



Arkansas Council for Women in Higher Education Constitution
and By-laws
Revised March 2023

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CONSTITUTION

PREAMBLE

ACWHE was founded in 1979, but the constitution and by-laws have been revised several times since then.

ARTICLE I. NAME

The name of this organization shall be the Arkansas Council for Women in Higher Education.

ARTICLE II. PURPOSES OF THE ORGANIZATION

The purpose of this Council shall be:

1. To function as a support group for Arkansas women in higher education.
2. Provide an opportunity to share information and professional development opportunities regarding best practices and current trends in Higher Education.
3. To set up a communication system for administration, faculty, and staff to promote positive institutional change for women in higher education.
4. To promote the examination of higher education policies, regulations, and practices to improve the status of women on university and college campuses.
5. To accumulate, analyze, and disseminate data to indicate the position of women in the university and college campuses.
6. To be informed and disseminate information to administration, faculty, and staff on their campus about relevant legislation that pertains to women.
7. To encourage administration, faculty, staff, and students to participate in women's programs at their institutions

ARTICLE III. MEMBERSHIP

Section 1. Requirements

Membership shall consist of administrators, faculty, staff, and graduate students in higher education in Arkansas, together with those supportive of women in higher education in Arkansas. Membership in ACHWE is voluntary. Membership shall not be denied or abridged based on race, color, religion, sex, age, national origin, ability, sexual orientation, or lifestyle.

Section 2. Membership Term

The annual membership period shall be from July 1 through June 30.

Section 3. Membership Types

ACWHE shall have four (4) membership types: Professional, Graduate Student, Institutional, and Honorary. The graduate student membership intends to provide access to the organization for students who are paying out-of-pocket. If you meet the definition of a professional and student, please select the professional rate. Professional members may serve as an officer, on standing committees, or other recognized groups. Graduate student members can ONLY serve as an officer as a graduate student representative on the Executive Board; as well as, serve on standing committees, or other recognized groups.

- a. **Professional:** Professional is defined as any person (faculty or staff) in the state of Arkansas employed at least part-time at an institution of higher education. The ACWHE Executive Board will certify those individuals to the council.
- b. **Graduate Student:** A graduate student is defined as any person in the state of Arkansas enrolled in a graduate program at an institution of higher education. Recent graduates (having graduated within the last 12 months) from a 2-year or 4-year degree-granting institution of higher education or higher education graduate program and who are not currently employed part-time or full-time at a higher education institution. The ACWHE

Executive Board will certify those individuals to the council.

- c. **Institutional.** Any two-year or four-year institution of higher education in the state of Arkansas is eligible for institutional membership in ACWHE. Institutions in good standing with the Council shall have the right to select/appoint Institution Representatives (IR) to the Council. Institutional membership includes the professional membership for a Primary ACWHE Representative and additional institution representative memberships. Membership in ACWHE demonstrates that the institution supports the engagement, dedication, and advancement of women in higher education. Institutional membership includes the individual ACWHE membership for an Institutional ACWHE Liaison (Primary Representative) and up to eight (8) additional individual institutional representative memberships (total of 9 individual memberships and institutional membership). The Institutional Liaison serves as your campus link to ACWHE. The liaison participates and encourages participation in local, regional, and statewide meetings, assists in planning professional development activities, provides information about new appointments, resignations, position vacancies and keeps the institution's president informed about ACWHE initiatives and activities. The designated administrator of the institution will certify those individuals to ACHWE.
- d. **Honorary.** The Executive Board may grant honorary membership.

Section 4. Good Standing

A member or institution in good standing is one whose dues are paid and whose membership is not suspended or censured.

