

**SOUTHERN UTAH UNIVERSITY WOMEN’S NETWORK  
CONSTITUTION & BYLAWS  
April 12, 2023**

**PREAMBLE:** The Southern Utah University Women’s Network, an affiliate of the Utah Women in Higher Education Network (UWHEN), exists as a mechanism of professional support for women across campus. This organization is established to aid members of Southern Utah University as they transition to our community; provide opportunities for professional support among all women on campus; celebrate success; perpetuate laudable campus traditions; and advocate for the University’s female employees concerning issues relevant to their campus experience, professional development and satisfaction as a member of the SUU community. The Southern Utah University Women’s Network is open to all full and part-time employees and students.

**ARTICLE I - NAME**

The name of this organization shall be the UWHEN SUU Chapter, formerly known as the Southern Utah University Women’s Network (SUUWN). The organization may informally be referred to as SUUWN on campus.

**ARTICLE II - MISSION**

The UWHEN SUU Chapter will work to create an educational, professional, and political climate in which women’s voices and values, *in all their diversity and richness*, are heard and included in efforts to shape the institutional and public agenda of higher education. The organization is designed specifically to support the professional development and leadership roles of female employees at Southern Utah University

**ARTICLE III - GOALS**

The **IDEAL** goals of the UWHEN SUU Chapter are as follows:

- Identifying the leadership value in each of us
- Developing women’s leadership abilities
- Encouraging the use of those abilities
- Advancing women’s careers
- Linking women to other women, mentors and resources

## **ARTICLE IV – MEMBERSHIP**

**SECTION 1: *Membership.*** Organizational membership is open to all employees and students at Southern Utah University.

**SECTION 2: *Responsibilities.*** Each member is encouraged to attend regular meetings and events of the organization.

**SECTION 3: *Voting.*** Each member shall be entitled to one vote on each matter submitted for a vote to the membership.

**SECTION 4: *Quorum.*** At least 25 members of the organization shall constitute a quorum. A simple majority vote by the quorum shall be required for the transaction of business at regular membership meetings.

## **ARTICLE V – NETWORK LEADERSHIP**

### **SECTION 1: Leadership of the UWHEN SUU Chapter shall be as follows:**

- A. Past-President
- B. President
- C. President-Elect
- D. Historian
- E. Treasurer
- F. Four (4) Standing Committee Chairs
- G. Four (4) representatives

The **Executive Officers** consist of the Past-President, President, President-Elect, Historian, and Treasurer.

The **Advisory Board** of the UWHEN SUU Chapter will be the Executive Officers, four (4) Standing Committee Chairs, and four (4) campus representatives.

### **SECTION 2: Duties of Officers**

#### **A. Past-President**

1. Serve as Advisor to the President, Executive Board, and Advisory Board
2. May be the UWHEN Board Representative
3. Apply for UWHEN Grants
4. Coordinate the Red Handed Awards
5. Attend UWHEN SUU Chapter Board Meetings, Events, and Programming
6. Average Time Commitment: 6 hours/month

#### **B. President**

1. Call and facilitate Board Meetings and General Membership Meetings
2. Carry out UWHEN SUU Chapter's Strategic Goals for the year
3. Represent the UWHEN SUU Chapter on various campus initiatives
4. Participate in the recruitment of general members
5. Create Ad Hoc committees as necessary

6. Serve as official spokesperson for the UWHEN SUU Chapter
7. Attend UWHEN SUU Chapter Board Meetings, Events, and Programming
8. Average Time Commitment: 10 hours/month (more during Strategic Planning)

**C. President-Elect**

1. Prepare to assume the office of President
2. Assist the President in the execution of duties, including acting for the President in their absence
3. Ensure all committees are chaired
4. Should the office become vacant, fill the office of the President, for the remainder of that term. And then, subsequently, fulfill the full-term as President (the term that would result from the original President-Elect position) thereafter.
5. Attend UWHEN SUU Chapter Board Meetings, Events, and Programming
6. Average Time Commitment: 6 hours/month

