

By-Laws
Women of Vision at Carson-Newman University

ARTICLE I: ORGANIZATION

Section 1: Name

The name of the organization, established in the fall of 2010, shall be Women of Vision at Carson- Newman University (C-N). Women of Vision (WOV) is a group of inspired women who seek to glorify God and further His kingdom by nurturing truth, enhancing beauty and enriching goodness through the C- N experience. We are in support of and in partnership with C-N and its mission and vision through volunteer and philanthropic efforts.

The organization may at its pleasure by a vote of the membership body elect to change its name.

Section 2: Organization's Identifier

The organization shall have an identifier which shall include the name of the organization and the three pathways for involvement: Truth, Beauty, and Goodness. This identifier shall be used on official Women of Vision literature.

Section 3: Location

Although the organization has no official office, the primary unit of the organization will be located in Jefferson City, TN related to the activities of the organization at C-N.

ARTICLE II: PURPOSES

The following are the purposes for which this organization has been organized:

- to provide unique avenues for personal, professional, and philanthropic investments that are transformational in nature
- to benefit future generations of students through example, mentoring, and a network of personal development and engagement
- to model strategic thinking, impassioned action, generous giving, and the demonstration of good decision making.

ARTICLE III:

MEMBERSHIP AND DUES

Membership in this organization shall be open to all women who desire to help C-N

students become educated citizens and world-wide Christian servant leaders by enhancing the college experience and campus environment.

There will be no dues levied for WOV. An initial gift of any amount or of in-kind value will be accepted as a membership gift. Members will be encouraged to consider regular gifts of resources, talent, time, expertise, or influence to sustain the work of WOV. They will be asked to provide basic contact information and indicate interest in participating in the goals and activities of WOV.

ARTICLE IV: WOV MEETINGS/EVENTS

Section 1: Annual Membership Meeting

The membership meeting of this organization shall be held annually, (preferably in April), on a date to be determined by the Leadership Council each year. This meeting will be a review of the previous year's activities and a look at the year ahead for the WOV organization, including election of Leadership Council members, whose term begins May 1.

The presence of not less than twenty (20) percent of the WOV membership at the annual membership meeting shall constitute a quorum and shall be necessary to elect the Leadership Council who will then be charged with conducting the business of the primary organizational unit.

Section 2: Homecoming

At each C-N Homecoming event, there will be, in the least, information about WOV and an opportunity for interested women to join the organization. Homecoming WOV activities will be publicized through the University's internal communications systems.

Section 3: Other Events

Other than the annual membership meeting and Homecoming activities, the other events of the organization may change from year to year, depending upon the planning and will of the membership and Leadership Council.

Note: The person fulfilling the office of Secretary and/or Administrative Support and Campus Liaison, in conjunction with the Council Chair, shall keep every member informed of the time and place of such annual membership meeting, Homecoming event, and other events that may be held, and inviting their participation.

Section 4: Special Called Meetings

Special meetings of WOV membership may be called by the Leadership Council when they deem it for the best interest of the organization. Notices of such meetings shall be

communicated to all members at their addresses as they appear in the membership records at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, and by whom it was called.

ARTICLE V: VOTING

Voting shall be by voice at all meetings -both regular and special called meetings.

ARTICLE VI: LEADERSHIP COUNCIL AND SATELLITE CHAPTERS

Section 1: Leadership Council (Council)

The business of this organization shall be managed by a Leadership Council consisting of no more than fourteen (14) members, which will include the officers of this organization. At least one of the Council members elected shall be a resident of Jefferson City, TN.

Term of Office: The Council members to be chosen for the ensuing year shall be elected at the annual membership meeting of this organization and they shall serve for a term of three (3) years. Members will be informed at each annual membership meeting of Council offices to be vacated by council rotation for the ensuing year. Members may submit nominations for Council vacancies at any time during the year preceding anticipated vacancies. Term limits of individual Council positions may be extended when it's deemed necessary to assure Council experience. After completing their term, Council members will serve the following year as an Ex Officio member of the Council. After a Council member has served in the one-year Ex Officio role, she must be off the Council for one (1) year before being considered for another term. Terms of Council members shall rotate to avoid an entirely new council in any given year.

The Council shall have responsibility for management of the WOV organization. Members of the council shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the council members of such meeting.

Meetings of Council: The meetings of the Council shall be held at least quarterly. When deemed necessary, an additional meeting(s) can be called by the Chair or her designee.

Quorum: Fifty (50) percent of the members of the Council shall constitute a quorum.

Voting: Each council member shall have one vote. Voting may occur by proxy if in writing or by electronic means. The Council may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Ex-Officio Council Members and the position of Administrative Support and Council Liaison are non-voting Council positions.

Vacancies in the Leadership Council: Such vacancies shall be filled by a vote of the majority of the remaining members of the Council for the balance of the year.

Order of Business at WOV Leadership Council Meetings

1. Welcome/Prayer
2. Reading of the Minutes of the preceding meeting
3. Reports of Committees
4. Reports of Officers and other council members
5. Old and Unfinished Business
6. New Business
7. Adjournment

The rules in the current edition of Robert's Rules of Order, Newly Revised, shall govern all meetings.

Section 2: Satellite Chapters

WOV members in other geographical areas may wish to form a local council chapter. This will be encouraged as a method of growing the organization and utilizing talents and resources of a larger number of members. Local council chapters will reflect the organizational structure of the primary leadership council but will report to the primary council for support and informational purposes.

ARTICLE VII: COUNCIL MEMBERS AND THEIR RESPONSIBILITIES

The council shall be composed of women who have shown a keen interest in C-N and WOV—its organization and its vision—and have contributed or are willing to contribute their support, time and resources to her success.