Section 5. Censure, Suspension, and Expulsion

Any member may be censured or suspended by a majority vote of the Executive Board for cause if, according to its findings, violations of any provision or obligation of the Bylaws, Code of Ethics, or rules and regulations, have occurred. Any member may be expelled by a two-thirds vote of the Executive Board for cause if, according to its findings, a violation of any provision or obligation of the Bylaws, Code of Ethics, or rules and regulations, has occurred. When such action is contemplated, the Executive Board shall provide written notification to the party concerned, and allow a hearing before the Board or a special committee appointed for this purpose. Any dues paid will not be refunded should an expulsion result.

ARTICLE IV. EXECUTIVE BOARD DUTIES

Section 1. Executive Board

The executive board is tasked with decision-making and planning on behalf of the organization in-between sessions or regularly scheduled meetings. A meeting of the Board shall be held annually at such place, on such date and at such time as may be fixed by the Board, to elect officers, receive annual reports of the Board and Officers, and for the transaction of such other business as may be brought before the meeting.

Section 2. Composition of the Executive Board

The Executive Board shall be composed of the Officers, the Immediate Past President, and ex-officio members as appropriate. Additional officers and committee chairs may be appointed by the President as deemed necessary for organization operation.

Section 3. Representation on the Executive Board

The Executive Board shall be diverse with the intent to include women administrators, faculty, staff, and graduate students from public and private accredited institutions, including state universities, community colleges, and technical institutes in the state of Arkansas.

Section 4. Number on the Executive Board

The number of officers constituting the entire Board shall be fixed by the Board, but such number shall not be less than three (3).

Section 8. Executive Board Powers and Duties

Subject to the provisions of law, of these By-Laws, but in furtherance and not in limitation of any rights and powers

thereby conferred, the Board shall have the control and management of the affairs and operations of the organization and shall exercise all the powers that may be exercised by the organization.

ARTICLE V. OFFICERS DUTIES

Section 1. Officers

Officers shall include a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Membership Coordinator, Communication Coordinator, Graduate Student Representative, and three (3) Regional Representatives. Officers must be administrators, faculty, staff, and graduate students in higher education in Arkansas. The Graduate Student Representative position is only open for an individual that is eligible for only the graduate student membership.

Section 2. Powers and Duties of the President

The President is expected to convene the Executive Board regularly, chair the annual meeting, set the annual calendar, facilitate the activities of the organization, coordinate strategic planning, and notify the National Director of ACE of the ACWHE Arkansas ACE State Chair recommendation. The President will develop and maintain relationships with college and university presidents. Also, assist as needed for the annual conference.

Section 3. Powers and Duties of the 1st Vice-President

The 1st Vice President will serve in the absence of the President, chair the Annual Conference Committee (ACC), and the 1st Vice President will have prior experience on the Executive Board.

Section 4. Powers and Duties of the 2nd Vice-President

The 2nd Vice President will chair the) and will develop the plan and calendar for professional growth opportunities (live sessions, teleconferences, electronic communiqués) for all segments of ACWHE membership. Work with each Regional Representative to encourage the active participation of the Institutional Representatives. Also, assist as needed for the annual conference.

Section 5. Powers and Duties of the 3rd Vice-President

The 3rd Vice President will chair the Steer Committee of Organizational Effectiveness (SCOE) and will develop, monitor, and assess strategic plans of organizational effectiveness. Provide reports to the Executive Board and execute approved professional development workshops by the Executive Board for officers and committee members. Also, assist as needed for the annual conference.

Section 6. Powers and Duties of the Secretary

The Secretary will maintain and disseminate minutes of the business conducted by the Executive Board and the annual meeting as well as collect meeting minutes from the committee Recorders for Executive Board review. Through feedback from the treasurer, disseminate letters of welcome to new members and Institutional Representatives. An annual report of all official records (rolls pertinent to the organization including Executive Board members, Institutional Representatives, past conference attendees, and active membership) will be provided to the Historian to work toward greater recognition of the organization.

The Secretary will also be responsible for monitoring the ACWHE Gmail account regularly by making sure that the proper information is forwarded to the correct officer, ensuring the organization of the Google Drive folders, and activating and deactivating officers' access by term. Also, assist as needed for the annual conference.

