

BYLAWS OF THE WOMEN'S CONSORTIUM
OF THE PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

ARTICLE I. NAME

The name of the organization will be the Women's Consortium of the Pennsylvania State System of Higher Education, herein known as the CONSORTIUM.

ARTICLE II. PURPOSE

The purpose of the Consortium will be to further the status of all women within the Pennsylvania State System of Higher Education, herein known as State System. Acting upon this purpose, the Consortium will work to:

1. Establish an environment within the State System that is supportive of all women administrators, faculty, staff, and students;
2. Serve as an information, recommendation and advocacy resource to all agencies, boards, councils and communities seeking to understand the needs and status of women in the State System;
3. Encourage professional development and advancement of women within the State System; Increase the number of women faculty within the State System;
4. Increase the number of women in the administrative positions within the State System;
5. Increase the number of women in the upper professorial and staff professional ranks within the State System;
6. Establish a Women's Center, Women's Studies Program and day care facilities for each campus; and
7. Encourage active participation of all women on campus and statewide committees, governance and decision-making bodies.

ARTICLE III. MEMBERSHIP

1. Membership in the Consortium shall be open to persons working within the State System, persons retired from the State System, or alumni who pay their annual membership fees or have paid a lifetime membership fee.
2. Members shall be eligible to vote, hold office, and serve on committees in accordance with these bylaws.

3. Membership is not constrained by gender, age, ethnic background, race, creed, sexual orientation, or gender identity.
4. The membership year runs from July 1 through June 30.

ARTICLE IV. CONSORTIUM LEADERSHIP

1. The Consortium will be led by an Executive Council, consisting of the following Officers: Co-Executive Directors, Secretary, Treasurer, Historian, Membership Chairperson, Recruitment Chairperson, Media Manager, Director(s) of the Undergraduate Women's Leadership Institute, Director(s) of the Faculty Leadership Institute, and the Director(s) of the Staff Leadership Institute.

The Executive Council shall serve as the Board of Directors for the Consortium. Because the Consortium is a 501(c)(3) organization, the Co-Executive Directors will serve as President and Vice-President for purposes of reporting to tax authorities, including the Internal Revenue Service.

2. The Executive Council shall include at least one member from each university and the Dixon University Center. These individuals will be referred to as Campus Representatives.
3. The Co-Executive Directors, Secretary, and Treasurer shall serve a term of two years, except during the implementation period for this set of bylaws. One Co-Executive Director and the Secretary shall be elected in odd-numbered years. One Co-Executive Director and the Treasurer shall be elected in the even-numbered years.
4. Terms of office will begin on July 1.
5. Co-Executive Directors, Secretary, and Treasurer are eligible to serve two (2) consecutive terms before a break in service is required.
6. The Executive Council will appoint individuals to serve as the Historian, Membership Chairperson, Recruitment Chairperson, and Social Media Coordinator.
7. Members of the Executive Council shall be members in good standing throughout their terms.
8. The Executive Council has the authority to remove any of its members for malfeasance or failure to fulfill duties upon a vote of two-thirds (2/3) of the remaining members.
9. Vacancies in any leadership positions may be filled by an appointment approved

by Executive Council upon a vote of two-thirds (2/3) of the remaining members. Individuals appointed will fulfill the remainder of the term.

ARTICLE V. NOMINATIONS AND ELECTIONS

1. Nominations for open leadership positions will be solicited by e-mail to all members in January of each year.
2. The call for nominations will remain open until March 1.
3. Electronic ballots will be sent to all members with a deadline for submission of April 1 for the elected positions within the Consortium (Co-Executive Directors, Secretary, and Treasurer).
4. The Executive Council will announce the winners of the elected positions no later than April 30; the Executive Council will announce the appointments of the Historian, Membership Chairperson, Recruitment Chairperson, and Media Manager no later than June 30.
5. The names of Campus Representatives should be provided to the Executive Council no later than June 30 for the following academic year.
6. These provisions for nominations and elections will go into effect in the January following the ratification of these bylaws.

ARTICLE VI. DUTIES OF OFFICERS – CO-DIRECTORS

The Co-Directors' duties shall include, but will not be limited to:

1. Serving as the presiding members of the Executive Council responsible for convening meetings of the Executive Council and the Consortium, including preparation of the agenda;
2. Representing the Consortium before other bodies;
3. Selecting, in consultation with the Executive Council, leadership for the Undergraduate Women's Leadership Institute, the Faculty Leadership Institute, and the Staff Leadership Institute; and
4. Acting on regular Consortium business with input and approval from the Executive Council as provided by these bylaws.

ARTICLE VII. DUTIES OF OFFICERS – SECRETARY

The Secretary's duties shall include, but will not be limited to:

1. Serving as the presiding member of the Executive Council in the absence of the Co-Directors;
2. Taking the minutes of all Executive Council and statewide meetings; and
3. Maintaining all correspondence required by the Consortium or at the direction of the Co-Directors or Executive Council.

