



Michigan ACE Network for Women Leaders in Higher Education

BYLAWS OF THE MICHIGAN ACE NETWORK FOR WOMEN LEADERS IN HIGHER EDUCATION

Article I: Name

The name of this organization shall be the Michigan American Council on Education (ACE) Network for Women Leaders in Higher Education.

Article II: Purpose

- A. **Mission Statement.** The Michigan ACE Network shares the purpose of the American Council on Education's Office of Women in Higher Education (OWHE) (i.e., advancing women into leadership positions). The Michigan ACE Network promotes the leadership of women in Michigan colleges and universities.
- B. **Goals.** The goals of the Network are as follows:
 - 1. Create a network for women who are interested in advancing higher education faculties or administration in Michigan.
 - 2. Provide information, support, and encouragement to those who share an interest in advancement of women in higher education to:
 - a. Enhance leadership potential in current positions and/or
 - b. Build skills toward higher-level positions
 - c. Secure nominations to open positions
 - 3. Assist in the leadership development of women who are or aspire to be in higher education by:
 - a. Providing opportunities to gain experience and develop skills in leadership
 - b. Encouraging the establishment of mentoring relationships with women
 - c. Encouraging support of women already advanced in higher education
 - 4. Develop strategies to improve institutional climates for women in higher education.

Article III: Membership

- A. Membership shall be open to all Michigan colleges and universities.
- B. Membership year will run from July 1 to June 30.
- C. Annual dues (as required) are to be paid upon acceptance into the organization. Dues will be established by the Executive Board.
- D. Each member institutional president will appoint one institutional representative (I.R.).

Article IV: Governance Structure

A. Officers

1. State Coordinator – The State Coordinator will be appointed by the State Executive Board. The State Coordinator will chair the Executive Board and serve as liaison with regional and national groups.
2. State Coordinator Elect – The State Coordinator Elect will serve in the absence of the State Coordinator and will assist with the leadership of the Executive Board.
3. Treasurer – The Treasurer will maintain financial records and be a member of the Executive Board.
4. Secretary – The Secretary will maintain minutes of each meeting and the records of the organization and will be a member of the Executive Board.
5. Membership Chair – The Membership Chair will chair the Membership Committee and will maintain a membership list, interact with the treasurer as necessary, will be responsible for promoting institutional and individual memberships, and be a member of the Executive Board.
6. Publications Chair – The Publications Chair will edit newsletters, serve on the editorial board, develop relevant publications as requested, and be a member of the Executive Board.
7. Conference Chair – The Conference Chair is a member of the Executive Board and will chair the Conference Committee, which is responsible for planning and carrying out all conferences and receptions.
8. Nominating Chair – The Nominating Chair will chair the Nominating Committee of not less than three members from the Executive Board and Advisory Council. This committee will provide an annual slate of officers and other Executive Board membership for approval by the Executive Board.

B. Executive Board

1. Membership – The Executive Board (not to exceed a maximum of 16, including the 8 officers) will strive to have representation from all types of institutions (private, public, and community colleges) of higher education in the state and will include at least 4 institutional representatives. The Executive Board will reflect the diversity of the institutions.
2. Members will serve a staggered 3-year term, with one-third of the membership being replaced every year. Members may be re-elected for one additional term.
3. Attendance – Executive Board members must attend a majority of meetings during two fiscal years to remain on the Board.
4. Vacancies – Vacancies in any office or on the Executive Board may be filled by the appointment of the State Coordinator until the time of the next annual election.

5. Responsibilities

- a. To work toward the goals of the organization
 - b. To assess and respond to the needs of the members
 - c. To plan and implement, on a regular basis, conferences and receptions which will further the professional development of women
 - d. To establish committees or task forces as needed
 - e. To prepare a newsletter or electronic communication for members
 - f. To meet regularly – at least four times a year to determine dues structure and prepare an annual budget
 - g. To elect officers and new Executive Board members for the organization as needed
 - h. To serve as recorder
 - i. To assess the general climate for women in Michigan higher education
6. Committees – Standing committees of the organization include: Membership, Publications, Conferences, and Nomination. Other committees and task forces may be created as necessary by the Executive Board.

C. Institutional Representatives

1. Serve as their institution's official representative to the Michigan ACE Network and serve on the Advisory Council.
2. Participate in local, regional, and statewide meetings, as appropriate.
3. Assist the Executive Board in developing future plans and implement programs and activities generated by the Board.
4. Establish, when appropriate, linkages with other campus programs focusing on women.
5. Form a committee of other women on their campus for support and assistance.

D. Advisory Council

The Advisory Council consists of all of the institutional representatives and exists to provide a means of connection for the campus representatives, the Executive Board, and the organization. The Advisory Council will meet with the Executive Board at least once a year and will be invited to help staff conferences and receptions and serve on standing committees.

Article V: Decision-Making Process

Decisions of the Executive Board will be made by consensus unless that is impossible, in which case, a simple majority of those members present will prevail. A quorum is constituted when a majority of the Executive Board is present.

Article VI: Amendments

These bylaws may be amended by a two-thirds vote of the Executive Board. The amendment shall have been proposed to the Executive Board in writing at least 30 days prior to the time of voting.

Adopted September 1997
Revised 2000