Section 7. Powers and Duties of the Treasurer

The Treasurer will maintain all financial records, provide written quarterly financial reports to the Executive Board, present a written report to the membership at the annual meeting, handle all receipts and disbursement, facilitate the financial planning, provide the Secretary with an updated record of conference attendees, provide the Membership Coordinator with a record of new and renewed memberships, is responsible for an annual external audit, and will prepare an annual budget for approval by the Executive Board. The Treasurer will be responsible for all financial transactions such as conference registrations, collections of membership dues, purchases, collections, etc. The Treasurer will be the chair of the Finance Committee. Also, assist as needed for the annual conference.

Section 8. Powers and Duties of the Membership Coordinator

The Membership Coordinator will chair the Membership Committee (MC), facilitate recruitment activities, produce and disseminate invitations for membership, contribute to the newsletter, and provide a membership report and official role of active membership at the annual meeting. The Membership Coordinator will also provide a current and up-to-date membership list. Also, assist as needed for the annual conference.

Section 9. Powers and Duties of the Graduate Student Representative

The Graduate Student Representative will serve on the annual conference planning committee to coordinate graduate student participation at the annual conference. The Graduate Student Representative will work with the 2nd Vice President to develop professional growth opportunities for graduate students. A graduate student is defined as any person in the state of Arkansas enrolled in a graduate program at an institution of higher education and who is not currently employed part-time or full-time at a higher education institution.

Section 10. Powers and Duties of the Regional Representatives

The Regional Representatives (will act as the contact person/resource person for Institutional Representatives (IRs) within their respective geographical region: Central, Northeast, Northwest, Southeast, and Southwest. The Regional Representative will ensure IRs are actively involved in ACWHE activities, maintain a list of IRs from Institutional Members, and maintain a list of key positions in the state (ex. Presidents, VPs, Assoc. VPs). Also, Regional Representatives will assign IRs to ACWHE committees as needed. Also, assist as needed for the annual conference.

Section 11. Powers and Duties of the Communication Coordinator

The Communications Coordinator will chair the Communication Committee; assist in maintaining the website (WordPress), weblinks (JotForms, Facebook, etc.), and web publication of the newsletter, conference announcements, and call for papers. They will initiate and maintain a record of formal communication (upon the direction of the President) on behalf of the organization recognizing appointments, promotions, and/or accomplishments of women within the state, initiate press releases as appropriate, and work toward greater recognition of the organization. Also, assist as needed for the annual conference.

ARTICLE VI. MEETINGS

Section 1. Annual Meetings

Meetings of the council shall be held annually in conjunction with the annual conference. Executive board members and general organization members shall attend to discuss and vote on matters of business for the organization.

Section 2. Executive Meetings

The Executive Board will meet at least once a month. Special meetings of the Board may also be called at any time by the President or by a majority of the officers then in office.

Section 3. Committee Meetings

Committee meetings may be held as called or scheduled by committee chairs to conduct business. The committee shall report findings or recommendations to the organization or executive board to move the business forward for the organization. Committee members shall be notified at least one week before the meeting date indicating the meeting day, time, and location.

- a. Standing committees shall include the Annual Conference Committee, Professional Development Committee, Steering Committee of Organizational Effectiveness, Bylaws Committee, Nominating Committee, Membership Committee, Communication Committee, Recognition Committee, and Finance Committee.
- b. Ad hoc committees shall be brought together to conduct business as needed for the organization, as designated by the president and executive board. Current Ad hoc committees include the Fundraising Committee.

ARTICLE VII. AMENDMENTS

Section 1. Amendments

The Constitution may be altered, amended, added to, or repealed at the annual meeting by a majority vote of the membership present, provided that the amendment has been submitted to the membership at least 15 days before the annual meeting. Review of the Constitution by the Executive Board will occur annually in preparation for the annual meeting.