ARTICLE VIII. DUTIES OF OFFICERS – TREASURER

The Treasurer's duties shall include, but will not be limited to:

1. Serving as the presiding member of the Executive Council in the absence of the Co-Directors and Secretary;
2. Serving as financial officer of the Consortium with responsibility for collecting fees, paying bills, and maintaining the Consortium's bank accounts;
3. Submitting written Treasurer's reports at least twice annually to the Executive Council for approval; and
4. Compiling a list of paid memberships and providing the list to the Membership Chair.

ARTICLE IX. DUTIES OF OFFICERS – HISTORIAN

The Historian's duties shall include, but will not be limited to:

1. Collecting Consortium business documents and reports; and
2. Preparing materials for inclusion on the Consortium's website.

ARTICLE X. DUTIES OF OFFICERS – MEMBERSHIP CHAIRPERSON

The Membership Chairperson's duties shall include, but will not be limited to:

1. Providing membership reports at the biannual meetings of the Executive Council.
2. Maintaining the membership lists based upon payments made through the Consortium's website.
3. Working with the Recruitment Chairperson to promote membership within the

Consortium by implementing a membership plan.

ARTICLE XI. DUTIES OF OFFICERS – RECRUITMENT CHAIRPERSON

The Recruitment Chairperson’s duties shall include, but will not be limited to:

1. Working with the Membership Chairperson to develop and implement a membership plan approved by the Executive Council.
2. Working with Campus Representatives to promote membership in the Consortium, including hosting an event each semester that recognizes the Consortium.

ARTICLE XII. DUTIES OF OFFICERS – MEDIA MANAGER

The Media Manager’s duties shall include, but will not be limited to:

1. Maintaining the website for the Consortium, including updating content and communicating with the Treasurer about third-party account payments.
2. Creating and overseeing social media accounts for the Consortium.
3. Creating engaging text, image, and video content promoting activities of the Consortium for the website and social media accounts.
4. Communicating with social media followers and responding to queries in a timely manner.

ARTICLE XIII. DUTIES OF OFFICERS – DIRECTORS OF INSTITUTES

The duties of the Directors of the Institutes shall include, but will not be limited to:

1. Planning and hosting the annual or biennial institute with input from the Executive Council, including:
 - a. Securing facilities for the Institute;
 - b. Recruiting participants for the Institute;
 - c. Communicating with University administrators regarding financial support for Institute participants and administrative leave;
 - d. Presenting a proposed budget for the Institute to the Executive Council;
 - e. Preparing the program for the Institute, including securing presenters and purchasing materials;
 - f. Evaluating participants’ and presenters’ experiences through surveys and interviews; and
 - g. Serving as on-site coordinators for the Institute.

2. Reporting to the Executive Council following the Institute about attendance, finances, and outcomes.

ARTICLE XIV. MEETINGS

1. The Consortium will hold an annual business meeting at the Consortium's annual conference. The quorum for the annual business meeting will be fifty (50) percent of members registered for the annual conference.
2. The Executive Council will meet at least twice annually, with one of the Executive Council's meetings in conjunction with the annual conference. The quorum for the Executive Council meetings will be fifty (50) percent of the Executive Council membership.
3. Reports from the Co-Directors, Treasurer, Director(s) of the Institutes will be presented and copies of reports will be distributed upon request.
4. The preliminary agenda for the annual business meeting will be distributed with annual conference registration materials as well as by e-mail to Consortium members. Items of new business may be added by members from the floor at the annual business meeting.

ARTICLE XV. COMMITTEES

1. The Executive Council may establish, upon a vote of the majority, committees to undertake the work of the Consortium.
2. The Executive Council will provide a charge to the committee and establish a timeframe for the completion of the committee's work.
3. Upon completion of the committee's work, a report will be presented to the Executive Council for its review and acceptance.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

Executive Council and annual business meetings will be conducted according to the rules contained in the current edition of Robert's Rules of Order.

ARTICLE XVII. ADOPTION AND AMENDMENT OF BYLAWS

1. Electronic ballots will be distributed to members of the Consortium using the membership list following the Spring 2021 annual conference.

2. These bylaws will be adopted upon approval by two-thirds (2/3) of those casting electronic ballots.
3. Dates for the nomination of officers with terms scheduled to start in July 2021 will take place within fifteen days of the approval of the bylaws. Elections will take place within fifteen days after the nomination process closes.
4. Amendments to these bylaws shall be submitted in writing to the Executive Council for action at the next Executive Council meeting. Following approval by the Executive Council, amendments will be distributed for an electronic vote. Amendments will be adopted upon approval by two-thirds (2/3) of those casting electronic ballots. When approved, amendments take effect immediately.