

**BY-LAWS OF THE
VERMONT WOMEN IN HIGHER EDUCATION**
(revised June 2008; amended June 2010, amended July 2011)

Article I: Name

The name of this organization shall be the Vermont Women in Higher Education (VWHE).

Article II: Purpose

- A. Mission Statement. The Vermont Women in Higher Education shares the purpose of the American Council on Education's Office of Women in Higher Education (OWHE) (i.e., advancing women into leadership positions). VWHE promotes the leadership development of women in Vermont colleges, universities and other higher education institutions, through an Executive Board and Institutional Representatives.
- B. Goals. The goals of VWHE are as follows:
1. To create a network for women who are interested in advancing other women in higher education faculties or administration in Vermont.
 2. To 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
 - b. Build skills toward higher-level positions
 - c. Share information and secure nominations to open positions
 3. To 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. To develop strategies to improve institutional climates for women in higher education.

Article III: Membership

- A. General. Membership shall be open to all women who work in higher education in Vermont.

- B. Institutional Representative (IR). Each institution will appoint at least one Institutional Representative to the Vermont Women in Higher Education.

- C. VWHE Executive Board (EB). Guidelines have been established for membership on the EB in order to clarify the selection process, to specify appointment procedures and terms of office, and to assure renewal and inclusion of a representative committee.
 - 1. The Vermont Women in Higher Education Executive Board consists of no fewer than 12 and no more than 15 members, including the EB Chair, with members representing a variety of institutions and geographic locations within the state.

 - 2. Executive Board Members
 - a. Serve a three-year term.
 - b. Have an option for one two-year renewal. Members may be reappointed to the EB after a two-year break. Consecutive terms beyond five years are not permitted unless an individual is appointed EB Chair.
 - c. Are solicited from the Vermont higher education community and through VWHE conferences and events. New Executive Board members are expected to have shown a commitment to the advancement of women in Vermont through VWHE volunteer service, ideally 6-12 months as an Institutional Representative and/or service on VWHE committees.
 - d. Begin terms in June of each year.
 - e. New board members (including early replacement to finish out an EB member's term) are selected by the following process: Recommendations for new members are made to the Nominations Coordinator and EB Chair. The names will be presented by the EB Chair to the full board for a majority vote. Upon acceptance, the EB Chair will announce the new board member to the EB and will send an appointment letter to the new member with a copy to the president of her institution. If the new EB member is an IR she will work with her institution to find a replacement IR as soon as possible and communicate her name to the VWHE Chair and Secretary.
 - f. Must attend a majority of meetings during two fiscal years to remain on the Executive Board. If a member misses 3 consecutive meetings the Chair will contact that person to discuss her desire to remain on the EB.
 - g. In the event that a member of the EB leaves her appointment prior to its expiration, the EB Chair, in consultation with the EB, will appoint a replacement for the length of the remaining term.
 - h. Will be given an area of responsibility which may include: Digital Media Coordinator, IR Coordinator(s), Secretary (officer), Conference Co-Chairs, Vice Chair (officer), Awards Committee Chair, Scholarship Committee Chair, Treasurer (officer), Nominations Coordinator, Executive Board Chair (officer).

3. Executive Board Chair/Vice Chair/Immediate Past Chair
 - a. Chair is appointed by the National Office for Women in Higher Education of the American Council on Education based upon the recommendations from the EB.
 - b. Has demonstrated ongoing commitment to the objectives of VWHE and has successfully served on the EB.
 - c. Is elected by the Executive Board to position of Vice-Chair for a one-year term. Then serves as Chair for a one-year term.
 - d. Serves a one-year term as Immediate Past Chair/Nominations Coordinator after completion of terms as Vice-Chair and Chair.
 - e. Prior to the Annual Board Meeting/Retreat in June, the Nominations Coordinator (Immediate Past Chair) will solicit nominations for Vice-Chair (and Chair as necessary) from among current board members. Any member of the Executive Board may nominate another board member or self-nominate. The Nominations Coordinator will present the nominees to the full board at the Annual Board Meeting/Retreat for election.