Section 2. Amendments

If in the judgment of the Executive Board, acting upon a proposed amendment is desirable before the next Annual meeting, action may be taken through a written ballot following the presentation of the amendment, in writing, to all members of the Council. If a majority of the members who are eligible to vote return affirmative ballots within the succeeding 30 days, the amendment shall be adopted

ARTICLE VIII. CODE OF ETHICS OR CODE OF CONDUCT

We respect the dignity of every human being and welcome women of all abilities, ethnicities, and gender identities. We support and advocate for inclusive policies and practices within our institutions. We are committed to professional growth and advancement for ourselves and all women in higher education. We uplift and support women and women's issues in higher education. We operate with honesty and integrity from an equity perspective and believe that all women should have full and unbiased access to leadership development and professional advancement opportunities at our institutions. We work for systemic change and progress regarding issues of social justice at our institutions, the state of Arkansas, and in higher education as a whole.

ARTICLE IX. DATE OF EFFECT

The Constitution shall be in effect immediately following its adoption and the election of the officers by those who qualify as active members of the Council under Article III.

END OF CONSTITUTION

BY-LAWS

ARTICLE I. MEMBERSHIP DUES

The Executive Board shall set annual dues, graduate student discounts, and conference fees. The Executive Board should notify the membership of a change in dues no less than 30 days before the annual membership period begins.

Section 1. Membership Dues

- a. **Professional Dues: \$40**
- b. **Graduate Student Dues: \$20**
- c. **Institution Dues:**
 1. **Tier 1 (3 members): \$120**
Includes the individual ACWHE membership for an institution's designated Primary ACWHE Liaison and two (2) additional individual representative memberships.
 2. **Tier 2 (5 members): \$200**
Includes the individual ACWHE membership for an institution's designated Primary ACWHE Liaison and four (4) additional individual representative memberships.
 3. **Tier 3 (9 members): \$360**
Includes the individual ACWHE membership for an institution's designated Primary ACWHE Liaison and eight (8) additional individual representative memberships.
- d. **Honorary Dues: \$0**

ARTICLE II. ANNUAL MEETINGS

Section 1. Annual Meetings

Meetings of the council shall be held annually in conjunction with the annual conference. Executive Board members and general organization members shall attend to discuss and vote on matters of business for the organization. The time and location of the meeting shall be determined by the Executive Board. If the ACWHE Annual Conference does not take place during the spring academic semester, the Executive Board can determine an alternative date for the Annual Meeting during May.

Section 2. Notice of Annual Meetings

Written notices of the annual meeting shall be sent to all members in advance of the meeting.

Section 3. Annual Meetings Quorum

The active members present at any such meeting, of which written notice has been duly given shall constitute a quorum for the transaction of business.

ARTICLE III. ELECTION OF OFFICERS AND TERMS OF OFFICERS

Section 1. Nominations

Before the Annual meeting, the President shall appoint a Nominating Committee of at least two Executive Board members and one appointed ACWHE member. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual conference. Nominations will ensure continuity on the Board so that there is a balance between new and continuing officers. It shall be the duty of the Nominating Committee to report the proposed slate of officers to the Executive Board by the calendar deadline to communicate with the membership.

Section 2. Election of Officers

The mechanics and details of conducting the elections shall be under the control of the Executive Board, which shall announce procedures to be followed at the time the nominations are presented via email 30 days prior to the Annual meeting. ACWHE elections will be conducted electronically prior to the Annual meeting at the ACWHE Annual

Conference. The Nomination Committee Chair will take nominations from the Executive Board and the membership for a position and then vote or accept an uncontested nominee by acclamation. Officers shall be elected by a simple majority of the membership. Electronic voting will conclude 14 days prior to the Annual Conference. The results of the election shall be announced before the official close of the Annual Meeting.