**D. Historian**

1. Keep records of the UWHEN SUU Chapter's general meetings
2. Post minutes of all meetings of the UWHEN SUU Chapter online
3. Maintain an accurate list of the general membership with electronic addresses, members' terms of office, etc.
4. Distribute information to appropriate groups and individuals
5. Coordinate with Outreach Committee Chair to ensure dissemination of information online and in print
6. Attend UWHEN SUU Chapter Board Meetings, Events, and Programming
7. Average Time Commitment: 6 hours/month

**E. Treasurer**

1. Responsible for managing all UWHEN SUU Chapter finances
2. Secure sources of funding
3. Attend UWHEN SUU Chapter Board Meetings, Events, and Programming
4. Average Time Commitment: 6 hours/month

**SECTION 3: *Terms of Service.*** No Executive shall serve for more than two (2) consecutive years in the same position. Time served in filling a vacancy for an unexpired term shall not be counted as part of the period of limitation on the term of office. A member may be considered for re-election to an Executive post after an absence of one year. Committee chairs shall serve two (2) years with an option to renew for one additional year. Terms coincide with the University's fiscal year (begin July 1 and end June 30). Terms may be extended based on the availability of a suitable replacement.

**SECTION 4: *Election of Executive Officers.*** Each March, the UWHEN SUU Chapter Executive Officers will solicit nominations, including self-nominations, for

the positions of President-Elect, Historian, Treasurer, Education & Professional Development Chair, Constitution & Bylaws Chair, Social & Welcoming Chair, Outreach Chair, and Campus Representatives. After confirming with nominees that they are able to run for office, the President and/or Constitution & Bylaws Chair will oversee election procedures. In case of a vacancy during the year, the President may appoint an Executive Officer with approval of the remaining Executive Officers.

**SECTION 5: *Election Procedures.*** Each March, the UWHEN SUU Chapter Executive Officers will solicit nominations, including self-nominations, for the positions of President-Elect, Historian, Treasurer, Education & Professional Development Chair, Constitution & Bylaws Chair, Social & Welcoming Chair, Outreach Chair, Faculty Representative, Staff Representative, and Student Representative. The voting ballots will be online, available to the entire membership, and active for one week. Election results will be released to the General Membership no later than May 10th of each year. The position of the UWHEN Representative will be appointed by the President in consultation with the Advisory Board. Student Representative is the only position available to undergraduate and graduate students unless they are also in a permanent staff position.

## **ARTICLE VI – STANDING AND AD HOC COMMITTEES**

The four (4) standing committees include: Education and Professional Development, Constitution and Bylaws, Social and Welcoming, and Outreach. Ad hoc committees will be established as deemed necessary by the Executive Officers.

**SECTION 1: *Standing Committees.*** Chairpersons of all standing and ad hoc committees will be elected by vote and shall serve on the Advisory Board for a period of (2) two years. Chairpersons may then appoint members to serve on their respective committees. Chairpersons are expected to attend UWHEN SUU Chapter Board Meetings, Events, and Programming.

**SECTION 2: *Ad Hoc Committees.*** Task-oriented committees may be established from time to time as the Executive Officers deem appropriate. Such committees shall be specifically charged and shall automatically be dissolved upon completion of their tasks.

### **SECTION 3: *Duties of Committees***

#### **A. Committee Procedures and Reports are as follows:**

- i. Each Committee shall submit a report on its year's activities to the membership.
- ii. Each Committee shall provide updates on its activities at general membership meetings when requested by the UWHEN SUU Chapter President.

#### **B. General Provisions Applicable to Standing and Ad Hoc Committees**

- i. Chairpersons of all committees shall be elected by membership vote and shall serve a two (2) year term.

- ii. The President shall be an ex-officio member of all such committees.
- iii. A quorum shall consist of a majority of the members of the committee. In the event a majority of the full committee membership does not concur on an issue, the issue may, at the request of any one member of the committee, be submitted to the general membership in written form for a vote.
- iv. Each committee shall have the power to adopt its own rules or procedures unless otherwise provided for by the resolution of the Executive Officers.