Article IV: Governance Structure

A. Executive Board

1. 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 events 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
 - 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 Vermont higher education
2. Committees – Standing committees of the organization include: Awards, Scholarship, Conferences, and Nomination. Other committees and task forces may be created as necessary by the Executive Board.
3. Committee Chairs – Any Chair may request that the Executive Board appoint a co-chair from among Executive Board members for a period not to exceed one year.

B. Officers

1. Executive Board Chair – The EB Chair is responsible for overall coordination of VWHE. This includes planning and arranging for EB meetings, overseeing selection and orientation of new members, serving as a resource to conference chairs. She will also be the liaison with the state's college presidents and represent VWHE on the state and national levels.
2. Vice Chair – The Vice Chair will serve in the absence of the EB Chair and will assist with the leadership of the Executive Board. Additional specific responsibilities may be determined upon consultation with the EB Chair.
3. Treasurer – The Treasurer serves as the financial officer for VWHE. She is responsible for presenting financial reports at EB meetings and making VWHE financial information available as requested. The Treasurer, along with the EB Chair, has spending authority for VWHE.
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. The Secretary is responsible for maintaining the EB mailing list, including terms and responsibilities. She is also responsible for compiling archival copies of all conference brochures, speeches and correspondence.

C. Additional Positions – Appointed annually

1. Annual Conference Co-Chairs – Two Co-Chairs have the overall responsibility for the planning, program execution, facilities, logistical arrangements and evaluation of the annual conference.
2. Awards Committee Chair – The Awards Committee Chair works with a sub-committee of the EB to announce, request nominations and choose recipients for the VWHE Annual Awards. There are three annual awards: The Sister Elizabeth Candon Award for Distinguished Service; the Jackie Gribbons Award for Leadership; and the Peggy R. Williams Emerging Professional Award. The Awards Committee assists in the planning of the Awards Ceremony.
3. IR Coordinator(s) - The Coordinator is responsible for maintaining the IR list. The coordinator is also responsible for selection of new institutional representatives, if one should leave or resign, in consultation with the EB Chair.
4. Carol A. Moore Scholarship Committee Chair – The Scholarship Committee Chair works with a sub-committee of the EB to announce, request applications and choose recipients for the VWHE Scholarship. The Chair will also follow up with the recipient after the grant period and report to the EB on the recipient
5. Nominations Coordinator – The Nominations Coordinator is responsible for soliciting nominations from VWHE event attendees and other interested parties,

compiling a list of nominees and presenting it to the EB for their consideration.

6. Annual Dinner Chair – The Annual Dinner Chair has overall responsibility for the planning, program and arrangements of the leadership dinner.
7. Digital Media Coordinator – The Digital Media Coordinator is responsible for updating and maintaining the VWHE website (www.vwhe.org). The Coordinator keeps in contact with conference chairs and the Executive Board Chair in order to make sure the materials on the website are current. The Coordinator will also maintain VWHE's presence on social media sites such as Facebook and LinkedIn.

D. Institutional Representatives

1. Serve as their institution's official representative to the Vermont Women in Higher Education.
2. Are responsible for communications between VWHE and women on their campuses.
3. Participate in VWHE sponsored meetings and events. Active participation as an IR means regularly attending events, including at least one IR meeting per year.
4. Assist the EB in developing future plans and implement programs and activities generated by the Board.
5. Establish, when appropriate, linkages with other campus programs focusing on women.
6. Find ways to bring women together on their campuses for support and assistance.
7. The Institutional Representatives will be encouraged to help staff conferences and receptions and serve on standing committees.
8. Are appointed for a period of two years with an option for reappointment. If for any reason an IR cannot complete her term, she will nominate to the EB a replacement.

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 EB is present.

Article VI: Amendments and Review

The By-Laws of the Vermont Women in Higher Education will be reviewed annually at the June Executive Board retreat.

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

Accepted June 27, 2005

Amended June, 2007

Amended June 13, 2008

Amended July 22, 2011