Officers of the Women of Vision Leadership Council shall be as follows:

President

Council Chair

Chair-Elect

Past Chair

Secretary

Treasurer

Additional Council Members shall be as follows:

Projects Coordinator

Communications Coordinator

Volunteer Coordinator

Resource Development Coordinator

Events Coordinator

At least one (1) Member at Large

Liaison to Young Women of Promise

Ex-Officio Members

Administrative Support & Campus Liaison

Section 1: Duties of Officers

The President of the WOV organization will be the First Lady of C-N whose role will be that of representative of the organization rather than hands-on tasks. Her vision, presence and leadership will be a part of all WOV functions. She will actively participate at satellite campuses in promoting C-N. There is no term limit to this office. She may serve as long as she wishes to be involved.

The Council Chair shall by virtue of the office be Chair of the Leadership Council and shall preside at all membership meetings.

She shall present at each annual membership meeting of the organization an annual report of the work of the organization.

She shall see that all books, reports and certificates required by law or the university are properly kept or filed.

She shall be one of the officers who may authorize checks or drafts of the organization.

She shall have such duties as may be reasonably construed as belonging to the chair of any organization.

The Chair- Elect shall in the event of the absence or inability of the Chair to exercise her office become acting Chair of the Council with all the rights, privileges and powers as if she had been the duly elected chair. Throughout the course of her service, the Chair – Elect will work closely with the Chair and participate fully in program development and activities, including serving as Chair for the Nominating Committee.

The Past Chair shall remain an officer for the year after completion of her term, offering support and ensuring a smooth transition.

The Treasurer shall have the responsibility for working with the university financial management personnel for care and reporting of all monies belonging to the organization.

She shall serve as external watchdog for funds held and utilized for organizational work, preparing financial reports in conjunction with university personnel and interpreting said reports to the leadership council.

She shall render at stated periods, as the Leadership Council shall determine, a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Leadership Council meetings. The Treasurer will be responsible for assuring that there will always be an unrestricted fund balance of \$5,000.

She shall exercise all duties incident to the office of Treasurer. The Treasurer shall maintain the confidentiality of all donor information. Sharing of donor information with anyone outside the University is strictly prohibited without the permission of the donor or in recognition of the donor for naming or presentation purposes as the donor allows.

The Secretary shall attend all meetings of the WOV organization and Leadership Council and will be responsible for taking the minutes of such meetings and preparing such minutes for historical record keeping. She shall work with the Campus Liaison and the Communication Coordinator give and serve all notices to members of this organization. She shall present to the membership at any meetings any communication addressed to her as representative of the organization.

Section 2: Duties of Other Council Members

Additional officers and/or Council members may be added as deemed necessary to facilitate the work of WOV. Position descriptions for all officers and other council members as listed above in this article will be kept on file with the organizational by-laws to promote clarity of role and responsibility. These documents will be available to the full WOV membership.

No officer/council member shall for reason of her position be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent a council member from receiving any compensation from the organization for duties other than as a council member or officer.

The officers along with other council members shall work together to ensure continuity of leadership and succession planning.

Section 3: Honorary Chair

The Honorary Chair will be a woman with name recognition whose life experiences as a servant of God will bring leadership, influence, encouragement, excitement and commitment to the aspirations of WOV. She will serve as an active voice and participate in many functions of the WOV.

ARTICLE VIII: COMMITTEES

All committees of this organization with the exception of the Nominating Committee shall be appointed by the Leadership Council and their term of office shall be for a period of one (1) year or less as determined by the nature of their assignment.

The Nominating Committee is a permanent committee will be composed of at least three (3) members: Chair-Elect and two additional members who will be appointed by the Chair Elect at her discretion. The Nominating Committee's role is to nominate new officers and members to the Leadership Council. The committee will meet and then present their nominations to the full Council for approval prior to the Annual Membership Meeting.

The Leadership Council may establish other committees as needed to plan and execute events and projects.

These committees are charged with working with respective Council member(s) and other volunteers in carrying out WOV's annual and long range goals which are based on the three pathways of service: Truth, Beauty, and Goodness.

ARTICLE IX: YOUNG WOMEN OF PROMISE

Young Women of Promise is the campus organization chartered to give C-N female students an opportunity to serve the Lord through nurturing truth, enhancing beauty and enriching goodness. Young Women of Promise is designed to enable young women to use their unique talents to make C-N and the surrounding community a better place. WOV will provide support, guidance and leadership, empowering Young Women of Promise to attain their goals. Upon graduation, members of Young Women of Promise will automatically become members of WOV.

ARTICLE X: WOMEN OF VISION DISTINGUISHED SERVICE AWARD

The Distinguished Service Award recognizes and honors a WOV member who has been a true example of the organization's ideals and purpose. Recipients will be chosen by active and ex-officio members of the Leadership Council when it is deemed that an individual's contribution to the C-N community clearly exemplifies the mission of WOV in an exceptional manner. Nominations may be accepted from the membership body.

ARTICLE XI: AMENDMENTS

These By-Laws will be reviewed annually by the Leadership Council. They may be altered, amended, repealed or added to by an affirmative vote of not less than fifty (50%)

percent of the leadership council provided that notice of such proposed amendment will have been mailed or emailed to each member at least ten (10) days before such action. Amendments do not require approval by the WOV membership organization in general unless there may be times when such approval is recommended by the Leadership Council.

Amendments will be published to the WOV membership by means of newsletter, other special mailing, or by electronic communication.

ARTICLE XII: ADOPTION OF BYLAWS

These Bylaws are hereby adopted by the Women of Vision organization:

Date: February 23, 2017

Name of WOV President: Kay O'Brien

Signature of WOV President:

A handwritten signature in black ink that reads "Kay O'Brien". The signature is written in a cursive style with a large, looped initial "K" and "O".

WOV Bylaws Approved 2/23/2017