

Salt Lake Community College Chapter of Utah Women in Higher Education Network (UWHEN) Bylaws

Article I: NAME

The name of the organization shall be the Utah Women in Higher Education Network (UWHEN) SLCC Chapter. The organization was formerly affiliated with the Utah Women in Higher Education Network State Chapter, which has since dissolved; however, the SLCC Chapter has elected to continue its work independently.

Article II: VISION AND MISSION

Vision

To create a community of collective empowerment for cis and trans women, and their advocates and allies, in higher education at Salt Lake Community College and throughout the broader higher education community.

Mission (Adopted from the State UWHEN Board)

UWHEN has adopted the [ACE Women's Network](#) mission to advance the leadership of cis and trans women, and their advocates and allies, on higher education campuses through the following (IDEALS):

- Identifying leaders.
- Developing leadership abilities.
- Encouraging the use of leadership abilities.
- Advancing careers.
- Linking women to other women and mentors.
- Supporting women in mid- and executive-level positions.

UWHEN accomplishes its mission by:

- Maintaining a network of women, and their advocates and allies, in higher education administration, faculty, and staff roles.
- Providing professional development opportunities for leadership preparation, development, and support of women, and their advocates and allies, in higher education.
- Promoting the visibility, recognition, and advancement of women in higher education leadership.
- Addressing barriers and issues affecting career progression of women in higher education.

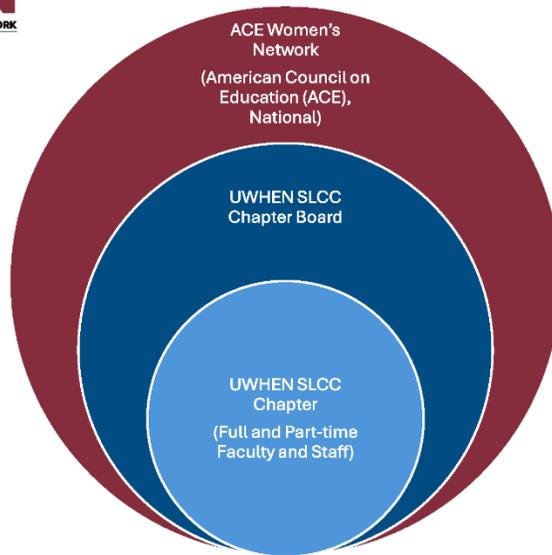
Article III: SUSTAINING MEMBERSHIP

- The Chapter has open membership to all those who identify as women, as well as their advocates and allies, at Salt Lake Community College and within other institutions of high education.
- No fees will be required for chapter membership.

Article IV: GOVERNANCE STRUCTURE



Organizational Overview



Chapter Board: A Chapter Board provides leadership for the organization and shall consist of up to fifteen (15) voting members. Voting members are the officers, which may vary in number from year to year based on organizational needs. Regardless of the number of individuals serving in any officer role, the total number of voting board members shall not exceed fifteen (15). The Board may also include up to fifteen (15) non-voting Members at Large who serve on subcommittees and support Chapter initiatives.

Duties:

- formulates and approves long-range goals
- formulates and adopts policies and operating procedures
- adopts and monitors the operating budget
- develops programs and resources necessary to achieve organizational goals
- represents the organization
- interprets its mission
- creates standing committees

- carries out such other duties as may be established by the Bylaws or by the Chapter Board.

Each member of the Chapter Board will:

- be an advocate to all women at all SLCC and partnering institutions
- share information about the Chapter and state events with UWHEN
- attend scheduled board meetings
- chair or serve on a subcommittee as needed

Officers:

From among its members, the Chapter Board elects organizational officers:

- Chair
- Chair-Elect
- Past Chair(s) (1-2)
- Secretary
- Treasurer
- Advocacy Liaison
- Event Subcommittee Chair
- Event Coordinators (4)
- Marketing Managers (2)
- Board Members (voting) (0-2)
- Members at Large (0-15)

