.

### **What we Value**

Service, Honesty, Integrity, Learning, Communication, Education and Improvement.

## **ARTICLE I**

### **Name**

The name of this organization shall be the Lincoln Memorial University Women of Service. (First meeting of LMU Women of Service occurred August 23, 2011, Knoxville, TN, Club LeConte).

## **ARTICLE II**

### **Objectives**

The objectives of the organization shall be to:

1. Create an environment of collaboration
2. Improve the persistence of young women to achieve an advanced education
3. Conduct fundraising to support LMU students with scholarships, food and clothing insecurities and other initiatives upon request on a case by case basis
4. Promote wellness among members and constituents
5. Market our organization locally, regionally, and nationally
6. Schedule regular WOS Trips
7. Select recipient of the Cynthia L. Whitt Woman of Service Award (Appendix A)

## **ARTICLE III**

### **Membership**

Any woman who is an employee of LMU, an alumnae, friend or community member may be a member and is entitled to all rights and privileges of such membership, including the right to vote. There are no membership dues. Each person is requested to make an annual tax-deductible gift to the WOS general fund.

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To protect the privacy of Women of Service members, access to their emails on file will be limited to the Membership Chair and Secretary. Communications will be administered using the LMU designated platform. The President is authorized to communicate periodically with the members en masse to provide updates. Any Board member wishing to communicate with the membership en masse outside normal communications by Committee Chairs must first seek Board approval within 48-72 hours by submitting an email request to the Board Secretary. The approved communication will be sent out by the Membership Chair, Secretary or President's designee. All Board members with access to member information agree to relinquish the use thereof once their term has ended and will be removed from the LMU designated platform.

## **ARTICLE IV**

### **Officers of the LMU Women of Service**

The officers shall consist of a President, Vice President, Advisor, Membership Chair (Past President), Secretary (LMU employee), Treasurer (LMU employee), Chaplain, three Directors two (2) in Harrogate and one (1) Director in Knoxville and a Parliamentarian. This will constitute the Executive Board.

## **ARTICLE V**

### **Election of Officers and Business Conduct**

The Executive Board shall serve as the Nominating Committee and recommend candidates for election or reelection to the Board. Members-at-large may also recommend candidates for election. All individuals considered for nomination will be given a description of duties with which to make an informed decision to accept or not accept the nomination. Accepted nominees will be asked to provide a brief statement describing any previous contributions made to the WOS and how they plan to advance the mission through the position for which they have been nominated. The Secretary will verify that all accepted nominees have made an annual contribution to the Women of Service general Fund as verification of good standing. The Secretary and Treasurer will be appointed by the Executive Board and must be employees of LMU. Cynthia Whitt will be a lifetime Advisor with voting privileges and shall appoint an ex-officio Advisor to the Directors. A slate of candidates, with biographical information for each, shall be provided to all members at least fifteen (15 days) before the regular meeting in September. The ballots will be voted and counted electronically. The President or Vice President will administer the electronic vote, tally, and notify newly elected officers. Newly elected officers will be notified at least one week prior to the Fall meeting.

Members who are eligible to be nominated for office should have at least one year of demonstrated service to one or more WOS committees. New officers shall receive guidance to perform their duties from the Executive Board and previous office holders.

Initially Presented - September 24, 2015

Amended - June 2017, August 2019, August 2021, July 2023, March 2025

Board business conducted in person or electronically (via email) will require a majority vote to pass any motions made and seconded.

## **ARTICLE VI**

### **Standing Committees**

Standing committees of this organization include the Christmas Festival, Fashion Show, Lincoln's Closet, and Lincoln's Cupboard (Appendix B). Each Committee will have a Chair and co-Chair. Committee Chairs are responsible for following up and welcoming all new members they receive from the Membership Chair and reporting this at the Board meeting.

Additional standing or ad hoc committees may be proposed by Board members and voted on for inclusion above. Board officers may hold Committee Chair positions. Committee Chairs who do not hold a Board officer position will be expected to submit a committee report to the Board Secretary one (1) week prior to the next Board meeting.

Proceeds raised from the Fashion Show are appropriated to the Woman of Service Endowed Scholarship Fund. Proceeds raised from the Christmas Festival are appropriated to the Lincoln's Cupboard Account.

## **ARTICLE VII**

### **Terms of Office and Vacancies of the Board**

Section 1. The officers of the Women of Service shall be installed by the Board President at the fall meeting and shall serve at least two consecutive years and/or until their successors are duly elected and qualified. Vacancies may be filled by appointment at any time by two-thirds vote of members of the Executive Board.

