

Utah Women in Higher Education Network - Dixie State University (UWHEN-DSU) Bylaws

Article I: NAME

The name of the organization shall be the Utah Women in Higher Education Network - Dixie State University (UWHEN-DSU). The organization is affiliated with the state of Utah Women in Higher Education Network (UWHEN).

Article II: MISSION AND PURPOSE

- A. **Mission statement:** The mission is to increase the number and effectiveness of women at DSU and in Utah higher education leadership.
- B. UWHEN-DSU accomplishes this mission by:
 - o Creating a network of women in higher education leadership positions;
 - o Providing professional development opportunities to foster leadership and to support women employed by Dixie State University;
 - o Promoting mentorship activities that will enhance the participation of women in higher education;
 - o Promoting visibility, recognition, and advancement of women qualified by education, experiences, and personal characteristics for leadership in higher education;
 - o Working to eliminate barriers to women's achievement in higher education leadership;
 - o Creating a network to address relevant issues affecting women in higher education (e.g., childcare, degree completion for women, increasing female faculty and students in STEM fields);
 - o Sponsoring workshops, an annual conference as directed by the state UWHEN Board of Directors, and other activities to provide professional development opportunities for women in higher education;
- C. UWHEN-DSU is committed to fostering diversity in higher education leadership with regard to race, gender, ethnicity, sexual orientation, and physical ability.
- D. UWHEN-DSU strives to improve the status and job satisfaction of women working at Dixie State University.

Article III: SUSTAINING MEMBERSHIP (Refer to UWHEN Bylaws – Not Applicable)

Article IV: GOVERNANCE STRUCTURE

- A. **Board of Directors:** A Board of Directors provides leadership for the organization. Insofar as possible, directors should represent both faculty and staff, both junior and senior level, at Dixie State University. **Note:** For brevity and consistency, the UWHEN-DSU Board of Directors will be referred to as "The Board of Directors" in the following pages.

1. **Duties: The Board of Directors:**

- Plans, adopts, and oversees the organizational budget;
- Serves as the public voice for UWHEN-DSU;
- Formulates and approves long-range goals;
- Formulates and adopts policies and operating procedures;
- Develops programs and resources necessary to achieve organizational goals;
- Represents the organization and interprets its mission;
- Creates standing committees;
- Carries out such other duties as may be established by the Bylaws or by the Board of Directors;
- Provides an annual report to their president or their designee on the work of women's leadership development and the benefits of UWHEN-DSU workshops and conferences for campus female employees.
- Hosts at least one annual leadership development Campus Event at DSU as directed by the UWHEN State Board of Directors;

2. **Duties: Board of Directors Individual Members:**

- Ensures all women at Dixie State University know about the UWHEN-DSU events and opportunities, shares information about the campus events with UWHEN-DSU and UWHEN State;
- Notifies all women at DSU of UWHEN-DSU and UWHEN State events;
- Attends the Board of Directors' meetings;
- Serves on one Working Group or one special-interest group (SIG) each year;
- Considers a rotation as a member of the Executive Board;
- Communicates with other offices/programs at DSU and in the local community that support leadership for women.

3. **Terms:** To maintain consistent representation among faculty and staff, Board of Directors members are to serve two-year and one-year staggered terms that begin immediately following their appointment. The Board of Directors may appoint new members to fill vacancies for the remainder of unexpired terms. Each member will serve on at least one Working Group or Special-Interest group each year. These groups and teams will meet at the end of regular board meetings and at times by phone/Skype as needed. A member may also assume a targeted organizational task.

4. **Meetings:** Regular meetings of the Board of Directors may be held as designated by the Board. The UWHEN-DSU President will call meetings as needed.