Section 3. Officers Term of Office

Each officer shall hold office for one year or until the next annual meeting of the Board and until their successor has been elected and qualified, or until his or her death, resignation, or removal. Officers are elected and installed during the general body meeting at the annual conference. All officers shall serve a term of one year, except for the treasurer and the membership coordinator who will serve a two-year term. Officers may serve a maximum of two consecutive terms if elected.

ARTICLE IV. EXECUTIVE BOARD MEETINGS & VOTING

Section 1. Notice of Executive Board Meetings

No notice needs to be given of any annual or regular meeting of the Board that is already on the organization calendar. Notice of a special meeting of the Board shall be given within 7 days of the special meeting, except in the case of emergencies. An officer who shall be present at any meeting and who shall not have protested, before the meeting or at its commencement, the lack of notice to him, shall be deemed to have waived notice of such meeting. In any case, any acts or proceedings taken at a meeting not validly called or constituted may be made valid and fully effective by ratification at a subsequent meeting that is legally and validly called.

Section 2. Special or Electronic Meetings

Committee meetings and executive board meetings may be held electronically. The Meeting should provide, at minimum, conditions of opportunity for simultaneous aural communication among all participating members, equivalent to those of meetings held in one room. Chairmen should ensure that quorum is established, that members understand how to obtain the floor, raise a point of order or bring forth motions under the electronic conditions. Notice of electronic meetings shall include an adequate description of how to participate in the meeting (i.e. telephone number to call for a conference call).

One, or more, members of the Board or any committee thereof may participate in a meeting of the Board or such committee through a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 3. Quorum

At any meeting of the Board, a majority of the officers then in office shall be necessary to constitute a quorum for the transaction of business. However, should a quorum not be present, a majority of the officers present may adjourn the meeting and provide an announcement to the entire board of the new meeting date and time.

Section 4. Voting

At all meetings of the Board, each officer shall have one vote. If there is a tie in any vote, the President shall have an additional vote to be the tie-breaker. The majority votes of those present shall suffice to move forward action items for the organization. Voting during the annual meeting will be open to all paid members of the council.

Section 5. Non-Voting Affiliates and members

- a. Honorary Members

Section 6. Action Without a Meeting

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or any such committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or any such committee shall be filed with the minutes of the proceedings of the Board or such committee.

Section 7. Executive Board Meeting Attendance

Officers shall commit to attending Executive Board meetings at a predetermined date and time by the Executive Board at the beginning of the term. Officers should not miss more than three board meetings within their term without prior notification. After the third unexcused absence, the officer's position will be under review by the Executive Board. If the Executive Board deems necessary, the officer will be removed from the position.

ARTICLE V. EXECUTIVE BOARD REMOVAL, RESIGNATION, AND VACANCIES

Section 1. Removal

Any officer may be removed for cause by vote of the Board provided there is a quorum of not less than a majority present at the meeting at which such action is taken.

Section 2. Resignation

Any officer may resign from office at any time by delivering a resignation in writing to the Executive Board, and the acceptance of the resignation, unless required by its terms, shall not be necessary to make the resignation effective.

Section 3. Vacancies

Any newly created positions and any vacancy occurring on the Board arising at any time and from any cause may be filled by the vote of a majority of the officers then in office at any Executive meeting. An officer elected to fill a vacancy shall hold office for the unexpired term of his or her predecessor.

ARTICLE VI. APPOINTED POSITIONS TO THE EXECUTIVE BOARD AND RESPONSIBILITIES

Section 1. Appointments to the Executive Board and Responsibilities

Appointments to the Executive Board shall include but are not limited to ACE State Chair and ex-officio members. Presidential appointments are for a one-year term.

Section 2. Powers and Duties of the Immediate Past President

The Immediate Past President will provide a smooth transition and mentoring to the Board. Upon the conclusion of the annual meeting, the outgoing President (Immediate Past President) shall transfer all necessary information to the incoming President. The Immediate Past President is an Ex-officio member of the Board. Also, the Immediate Past President will chair the Bylaws Committee (BC), and ensure the organizational documents of ACWHE are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of ACWHE. Also, assist as needed for the annual conference.