### C. Standing Committees

- i. **Education and Professional Development Committee.** The Education and Professional Development Committee shall be responsible for the design, delivery and evaluation of professional development programs for UWHEN SUU Chapter and their guests. These activities shall include, but are not limited to, the establishment of (a) a mentoring program, (b) strategies for the advancement of women in higher education, (c) workshops, and (d) strategies to link women with available positions and mentors. The Committee will coordinate with other campus groups to co-host and/or co-sponsor training and educational programs. Membership on this committee is voluntary and not subject to nomination or vote. Average Time Commitment for Chairperson: 3-4 hours/month.
- ii. **Constitution and Bylaws Committee.** The Constitution and Bylaws Committee shall review the Constitution and Bylaws periodically and recommend necessary changes to the general membership. Any changes to the Bylaws recommended by the Committee must be approved by a majority vote of the membership. The Chair of the Constitution and Bylaws Committee will work with the President to conduct the annual election of officers. Membership on this committee is voluntary and not subject to nomination or vote. Average Time Commitment for Chairperson: 3 hours/month (Busier in Spring during Elections.)
- iii. **Social and Welcoming Committee.** The Social and Welcoming Committee shall be responsible for marketing and public relations of the organization. The Committee will often work with the Education and Professional Development Committee to coordinate with other campus groups to co-host and/or co-sponsor events, including Women's History Month. The Committee shall also help plan, set up, and take down UWHEN SUU Chapter events. Membership on this committee is voluntary and not subject to nomination or vote. Average Time Commitment for Chairperson: 3-4 hours/month.
- iv. **Outreach Committee.** The Outreach Committee shall be responsible for marketing and public relations of the organization. It shall also be responsible for the organization's website as well as promotion, dissemination, and distribution of information to Southern Utah University campus as well as off-campus as needed. Membership on this committee is voluntary and not subject to nomination or vote. Average Time Commitment for Chairperson: 3-5 hours/month.

## **ARTICLE VII—UNIVERSITY REPRESENTATIVES**

**SECTION 1:** Three areas of campus will be represented by:

- A. One Faculty Representative**
- B. One Staff Representative**
- C. One Student Representative (may be an undergraduate or graduate student)**
- D. One to Two UWHEN Representatives**

Faculty, Staff, and Student representatives shall be elected by membership vote and shall serve a two (2) year term. The position of the UWHEN Representative(s) will be appointed by the President in consultation with the Advisory Board. Representatives will each serve a two (2) year term. All Campus Representatives will also serve as Advisory Board Members to the Executive Council.

## **ARTICLE VIII--MEETINGS**

**SECTION 1: *Meetings.*** There shall be at least two (2) regular meetings of the general membership each year.

- A. The President and President-Elect are responsible for planning and coordinating the regular meetings. These meetings may be held in conjunction with programs held and developed by the Education and Professional Development Committee or the Social and Welcoming Committee.
- B. Quorum for General Meetings will be twenty-five (25).
- C. Quorum for the Advisory Board meetings will be four (4) or the majority.
- D. The President may call additional meetings as needed.

## **ARTICLE IX – FISCAL YEAR**

**SECTION 1:** The fiscal year of the Board shall begin July 1 and end June 30.

### **AMENDMENT I- Finances and Budget**

Section 1: All financial and budgetary decisions will be approved by the Executive Committee without exception. Decisions regarding finances and budgets will be made in accordance with the mission statement and goals of UWHEN SUU Chapter.

## **ARTICLE X--AMENDMENTS**

**SECTION 1: *Members.*** Members of UWHEN SUU Chapter shall have the right to make, alter, or repeal the Constitution and Bylaws. Any fifteen (15) members may submit a statement to the President of the proposed change in the Bylaws and request proposed changes be included for approval by the members at the following regular meeting. Such proposed change(s) shall become part of the Bylaws upon a 2/3 affirmative vote of the membership at a regular meeting, provided a quorum is present. Changes to the Constitution and Bylaws may be voted on electronically.