- B. **Ex-officio Members.** In pursuit of its goal of creating a network of women in higher education leadership, the Board of Directors may invite additional members to serve ex-officio.
- C. **Officers:** From among its members, the Board of Directors elects organizational officers: President, President-Elect, Representative-Faculty Board Member, Representative-Staff Board Member, and Past President. These officers, along with the Past President, constitute the Executive Committee. Officers are elected by the Board and from the Board in the spring for a term of two years with the possibility of renewal up to three years, with the exception of the President-Elect, President, and Past President that serve for a total of three years.
1. **President:** The President serves as state liaison to the ACE Women’s Network. The President has such duties, responsibilities, and powers as may be necessary to carry out the directions and policies of the Board of Directors and is subject to the policies, control, and direction of the Board of Directors. The President may sign and execute, in the name of the organization, any instrument or document consistent with the foregoing general delegation of authority or any other instrument or document specifically authorized by the Board of Directors. The President serves with support from her respective institution.
 2. **President-Elect:** In the absence of the President, the President-Elect performs the duties of the President. When so acting, the President-Elect has all the powers of the President. The President-Elect is responsible for facilitating elections each spring. The President-Elect customarily succeeds the President. The President-Elect may also be assigned other duties as well.
 3. **Representatives:** Representatives are composed of both faculty and staff members, alternating between two-year and one-year staggering positions. Representatives bring their unique perspectives to the Board of Directors. They are charged with talking with and listening to their constituencies and bringing information and concerns back to the Board of Directors’ meetings. They are experts in their respective fields and can provide the Board of Directors with insight into topics for future trainings, workshops, and professional development activities.
 4. **Past President:** After the President completes her one-year term, she will move automatically into the position as Past President. This is an advisory position, and she will confer with the Officers as needed and requested.
- D. **Elections:** UWHEN-DSU will conduct elections during the spring each year. The Institutional Research Office at DSU will facilitate elections by creating a survey that can be electronically administered to all faculty and staff on campus. The President-Elect will be responsible for supervising elections, soliciting nominations for Board of Directors vacancies, and bringing nominations to the Board of Directors for approval. The following procedures ensure equal representation between faculty and staff on the Board of Directors:
1. **President:** The position of President of UWHEN-DSU Board of Directors will rotate between a faculty and staff member every year. For example, the President will be a faculty member, and the President-Elect will be a staff member. The following election

cycle, the President-Elect would be a faculty member. This ensures that faculty and staff are both guaranteed leadership of UWHEN-DSU.

2. **Faculty Representative:** When possible, the two positions of Faculty Representative will include both a junior or rising faculty member and a senior or tenured faculty member. This will allow the Board of Directors to foster burgeoning leadership on campus and to rely on mature leaders who can mentor.
3. **Staff Representative:** When possible, the two positions of Staff Representatives can include both junior and senior-level staff. This will allow the Board of Directors to foster burgeoning leadership on campus and to rely on mature leaders who can mentor.
4. **The President-Elect:** Solicits nominations from the campus at large for a period of two weeks prior to the election. She will contact those who have been nominated to verify their willingness to serve on the Board of Directors.
5. **Elections:** Each year, elections will be held online for a period of 14 business days, and all DSU faculty and staff will be eligible to vote.
6. **Election Results:** Elections are determined by a simple majority of votes cast. In the case of a tie, the Board of Directors will cast a deciding vote.
7. **Results Announcements:** Election results are announced via campus electronic communication.
8. **New Board of Directors Members:** New members are introduced at the next UWHEN-DSU chapter meeting; however, they may begin serving on the Board of Directors immediately to shadow current board members and to allow for a smooth transition.

Article V: Decision-Making Process

A quorum is constituted when a simple majority of the Board of Directors, including the President or President-elect, is present. Decisions of the Board of Directors will be made by consensus whenever possible. When consensus is impossible, a simple majority of those members present will prevail.

Article VI: Communication

- A. The official sources of communication for the organization are email and the UWHEN-DSU website. Announcements may be emailed to target groups, which are updated at least annually.
- B. Press releases are generally issued as needed to appropriate state news media by the Board member(s) responsible for writing press releases.

Article VII: Programming

- A. UWHEN-DSU sponsors workshops, conferences, and other activities that provide professional development opportunities for women in higher education.
- B. UWHEN-DSU holds an annual conference which is open to all women in Utah higher education.
- C. UWHEN-DSU reviews applications, formally accepts, and then works with Special Interest Groups (SIGs) to provide additional networking and developmental opportunities for women with interests in specific areas (e.g., STEM).

Article VIII: AMENDMENTS (Refer to UWHEN Bylaws - Not Applicable)

Approved 20 October 2016 at regular UWHEN-DSU Chapter meeting.