Section 3. Powers and Duties of the ACE State Chair

The ACE State Chair will communicate with the American Council on Education (ACE)/ACE Women's Network, coordinate at the state level the program of the national office, represent Arkansas at the annual meeting held in conjunction with the national American Council on Education (ACE) meeting, contribute to the newsletter, and disseminate the ACE/ACE Women's Network newsletters, conference announcements, and/or invitations appropriate to the national office, the national board, and other states ACE State Chairs. Also, assist as needed for the annual conference.

ARTICLE VII. APPOINTED POSITIONS AND RESPONSIBILITIES

Section 1. Appointed Coordinator Positions and Responsibilities

Presidentially appointed positions are for a one-year term. Appointed positions will include but are not limited to Historian, Recognition Coordinator, Mentor Coordinator, and Fundraiser Coordinator.

Section 2. Powers and Duties of the Historian

The Historian will collect historical documents, reports, and items related to the activities of the organization, maintain

the collection including materials from the annual meeting and conference, document recipients of awards and scholarships as well as acknowledge past presidents and past officers. The Historian will work with the Secretary to ensure that information is properly saved to the ACWHE Google Drive as well as work with the Communication Coordinator to ensure that the ACWHE website's archive page is updated as needed. Also, assist as needed for the annual conference.

Section 3. Recognition Coordinator

The Recognition Coordinator will chair the Recognition Committee. The Recognition Coordinator will be responsible for annual updates of awards and scholarship information and applications (recommendation for types of awards should be approved by the Executive Board) and select recipients. The Recognition Coordinator will also work with the 1st VP to ensure that the appropriate certificates and awards are provided for the annual conference. The Recognition Coordinator will also work with the Communication Coordinator to ensure that announcements for applications and recipients are advertised. Also, assist as needed for the annual conference.

Section 4. Mentor Coordinator

The Mentor Coordinator will chair the Mentorship Committee. The Mentor Coordinator will oversee guidance and mentoring programs, ensuring that people are paired with an advisor or mentor who meets their specific needs. Also, assist as needed for the annual conference.

Section 5. Fundraiser Coordinator

The Fundraiser Coordinator will chair the Fundraising Committee. The Fundraiser Coordinator will develop fundraising strategies and is responsible for supporting major fundraising programs. Assists in the development of fundraising goals and soliciting funds. The Fundraiser Coordinator will provide an annual plan for review and approval by the Executive Board. Also, assist as needed for the annual conference.

ARTICLE VIII. COMMITTEES DESCRIPTION AND RESPONSIBILITIES

Section 1. Committee Representation and General Responsibilities

The committees' overall function is to carry out the purposes of Article II of the Bylaws and to strengthen the other activities of ACWHE, the President is authorized to appoint such special committees as is deemed advisable by the Executive Board and membership. The Executive Board will form and maintain standing committees and ad hoc committees as needed to facilitate local and national initiatives.

- Committees will be composed of at least one Executive Board member and may include Institutional Representatives and general members.
- All committee members will have to complete an interest application, and there should be no more than five members on the committee unless approved by the President.
- Each committee Chair will be responsible for recruiting committee members and recommending a Co-Chair.
- Committee members will serve a one-year term.
- The Chair will delegate a Recorder for taking meeting minutes. The Recorder will have one week from the meeting date to share the minutes with the Secretary.
- All Committee Chairs will report to the Executive Board at all regularly scheduled meetings of the Executive Board. Reports will be in written format to be included in the minutes of the Board meeting. Oral reports may be requested by the Executive Board or by the Council.
- Standing committees shall include the Annual Conference Committee, Professional Development Committee, Steer Committee of Organizational Effectiveness, Bylaws Committee, Nominating Committee, Membership Committee, Communication Committee, Finance Committee, and Recognition Committee.
- The ad hoc committee should include the Fundraising Committee.
- Committees are not authorized to commit the Council to any undertaking not specifically authorized by the Executive Board or by the Council.