Operations Committee

- **Chair:** The Chair has such duties, responsibilities, and powers as may be necessary to carry out the directions and policies of the Board and is subject to the policies, control, and direction of the Board. The Chair may sign and execute, in the name of the organization, any instrument or document consistent with the foregoing general delegation of authority or any other instrument or document specifically authorized by the SLCC Chapter Board. The Chair outlines the yearly plan and goals for the organization. The Chair holds and runs monthly UWHEN SLCC Chapter meetings.
- **Chair-Elect:** In the absence of the Chair, the Chair-Elect performs the duties of the Chair. When so acting, the Chair-Elect has all the powers of the Chair. The Chair-Elect customarily succeeds the Chair. The Chair-Elect shadows the Chair and assists with elections as needed for the upcoming term. The Chair-Elect may also be assigned other duties. In the event that the Chair vacates their position before the end of the term, the Chair-Elect will succeed the Chair for the remainder of the term. See election process below for early succession procedures.
- **Past Chair:** Past Chairs remain as voting members of the Board and serve as a vital source of institutional memory and historical UWHEN knowledge. The Past Chair provides continuity for the Chapter by mentoring and advising the incoming

Chair, sharing context, lessons learned, and background on initiatives, partnerships, and past Chapter decisions. Past Chairs may also be elected to serve in another officer position and/or serve as a Member at Large, depending on interest and Chapter needs. Their role ensures leadership succession is smooth, informed, and grounded in both the history and evolving mission of UWHEN.

- **Secretary:** The Secretary ensures that minutes are taken at all meetings and presented in a timely fashion to the Chapter Board. The Secretary is also responsible for dissemination of information to members and shall maintain the electronic organizational archive. Maintain list of current Board Members and Officers. The Secretary may be assigned other duties such as scheduling events and meetings.
- **Treasurer:** The Treasurer has charge and custody of, and is responsible for, all funds and securities of the chapter. The Treasurer keeps and maintains adequate and correct accounts of the chapter's assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus. This officer renders interim statements of the condition of the finances of the organization to the Board upon request and a full financial report at the spring meeting of the Board. The Treasurer receives revenue and makes payments as necessary. The Treasurer presents the annual budget for the upcoming fiscal year (July 1 - June 30) to the Board for approval at the spring meeting. The Treasurer shall maintain the financial archives for the chapter. The treasurer should have banner access. The Treasurer may also be assigned other duties.

Events Committee

- **Events Subcommittee Chair:** The Events Subcommittee Chair shall hold regular meetings with the Event Coordinators and any Members at Large serving on the Events Subcommittee to plan at least four (including the annual Presidential-sponsored event) chapter events each year. The Events Subcommittee Chair will seek input on events and present events to the full chapter board for vote and approval prior to the Event Subcommittee committing to any chapter events. The Event Subcommittee Chair will work with the chapter Chair and Chair-Elect to present and finalize details of the annual Presidential-sponsored event with the SLCC President.
- **Event Coordinators:** The Event Coordinators will sit on the Events Subcommittee and have charge over the planning and execution of chapter events. Event Coordinators will be assigned to act as "lead" for various events throughout the year. Responsibilities include securing locations, preparing agendas for events, coordinating details including catering, and organizing resources. Event Coordinators are responsible for working with the Staff Development office to ensure that planned events follow college protocol.

Communications Committee

- **Marketing Managers:** Marketing Managers will have charge over all advertising duties for chapter events, including creation and distribution of marketing materials. Marketing managers are also responsible for maintaining email distribution lists, maintaining the chapter website, and chapter social media.