Section 2. In the event of an emergency, the Board may appoint on a temporary basis any officer of the organization to fill a position they deem necessary for effective operation of the group. The President of WOS may from time to time, in consultation with members, create such other offices or positions deemed to be necessary for the fulfillment of the mission and purpose of the organization.

Section 3. Absence by an officer from two consecutive meetings without an appropriate reason satisfactory to the Executive Board shall be considered equivalent to a resignation. A vacancy thus created shall be filled in accordance to Article VII, Section 1.

Section 4. The Treasurer, Secretary, Directors, Chaplain, and Parliamentarian may serve for two consecutive terms and may run again after a one-term (two years) break (beginning 2025 election).

## ARTICLE VIII

### Duties of Officers

Section 1. The **President** shall preside at all meetings, have the right to vote, support committee chairs, , and otherwise serve as a spokesperson for the board. She shall serve as ex-officio of all committees of the Board and have other duties as the Board may prescribe from time to time. Each President may choose a project for the benefit of LMU students to reflect their passion dependent upon the availability of WOS funds or choose to continue existing projects. Additionally, the President along with the Directors plans two annual themed meetings with education components and select the speakers for such meetings. The President is responsible for installing all new officers and may communicate with members as needed.

Section 2. The **Vice President**, in the absence of the President, shall perform all the duties of the President. The Vice President shall automatically become President at the end of her term.

Section 3. The **Membership Chair** is the past President and will be responsible for regularly tracking new members, sending a welcome email answering questions, and seeing how they want to be involved. The Membership Chair shall, in collaboration with the Executive Board, develop new ideas for recruiting and retaining members and ensure new members receive a copy of the Bylaws. The Membership Chair will report on new and total membership numbers by location at all meetings. The Membership Chair will forward names of new members to the Committee Chairs to which these new members have elected to participate. The membership chair will meet and recruit potential members at all events.

Section 4. The **Secretary** shall ensure that the Board is acting in accordance with these Bylaws, that Bylaws are updated every three (3) years and amendments are made as needed , that agendas are drafted and distributed 5 days prior to meetings, board meeting minutes are accurate and distributed no later than 10 days after a meeting to all Board members and again with the agenda of the upcoming meeting. Meetings must be properly scheduled and members notified. Board policy statements and other official records must be properly maintained. The Secretary shall support additional communications through social media and as prescribed from time to time by the Board.

Section 5. The **Treasurer** shall be responsible for tracking all financial decisions made and voted on by the Board and will coordinate with LMU Finance on all transactions. Financial reports obtained from LMU Finance will be provided at each Board meeting. The Treasurer is responsible for reminding all members of their responsibility to make at least one annual gift to the WOS general fund no later than May 31<sup>st</sup>. All proceeds and gifts will be recorded with the Division of University Advancement operating under LMU's 501 (c)(3).

Section 6. The duties of the three (3) **Directors** with the support of the President shall be to plan two, annual educational meetings including selecting the speakers for such meetings, planning at least two (2) WOS outings per year, and facilitating nominations for the WOS Cynthia L. Whitt

Woman of Service Award including evaluating nominees utilizing established criteria for the Award (Appendix A). The Directors make recommendations to the WOS Advisor for the selection of the award. Nominations should be submitted to the Directors no later than July 1<sup>st</sup> of each year.

Section 7. The **Chaplain** will bring devotionals at each formal gathering of the organization. She will also be responsible for sending cards at appropriate times to those who are ill or grieving, etc.

Section 8. The **Parliamentarian** shall ensure that all meetings held by WOS, including Executive Board and meetings of the full body, follow Robert's Rules of Order.

Section 9. The **Advisor** shall be familiar with the organization's history, be aware of the purpose and activities of the organization through attendance at meetings OR through regular consultation with the officers of WOS, and act as a source of general information regarding LMU.

Section 10. The **Advisor to the Directors** shall support the Directors in their roles and make recommendations as needed. The Advisor to the Directors will serve in an ex-officio capacity (non-voting member) on the Board.

## ARTICLE IX

### Fiscal Year

The Fiscal year of the organization will begin on July 1 and end on June 30 in conjunction with the LMU fiscal year.

## ARTICLE X

### Meetings/Events

There shall be four meetings/events held annually. Two informational meetings of the entire membership, one in Fall and one in Spring and two fundraising events. Additional special meetings may be called as needed. Meetings will be held at alternating locations within proximity of either Knoxville or Harrogate each year.