Section 2. Annual Conference Committee

The 1st Vice President will chair the Annual Conference Committee. The Regional Representatives will delegate at least two IRs to serve on this committee and the Graduate Student Representative will serve on this committee. (Note: The Executive Board Officers and Committee Chairs are expected to assist and/or participate if needed in the annual conference.)

The roles and responsibilities of the Annual Conference Committee are as follows:

- Creating a comprehensive event plan including goals/desired outcomes and theme of the event
- Creating and agreeing on a comprehensive funding plan, inclusive of all estimated expenses
- Communicating regularly on the progress
- Approving all program, food, marketing plan
- Determining how to solicit/raise additional funds if needed
- Proposing ticket cost and process
- Being available at all times during the day of the event
- Participating completely during the event
- Event evaluation and follow up

Section 3. Professional Development Committee

The 2nd Vice President will chair the Professional Development Committee. Committee members will develop the plan and calendar for professional growth opportunities (live sessions, teleconferences, electronic communiqués) for all segments of ACWHE membership.

Section 4. Steer Committee of Organizational Effectiveness SCOE

The 3rd Vice President will chair the Steering Committee On Organizational Effectiveness. The Regional Representatives will delegate at least two IRs to serve on this committee. Additional committee members will have to complete an interest application, and there should be no more than 5 members on the committee.

The roles and responsibilities of the SCOE are as follows:

- The Steering Committee on Organizational Effectiveness will carry out a comprehensive review and study of ACWHE governance, member participation, institution participation, and community involvement to propose changes that will vitalize its success, strength, and agility as a 21st-century higher education organization.
- Review and/or create documents to assess the council's effectiveness.
- Conducting a workshop with the committees to look at exploring vision and mission, and agree on goals and priority areas.
- Preparing a formal strategic planning document for 2 years for the Executive Board to review.
- Because of the sensitive nature of the work of the Committee, the 3rd Vice President can recommend creating partnerships and/or seeking consultation for Governance and Financial review.

Section 5. Bylaws Committee

The Past President will chair the Bylaws Committee. The Regional Representatives will delegate at least two IRs to serve on this committee.

The roles and responsibilities of the Bylaw Committee are as follows:

- To ensure the organizational documents of ACWHE are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of ACWHE
- The Committee is to review all proposals submitted to amend the ACWHE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in for Executive Board Minutes.
- The Committee is asked to review the current Bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Executive Board.
- Because of the sensitive nature of the work of the Committee, the Past President can recommend professional

consultation of review of bylaws.

Section 6. Nominating Committee

The President shall appoint a Nominating Committee of three Executive Board members. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual conference.

Nominations will ensure continuity on the Board so that there is a balance between new and continuing officers. It shall be the duty of the Nominating Committee to report the proposed slate of officers to the Executive Board by the calendar deadline to communicate with the membership as described in Article Article III. Section 2. Election of Officers.

Section 7. Membership Committee

The Membership Coordinator will chair the Membership Committee. The membership committee will plan recruitment activities, produce and disseminate invitations for membership, contribute to the newsletter, and provide a membership report and official role of active membership at the annual meeting. They are also responsible for collaborating with committees, sections, special interest groups, and membership, Board, and staff liaisons on key strategies, challenges, and needs to provide insight on membership recruitment, engagement, and retention. Membership Committee may from time to time assess and recommend products, services, and programs that will add value to the membership.

Section 8. Finance Committee

The Treasurer will chair the Finance Committee. The role of the finance committee is primarily to provide financial oversight for the organization.

