

The Salisbury University Women's Forum

BYLAWS OF THE SALISBURY UNIVERSITY WOMEN'S FORUM

I. Name

The name of this organization is the Salisbury University Women's Forum (SUWF). This is an organization for the faculty and staff of Salisbury University (SU), and a chapter of the University System of Maryland (USM) Women's Forum.

II. Purpose and Goals of the SUWF

A. Purpose

The purpose of the SUWF is to create a cultural shift towards gender equality. Our mission is to actively address women's issues and empower those in our campus community who identify as female. We welcome input from all members of the Salisbury University community, regardless of gender identity.

B. Goals

Goals consistent with the purpose of the Women's Forum are:

1. To increase interaction among SU faculty and staff in relation to feminist objectives.
2. To encourage and provide opportunities for the active participation of people who identify as female at SU.
3. To review, study, and make recommendations to the SU President about the development of programs, structures, and policies that address issues of concern to those faculty and staff who identify as female.
4. To exchange and disseminate information about women within SU that will assist those faculty and staff who identify as female in reaching personal and professional goals.
5. To serve as advocates for issues and concerns of the communities of faculty and staff who identify as female SU.

III. Membership

The SUWF is open to all SU Staff and Faculty who support its goals and purpose.

IV. The Executive Council

A. Operating Responsibilities

The activities of the SUWF, as directed by its board, will be consistent with the policies and procedures of USM and SU. The SUWF, through its board, will be responsible for:

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1. Electing officers annually, or as needed.
2. Communicating news to its members.
3. Developing a strategic plan for each year.
4. Approving changes in the rules and regulations bylaws as needed.
5. Facilitating the achievement of the goals of the SUWF.

B. Representatives

1. The board representation should reflect the diversity of SU as much as possible given its voluntary nature.
2. The board will consist of a minimum of six (6) representatives. The board will actively aim to include representatives from several schools (and *ideally* all schools), the library, and a staff representative. Additional representatives can be added by the Chair, with a maximum of eight representatives in total.

C. Duties

1. Board members represent SUWF to the USM Women's Forum and ensure colleagues are informed of SUWF's main activities. SU executive members of the USM Women's Forum may attend closed meetings of the SUWF by invitation of the board, as and when it suits both parties.
2. All board members are expected to attend regularly scheduled meetings. More than three unexcused absences by any member during any 12 month period may result in removal of the member by a vote of the board. A member's absence is unexcused if the member fails to notify the SUWF Chair in advance of a meeting that the member will not attend the meeting.
3. In the event representatives are unable to meet the duties, they may be removed by a vote of the board.

D. Term

A Board member's term is a minimum of one (1) year and a maximum of three (3) years, which is renewable by vote of the Board. Representatives are expected

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to train incoming members to serve in the position before they exit. They train incoming members through conversations during regular meetings and over the course of several hours over and above those meetings if needed.

E. Filling Vacancies

In the event the representative is unable to complete their term, they must notify the Chair, in writing, and a replacement will be selected according to the bylaws.

F. Meetings

1. There will be a minimum of four (4) meetings of the SUWF Board each Fiscal Year (July 1-June 30). Typically, one meeting per month is held in: September, October, November, February, March, and April. Additionally meetings may be held, as needed in August, December, January, and May. Members are not expected to attend in-person meetings in June and July.
2. There will be two (2) in-person SUWF open meetings each Fiscal Year (July 1-June 30) with one (1) open meeting in the Fall and one (1) in the Spring.
3. The quorum for meetings will be defined as 50% +1. For example, with a minimum of 6 Representatives, at least 4 must be present for a quorum.

G. Officers

At the Spring open meeting, the membership will elect six (6) positions: Chair, Chair-Elect, Secretary, Webmaster, and two additional board members. New officers of the Executive Council begin their term July 1.

1. Chair: The Chair calls the meetings and sets the agendas. The Chair is the figurehead and primary spokesperson of the organization, and, as such, requests one annual meeting with the University President. The Chair conducts the annual election of Officers. The Chair serves as the final decision in the event that there is not adequate time for Officers to vote, or to break a tie decision. The Chair assists the Chair-Elect in training.

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2. Chair-Elect: The Chair-Elect supports logistics toward the vision of the Chair and the organization. If the Chair is unavailable, the Chair-Elect may serve as spokesperson of the organization.

3. Secretary: The Secretary records all meeting minutes, distributes the draft minutes to the Board members for approval, and then distributes to the Board for final approval. Once approved, the Secretary gives highlights of the minutes to the Webmaster to post on the SUWF website as approved by the Board. Due to the sensitive nature of some SUWF meeting material, the group is not obliged to make matters that are confidential for faculty and staff publically available. That said, the SUWF will maintain as much transparency as possible along with protecting the rights and safety of SU faculty and staff.

4. Webmaster: The Webmaster posts material approved by the board and generally maintains the website.

5. Other supporting roles may include, and are entirely dependent on the initiative and strengths of current members. The SUWF has uniquely defined itself based on roles that its founding members devised as a result of their specific expertise. For example, one founding member who thrives in diverse campus communities has been the key liaison between SUWF and other female-centered initiatives on and beyond SU campus. Another founding member has been in charge of gathering and detailing lists of practical and logistical resources that improve the lives of those SU faculty and staff who identify as female—such as, family and breastfeeding facilities for mothers, safety features of the campus (especially for those female faculty and staff working at night), and educational opportunities related to research and progressive work on gender politics. The unconventional formulation of the SUWF is part of its collective, permissive, and open-minded foundation. Therefore, the founding members do not mandate set roles beyond those essential offices (Chair, Chair-Elect, Secretary, and Webmaster) that are necessary for the continuance of the SUWF. That said, it is an expectation of the SUWF that each Board member will give careful thought and commitment to devising their individual role within the group that serves its mission and advances its movement forward.

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V. Amendment of the Rules and Regulations Bylaws

These Rules and Regulations Bylaws may be amended by the Board by a quorum. The amendments must be distributed in writing to all Board representatives at least 5 business days prior to the date of the meeting at which the amendments are due to be acted upon.

VI. Termination of the Women's Forum

The connection between the SUWF, SU, and the USM may be terminated by a vote of the quorum. The request to terminate the SUWF must be distributed in writing to all Board representatives at least 10 business days prior to the vote. In the event of the termination of the SUWF, any acquired funds will be used by the SU Foundation for the purpose of scholarships for faculty and staff who identify as female and/or who need funding for professional projects related to the mission of fostering greater gender equality at SU.

VII. Contracts

Contracts and other financial obligations entered into by the Women's Forum must be approved and signed by the Chair or the Chair-Elect. All expenditures exceeding \$500 require additional approval of the Executive Council.