## ARTICLE XI

### Communications

Any communications (including but not limited to published articles, press releases) about the Women of Service, its Board of Directors and/or committee activities must be reviewed by the Board President and Vice President for accuracy. Once approved the message or article must be submitted through the LMU Public Relations Office.



## **ARTICLE XII**

### **Review and Amendment of Bylaws**

These Bylaws shall be reviewed annually by the Executive Board of WOS and updated by a two-thirds vote of those members present and voting at the fall or spring meeting, provided notice of the substance of the proposed amendment is sent to all members at least fifteen (15) days before the fall or spring meeting. Amendments may be made if deemed emergent by the Board by majority vote.

## **ARTICLE XIII**

### **Dissolution**

In the event of dissolution of this organization, all profits and assets of the organization shall be paid and delivered to the LMU Women of Service Endowed Scholarship fund.

## Appendix A.

### LMU Cynthia L. Whitt Woman of Service Award Criteria

**PURPOSE:** The purpose of the **LMU Cynthia L. Whitt Woman of Service Award** is to recognize an individual woman who has distinguished herself in our organization, her profession, and/or her community. The recipient of the Woman of Service Award epitomizes the values for which LMU and the WOS stands and represents the best of who we are as women and as leaders.

*The nominees will be selected using the following criteria:*

**I. PARTICIPATION:** The candidate has demonstrated a significant level of involvement in the activities of the organization, including giving annually to support WOS. She has demonstrated leadership by using her abilities to develop or improve a program or service that advances the mission of WOS.

**II. CAREER ACCOMPLISHMENTS:** The candidate has shown notable accomplishments in her chosen career. She has demonstrated commitment to fostering growth and development of women by sharing guidance and professional skills. For example, as a mentor or through her position, she has improved services or conditions for women within her community.

**III. COMMUNITY INVOLVEMENT:** The candidate has demonstrated a commitment to her community by sharing her time and talent in ways that benefit the community or individuals within it. She has demonstrated exceptional personal commitment to civic, church, non-profits, volunteer organizations, missionary endeavors, and/or LMU outside of her professional obligations. She supports her community in achieving their goals and advances others by celebrating each other's accomplishments and acknowledging the ideas and contributions of the women around us.

**IV. OVERALL:** The candidate has notable accomplishments and has demonstrated leadership characteristics throughout her career and personal work. Her contributions have included cooperative efforts of other individuals, departments, or agencies. She has successfully demonstrated her abilities as an individual, a team member, and a leader. She has demonstrated a willingness to serve and assist other women in their personal and professional development and contributed to the successes of others as well as her own.

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## Appendix B.

### Description of Standing Committees

- I. **FASHION SHOW:** An annual event that takes place in August/September that funds the organization's mission. Duties include but are not limited to planning, meeting, and being present at the event to accomplish the goals. All proceeds go to the WOS Student scholarship fund.
- II. **CHRISTMAS FESTIVAL:** An annual event that takes place in November/December that funds the organization's mission. Duties include but are not limited to planning, meeting, and being present at the event to accomplish the goals. All proceeds go to the LMU Lincoln's Cupboard fund.
- III. **LINCOLN'S CUPBOARD:** A service that provides food and hygiene items to LMU students in need. Duties include volunteering as necessary to organize and staff the food cupboard as well as soliciting appropriate donations when necessary.
- IV. **LINCOLN'S CLOSET:** A service that provides work- and interview-appropriate clothes to LMU students in need. Duties include volunteering as necessary to organize and staff the clothing closet as well as soliciting appropriate donations when necessary.

## Appendix C.

### Women of Service Student Scholarships

*To support one undergraduate and one graduate student who demonstrate Service, Honesty, Integrity, Learning, Communication, Education and Improvement.*

The domains below are used to evaluate all WOS Student Scholarship applications (submitted in essay format by applicants) on an annual basis in partnership with Lincoln Memorial University Division of University Advancement. Each year the President, Women of Service (WOS) Board of Directors will do a call for WOS member volunteers (must be an LMU employee to access the Evaluation platform) to serve as application reviewers during the evaluation period. Scholarships will be awarded as follows:

One (1) LMU undergraduate student -Approximately \$2000

One (1) LMU graduate student - Approximately \$2000

#### **Rubric Domains:**

Campus Activity and Involvement

Community Service

Leadership

Letters of Recommendation

Overall Ranking

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