The roles and responsibilities of the Bylaw Committee are as follows:

- Develop an annual operating budget
- Approve the budget within the finance committee
- Monitor adherence to the budget
- Set long-range financial goals along with funding strategies to achieve them
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives
- Present all financial goals and proposals to the board of directors for approval
- Communicate and assist committees with financial planning (e.g. Annual Conference Committee, Membership Committee, and Fundraising Committee)

Section 9. Communications Committee

The Communications Coordinator will chair the Communication Committee. Maintain the website, weblinks, a web publication of the newsletter, conference announcements, and call for papers. They will initiate and maintain a record of formal communication (upon the direction of the President) on behalf of the organization recognizing appointments, promotions, and/or accomplishments of women within the state, initiate press releases as appropriate, and work toward greater recognition of the council.

Section 10. Recognition Committee

The Recognition Coordinator will chair the Recognition Committee. The Recognition Committee will be responsible for annual updates of awards and scholarship information and applications (recommendation for types of awards should be approved by the Executive Board) and select recipients.

Section 11. Mentorship Committee

The Mentor Coordinator will chair the Mentorship Committee. The Mentorship Committee will oversee guidance and mentoring programs, ensuring that mentees are paired with an advisor or mentor who meets their specific needs.

Section 12. Fundraising Committee

The Fundraiser Coordinator will chair the Fundraising Committee. The Fundraising Committee will develop

fundraising strategies and is responsible for supporting major fundraising programs. Assists in the development of fundraising goals and soliciting funds.

ARTICLE IX. FINANCES

Section 1. Fiscal Year

The fiscal year of the Council shall be May 1 through April 30.

Section 2. Bank Accounts, Checks, and Notes

The Board is authorized to select the banks or depositories it deems proper for the funds of the Council. The Board shall determine who shall be authorized from time to time on the Council's behalf to sign checks, drafts, or other orders for the payment of money, acceptances, notes, or other evidence of indebtedness.

Section 3. Annual Budget

An annual budget must be approved by a majority of the Executive Board. Any additions must be approved by a majority of the Executive Board.

Section 4. Audit or Financial Review

The Council shall have an audit or official financial review of the Council's accounts at least every two years. The President and Treasurer with the approval of the Executive Board shall engage the services of an auditor or CPA following the end of the fiscal year in which the audit should take place.

Section 5. Financial Dissolve

The Arkansas Council for Women in Higher Education may be dissolved only upon adoption of a plan of dissolution and distribution of assets by the Board that is consistent with the State of Arkansas law.

Section 6. Official Physical Address for Reporting Purposes

External reports often require a physical address for the organization, specifically the Arkansas Secretary of State's Annual Report for Nonprofit Corporations due annually on August 1. The President's employing institution shall serve as the official physical address for ACWHE. This should be confirmed at the beginning of the President's term of office.

ARTICLE X. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern in all cases.

ARTICLE XI. AMENDMENTS

Section 1. Amendments

These By-Laws may be altered, amended, added to, or repealed at the annual meeting by a majority vote of the membership present, provided that the amendment has been submitted to the membership at least 15 days before the annual meeting. Review of the By-Laws by the Executive Board will occur annually in preparation for the annual meeting.

Section 2. Amendments

If in the judgment of the Executive Board, acting upon a proposed amendment is desirable before the next Annual meeting, action may be taken through a written ballot following the presentation of the amendment, in writing, to all members of the Council. If a majority of the members who are eligible to vote return affirmative ballots within the succeeding 30 days, the amendment shall be adopted

ARTICLE XII. DISSOLUTION

The Arkansas Council for Women in Higher Education may be dissolved only upon adoption of a plan of dissolution and distribution of assets by the Board that is consistent with the State of Arkansas law. This plan can be located in the ACWHE Google Drive.

ARTICLE XIII. DATE OF EFFECT

These By-Laws and any amendments thereto become effective on adoption by those who qualify as active members of the Council under Article III of the Constitution, provided that such actions as are taken herein and by amendment hereto are not in conflict with the providence of the Constitution of the Council.

END OF BY-LAWS