

ASSOCIATION OF WOMEN FACULTY
THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

PREAMBLE

These bylaws establish the Association of Women Faculty at the University of Texas Health Science Center at Houston (UTHSC-H) and the procedures for the conduct of its business.

ARTICLE I. NAME

The organization shall be known as the Association of Women Faculty (herein after referred to as the Association).

ARTICLE II. MISSION STATEMENT AND GOALS

Section I -Mission Statement

The Association exists to support and promote the career development of women faculty, to enhance leadership skills and provide social interaction, and to study and influence policies and practices that impact the professional woman.

Section II -Goals

- A. Career development
 - To foster an understanding of the promotions process
 - To facilitate the promotions process for members and all junior faculty
 - To enhance the recruitment and retention of women faculty at all levels
 - To encourage and facilitate mentoring

- B. Networking
 - To facilitate personal/professional support and development
 - To enhance ideas and research opportunities
 - To promote professional collaboration
 - To provide opportunities to network with other professional organizations
 - To promote recognition of professional accomplishments

- C. Education
 - To sponsor programs and seminars
 - To enhance leadership skills
 - To disseminate pertinent information

- D. Influence policies and practices relevant to professional women

ARTICLE III. MEMBERSHIP

Active membership in the Association shall be open to all women appointed to faculty positions and to women in academic administration who hold advanced terminal degrees in the health sciences or education (for example, M.D., Ph.D., D.D.S., Dr. P.H., D.S.N.) at the University of Texas Health Science Center at Houston. Active membership is defined as those who have paid their current dues. Active members have the right of vote.

Associate membership will be open to all female clinical and research fellows who support the Association's mission. Associate members will pay a reduced membership fee, will have the right to participate in all activities of the Association, but will not have the right of vote.

Honorary memberships may be extended to individuals (male or female) in the University of Texas Health Science Center at Houston or greater community who have made significant contributions to the Association's goals. Honorary members shall be nominated by petition of five (5) active members and approved by an affirmative two-thirds vote of the Executive Board.

ARTICLE IV. DUES

Membership dues shall be payable in September of each year. Dues will be established and used as specified in the budget prepared by the Executive Board.

ARTICLE V. OFFICERS

Section I—Election and Term of Office

The officers of the Association shall be a President, a President-Elect, a Secretary and a Treasurer. The Nominating Committee, chaired by the President-Elect, shall propose a slate of officers and the active membership shall elect the officers in June of each year beginning with the second year of operation. The newly elected officers will take office September 1. The officers in the first year will be elected by the Steering Committee. The officers so elected shall hold office for one year and until successors are elected, with the exception of the Treasurer, whose term shall be three years. Officers may be re-elected. The President-Elect will assume the office of President following her year as President-Elect. The same person may hold no more than two offices simultaneously.

Section II—Vacancies

When a vacancy occurs in the office of President, the President-Elect will fill the unexpired term. When a vacancy occurs in the office of President-Elect, Secretary or Treasurer, the President shall ask for nominations from the Nominating Committee and

call a special election to fill the office. The new officer shall hold the office until her successor is elected or she may be elected to fill the office.

Section III—Duties

PRESIDENT—The President shall preside over meetings of the Association, and shall, subject to the control of the Association, have general charge and supervision of the affairs and business of the Association. The President shall be the spokesperson for the Association; shall be responsible for overseeing implementation of the programs and goals of the Association; shall at her discretion cast one vote to break tie votes of the membership; and shall serve as ex-officio member of all committees of the Association.

PRESIDENT -ELECT -The President-Elect shall perform the duties of the President in her absence; shall assist the President in the performance of her duties; and shall assume the office of President the following year.

SECRETARY -The Secretary shall have charge of the records and correspondence of the Association under direction of the President; shall give notice of and attend all meetings of the Association; keep an accurate record of proceedings of the meetings; shall act as custodian of records and the Association logo or seal; and shall perform other duties as shall be assigned by the President or the Association. In case of the absence of the Secretary, the President may appoint an ad hoc Secretary to perform the duties of the Secretary during such absence or the President or the President-Elect may assume the duties.

TREASURER -The Treasurer shall keep an up-to-date record of all financial transactions; shall receive all money; shall deposit all funds in the bank; shall disburse money as specified in the budget and as authorized by the membership and the President; and shall prepare and distribute to the membership an annual report in August of each year.

Section IV—Compensation

No officer shall receive any salary or other monetary compensation for her services as such, except as necessary as reimbursement for expenses encumbered while performing those services.

Section V—Resignations

Any officer may resign at any time. Such resignations shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the President. The acceptance of a resignation shall not be necessary to make it effective unless expressly so provided in the resignation.

ARTICLE VI. COMMITTEES

Section I—Executive Board

The Executive Board shall consist of the four elected officers, the immediate past-president, and the Chairs and Co-chairs of the standing committees, and two members-at-large elected from each UTHSC-H school. Other individuals may be invited to serve in ex-officio capacity. The Executive Board shall determine the emphasis, direction and goals of the association for ultimate approval by the Association and shall stipulate a yearly budget for the Association. In urgent circumstances the Executive Board shall have the authority to act on behalf of the Association when there is insufficient time to call a special meeting. A report of such actions must be presented at the next meeting of the Association.

Section II—Standing Committees

The standing committees of the Association shall be Program, Nominating, Career Development, Communications, and Membership. Other committees may be formed as the need arises. Members of the standing committees shall be those active Association members who volunteer to serve and/or those asked to serve by the President. Each standing committee shall consist of not less than three persons. The President-Elect shall chair the Nominating Committee. The Association officers shall select the other Chairs in the first year. Each committee shall have a Chair and Co-Chair elected by the members of the committee. The term of office is one year with unlimited renewal. The purposes of the committees shall be as follows:

Program Committee: Development and implementation of programs based on the mission statement and goals of the Association.

Nominating Committee: Preparation of a slate of candidates for office, obtaining the consent of the nominees and presentation of the slate to the entire membership as least thirty days prior to the election.

Career Development Committee: Monitoring the current status of women in academic careers; formulation of recommendations specific for enhancing the hiring, retention, and promotion of women faculty at UTHSC-H; promotion of mentoring activities for women at UTHSC-H.

Communications Committee: Solicitation of items for publication of a quarterly newsletter; development of methods for sharing information.

Membership Committee: Recruitment of members and maintenance of a membership directory.

ARTICLE VII. APPOINTIVE OFFICERS AND AGENTS

The Association may appoint such officers and agents in addition to those provided for in Article V as may be deemed necessary, who shall have such authority and perform such duties as shall from time to time be prescribed by the Association. All appointive officers and agents shall hold their respective offices or positions at the pleasure of the Association.

ARTICLE VIII. MEETINGS

Section I—Regular Meetings

Regular meetings shall be held monthly at a time agreed upon by the majority of the membership.

Section II—Special Meetings

Special meetings may be called by the President or by request of at least 4 members, but must be scheduled at least one week in advance.

Section III—Executive Board Meetings

Executive Board meetings shall be held at least monthly and at other times as called by the President or as requested by at least two other members of the Executive board.

Section IV—Standing Committee Meetings

Meetings of the standing committees shall be held as often as required by their duties.

ARTICLE VIX. AMENDMENTS

The Association at any meeting of the Association may amend these bylaws by the affirmative vote of a quorum of the membership, provided that notice of the proposed amendment is given to each member in writing at least 14 days prior to such meeting. A quorum is defined as 10 percent of the active membership.