

Southern Utah University Women's Network

BYLAWS

OCTOBER 30TH, 2018

ARTICLE I - PURPOSE

Bylaws are the guidelines by which the Executive and Advisory Boards of the SUUWN operate. Bylaws must comply with the constitution of the SUUWN.

ARTICLE II – DUTIES OF OFFICERS

- A. Past-President
 1. UWHEN Board Representative
 2. Applies for UWHEN Grants

- B. President
 1. Call and facilitate general membership meetings
 2. Represent the SUUWN on various campus initiatives
 3. Participate in the recruitment of general members
 4. Create Ad Hoc committees as necessary
 5. Serve as official spokesperson for the SUUWN

- 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.

- D. Historian
 1. Keep records of the SUUWN general meetings
 2. Post minutes of all meetings of the SUUWN 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

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- E. Treasurer
 - 1. Responsible for managing all SUUWN finances
 - 2. Secure sources of funding

ARTICLE III – DUTIES OF COMMITTEES

SECTION 1: Committee Procedures and Reports are as follows:

- A. Each Committee shall submit a report on its year's activities to the membership.
- B. Each Committee shall provide updates on its activities at general membership meetings when requested by the SUUWN President.

SECTION 2: General Provisions Applicable to Standing and Ad Hoc Committees

- A. The President shall appoint the chairperson of all committees. Appointments may result from received self-nominations.
- B. The President shall be an ex-officio member of all such committees.
- C. 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.
- D. Each committee shall have the power to adopt its own rules or procedures unless otherwise provided for by the resolution of the Executive Officers.

SECTION 3: Standing Committees

- A. 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 SUUWN 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. Membership on this committee is voluntary and not subject to nomination or vote.

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- B. 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.
- C. Social and Welcoming Committee. The Social and Welcoming Committee shall be responsible for marketing and public relations of the organization. Membership on this committee is voluntary and not subject to nomination or vote.
- D. 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.

ARTICLE IV – CAMPUS REPRESENTATIVES

Section 1: Three areas of campus will be represented by:

- A. One Faculty Representative
- B. One Staff Representative
- C. One Student Representative

Campus representatives will be nominated by SUUWN executive officers and serve as Advisory Board Members to the executive council for a term to be determined by the executive council.