

**BY-LAWS OF THE**

**LINCOLN MEMORIAL UNIVERSITY**

**WOMEN OF SERVICE**

**Initially Presented September 24, 2015**

**Amended June 2017 and**

**August 2019**

**INDEX TO THE BY-LAWS  
OF  
Lincoln Memorial University  
Women of Service**

**MISSION AND PURPOSE**

**VISION**

**WHAT WE VALUE**

<b>ARTICLE I</b>	<b>Name</b>
<b>ARTICLE II</b>	<b>Objectives</b>
<b>ARTICLE III</b>	<b>Membership</b>
<b>ARTICLE IV</b>	<b>Officers of the Organization</b>
<b>ARTICLE V</b>	<b>Election of Officers</b>
<b>ARTICLE VI</b>	<b>Standing Committees</b>
<b>ARTICLE VII</b>	<b>Terms of the Officers and Vacancies of the Board</b>
<b>ARTICLE VIII</b>	<b>Fiscal Year</b>
<b>ARTICLE IX</b>	<b>Meetings</b>
<b>ARTICLE X</b>	<b>Review and Amendments of the By-Laws</b>
<b>ARTICLE XI</b>	<b>Dissolution</b>

## **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 fuel their minds while touching the hearts of others. (First meeting of LMU Women of Service occurred August 23, 2011, Knoxville, TN, Club LeConte)

## **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 1**

#### **Name**

The name of this organization shall be the Lincoln Memorial University Women of Service.

### **ARTICLE II**

#### **Objectives**

The objectives of the organization shall be to:

1. Create an environment of collaboration
2. Maintain a healthy membership
3. Improve the persistence of our Pearls of Grace young women to achieve an advanced education
4. Provide student scholarships, support Lincoln's Cupboards and other student initiatives, and by special request provide funds case per case
5. Strengthen budget and planning
6. Promote wellness among members and constituents
7. Market our organization locally and regionally

### **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 dues to be a member. Each person is requested to make an annual tax-deductible gift to the WOS general fund, the endowed scholarship fund or to a designated WOS project.

### **ARTICLE IV**

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

The officers shall consist of a president, vice president, advisor, past president, secretary, treasurer, chaplain, three directors and a parliamentarian. This will constitute the leadership board.

## **ARTICLE V**

### **Election of Officers**

The leadership board shall serve as the Nominating Committee and recommend candidates for election or reelection to the board through procedures adopted by the board. Members at large may also recommend candidates for election. A slate of candidates, with biographical information for each, shall be provided to all members at least thirty (30) days before the regular meeting in September. Voting must be completed at least fifteen (15) days before the September meeting.

## **ARTICLE VI**

### **Standing Committees**

Standing committees of this organization include: Nominating Committee, Membership Committee, Christmas Festival Committee, Fashion Show Committee, Leisure and Travel Committee, Pearls of Grace "TheCORE" Committee and the Lincoln's Cupboard Committee.

## **ARTICLE VII**

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

Section 1. The officers of the Women of Service shall be installed at the fall meeting of the Women of Service, and shall ordinarily serve at least two consecutive years and/or until their successors are duly elected and qualified. Vacancies may be filled by election at any time by a majority vote of the members of the board.

Section 2. The president shall preside at all meetings, have the right to vote, support committee chairs, determine the composition of all standing committees, 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. She shall sign all documents with the secretary attesting, and all contracts and instruments made or ordered by the board requiring her signature. 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, and be of service to the organization during their term of office.

Section 3. 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 5. The immediate past president shall serve as membership chair.

Section 6. The secretary shall ensure that the board is acting in accordance with these bylaws, that bylaw amendments are promptly made as necessary, that minutes of board meetings are accurate and promptly distributed to all board members, that meetings are properly scheduled and members notified and that board policy statements and other official records are properly maintained. The secretary shall perform other duties as prescribed from time to time by the board and may be assisted in all duties by a member designated by the president.

Section 7. The treasurer shall be responsible to receive the receipts for all WOS funds; to properly disburse funds as directed by the board; to keep records of all receipts and disbursements and to report

at each meeting; and periodically remind all members of their responsibility to make at least one annual gift to the Women of Service fund. All proceeds and gifts are to be recorded with the Division of University Advancement operating under LMU's 501 (c)(3).

Section 8. The duties of the three directors shall be to advise the organization and carry out the objectives set forth; to select speakers for the two educational meetings; to select fundraising campaigns; to plan WOS outings; and to make recommendations for the selection of the WOS-Cynthia L. Whitt Woman of Service Award recipient.

Section 9. 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 10. The parliamentarian shall ensure that all meetings held by WOS, including leadership board and meetings of the full body, follow Robert's Rules of Order.

Section 11. There will be an advisor appointed by the board. 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 Lincoln Memorial University.

Section 12. 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 12. Absence by an officer from two consecutive meetings without an excuse satisfactory to the leadership board shall be considered equivalent to a resignation. A vacancy thus created shall be filled in accordance to Article VII, Section 1.

## **ARTICLE VIII**

### **Service Year**

The service year of the organization will begin on July 1 and end on June 30 in conjunction with the Lincoln Memorial University fiscal year.

## **ARTICLE IX**

### **Meetings**

There shall be four gatherings annually in March, August, September and December. March and September are informational meetings and August and December are event gatherings. Special meetings may be called for entertainment or for other fundraising activities as needed.

## **Article X**

### **Review and Amendment of By-laws**

Section 1. These by-laws may be changed or amended at any meeting of the organization by a two-thirds vote of those present and voting, provided notice of the substance of the proposed amendment is sent to all members at least fifteen (15) days before the meeting.

Section 2. These by-laws shall be reviewed periodically by the leadership board of WOS. The secretary and the officers shall recommend any necessary changes to the members.

## **ARTICLE XI**

### **Dissolution**

In the event of dissolution of this organization, all profits and assets of the organization shall be paid and delivered to the LMU general scholarship fund.