Advocacy Committee

- **Advocacy Liaison:** The Advocacy Liaison will cultivate and maintain relationships with SLCC administration, community partners, cross departmental groups, and affinity groups both within SLCC and at other higher education institutions. The goal of this role is to facilitate collective action that advances the UWHEN mission. Responsibilities include leading conversations on emerging and important topics across the college; meeting with appropriate administrators; collaborating with other SLCC affinity groups; engaging with community and higher education partners; requesting data on the status of women at SLCC; and developing joint projects, initiatives, or events that support the empowerment and advancement of women. This position may also monitor institutional policies, identify potential impacts on employees at SLCC, and share relevant updates and analyses with the Chapter to support informed action and advocacy.
- **Board Members:** Board Members actively participate in decision-making and collaborate on programming, advocacy, professional development, and community engagement efforts. They may oversee committees, lead projects, or serve in specialized liaison roles depending on Chapter needs.
- **Members at Large:** Members at Large are non-voting and are not required but are welcome to attend the regular chapter board meetings. Members at Large are expected to volunteer for at least one subcommittee and/or help with events as their time permits. Members at Large are expected to attend the meetings for any subcommittee(s) they volunteer for. In the event of an officer vacating their position during the term (with more than one fourth of the term remaining) any Member at Large can volunteer or be nominated to be a candidate to fill the vacant officer position. Members at Large can be added to the board at any time during the term as long as there are positions open.

Term Dates:

Officer positions and term dates for board members are effective from July 1 of each year through June 30 of the following year to align to the college's fiscal year.

Term Limits for Board Officers and Members at Large:

Each member shall serve for one term on the board and may serve longer if desired.

Article VI: ELECTION PROCESS

- **Board Member Elections:** The chapter board shall use official communication sources as well as any other appropriate SLCC communication sources to call for volunteers to fill all open chapter board positions for the upcoming term in spring each year. Volunteers may be asked to fill out a nomination form to be reviewed by the current chapter board. The chapter Chair and Chair-Elect will hold elections among the current chapter board members to select the incoming UWHEN SLCC chapter board members. Elections should be completed, and new members notified by the end of April each year.
- **Officer Elections:** Officers are elected by the incoming board members in the spring for the upcoming term with the possibility of reelection for up to three years, except for the Chair-Elect and Chair positions which can only be held for one year at a time. Candidates are selected from the returning and incoming board members by volunteer or nomination. Once candidates for each board position are determined, the Chair will hold elections with assistance as needed from the Chair-Elect. Elections should be completed, and new officers notified by the end of May each year.
- **Replacing Board Officers:** In the instance that an elected board officer (other than the Chair or Chair-Elect) vacates their position with more than one fourth of the term remaining, any board member who does not hold an officer position may volunteer and/or be nominated to fill the open officer position. Nominations may be made via email to the board or in a regular chapter meeting. Voting can also be done via email or at a chapter meeting following the decision-making process below.
- **Replacing the Chair-Elect:** In the instance that the Chair-Elect vacates their position before the end of the term, the Replacing Board Officers procedure above will be followed regardless of how much time is remaining in the term.
- **Replacing the Chair:** In the instance that the Chair vacates their position during their term the Chair-Elect shall immediately succeed the Chair and fill the Chair position for the remainder of the term. The Chair-Elect can choose to continue as the Chair for the upcoming term or choose to call for volunteers and/or nominations for a new Chair-Elect who will then become Chair for the upcoming term. If the Chair-Elect chooses to ask for volunteers/nominations, the Replacing Board Officers procedure above will be followed for a new Chair-Elect.
 - In the event that the Chair vacates their position with no Chair-Elect in place, the board shall follow the Replacing Board Officers procedure to solicit volunteers and/or nominations from the current board members to fill the Chair role.

Article VII: DECISION-MAKING PROCESS

Decisions are made by following basic Roberts Rule of Order for handling motions. A quorum is constituted when a simple majority of the Board officers, including the Chair

or Chair-elect, is present. Decisions of the Board officers will be made by consensus whenever possible. When consensus is impossible, a simple majority of those voting members present will prevail.

Article VIII: COMMUNICATION

The official sources of communication for the organization are email and the UWHEN SLCC Chapter website. Announcements may be emailed to target groups, which are updated at least annually.

Article IX: PROGRAMMING

- UWHEN SLCC Chapter sponsors at a minimum of three events that provide professional development and networking opportunities for women at SLCC. More events can be planned as needed.
- UWHEN SLCC Chapter holds a Presidential-sponsored event each spring.

Article X: AMENDMENTS

New Bylaws may be adopted, or these Bylaws may be amended or repealed, by a vote of a majority of the Chapter Board officers present at the meeting where proposed amendments are presented.