

# Constitution and Bylaws of UMKC ASSOCIATION FOR WOMEN OF COLOR

(Revised: 10-20-17)

## **ARTICLE I. NAME**

The name of the organization shall be:

- UMKC Association for Women of Color (AWoC)

## **ARTICLE II. PURPOSE**

### **SECTION 1. VISION STATEMENT**

We have reached our desired state when:

1. Women of color are visibly rewarded, recognized, represented and have proportionate leadership within UMKC at every level.
2. Mentorship and advocacy for women of color are standard practices that are utilized by the entire UMKC organization.

### **SECTION 2. MISSION STATEMENT**

Our mission is to serve as a catalyst to:

1. Advance professional growth and development for women of color at UMKC.
2. Address issues unique to women of color at UMKC.
3. Take an active leadership role in encouraging, mentoring and developing women of color.
4. Create and award financial assistance to women of color for scholarship and professional development.

To further these goals, the UMKC Association for Women of Color shall initiate its own activities and shall cooperate with other supportive organizations in fostering existing activities that will be helpful to the growth of a great urban university.

### **SECTION 3. OPERATING PRINCIPLES**

- A. Recognize, articulate, and support the premise that the University of Missouri-Kansas City has a legal, moral and social responsibility to recruit, employ, develop, promote and retain underrepresented women of color staff, students and faculty at every level of the University.

- B. Establish effective communication with UMKC divisions, constituents and the Kansas City community for the advocacy on behalf of women of color.
- C. Encourage an atmosphere conducive to excellent job performance by providing strong positive leadership, mentorship and networking opportunities to women of color.
- D. Maintain a presence within the University of Missouri-Kansas City to ensure women of color are provided opportunities to contribute and realize their potential.
- E. Expand and support education and training opportunities available for University of Missouri-Kansas City women of color employees.

### **ARTICLE III. MEMBERSHIP**

Membership is open to any staff or faculty woman of color who supports the purpose of this organization and wishes to take part in the programs. Such persons may become members upon payment of annual dues.

Section 1: Members in good standing shall fulfill the following requirements:

- Complete a membership form (annual membership period is from July 1 through June 30)
- Renew their membership each fiscal year
- Uphold the purpose and mission of the organization as prescribed by the bylaws
- Attend meetings regularly
- Participate in the organization functions

Section 2: Entitlements: The following rights shall be granted to dues-paid members of UMKC AWoC:

- The right to run for any position on the Executive Board
- The right to vote in the election of the Executive Board
- The right to attend and raise questions at general meetings

Section 3: Responsibilities: UMKC AWoC encourages all members to:

- Commitment to collegial interactions that value divergent perspectives of all members and allow for open discussion of topics pertinent to the organization
- Understand and promote the mission of UMKC Women of Color

- Articulate, with the assistance of the Executive Board, matters of policy and general purposes
- Make an effort to actively participate in organizational endeavors
- Network with other organization members
- Take advantage of resources aimed at personal, career, and community development
- Help maintain the social, economic, and political stability of the organization

## **ARTICLE IV. MEETINGS**

### **SECTION 1.**

#### *GENERAL MEMBERSHIP MEETINGS*

Meetings shall be open to the general membership of the AWoC. The scheduled meeting dates, times and locations will be published at the annual meeting in May. The agenda shall be determined by the President, with input from the Executive Board, and published by the Secretary.

#### *EXECUTIVE BOARD MEETINGS*

The Executive Board shall meet seven times per year in the following months: August, September, October, November, February, March and April. The scheduled meeting dates, times and locations will be published at the annual meeting in May. The agenda shall be determined by the President, with input from the Executive Board, and published by the Secretary.

#### *ANNUAL MEETING*

The May meeting shall serve as the Annual Meeting of the UMKC Association for Women of Color. The Annual Meeting is open to all membership of the AWoC and all interested parties. The outgoing president will present the state of the AWoC Report. Officers and committee chairperson should present updates.

#### *SPECIAL MEETINGS*

Special meetings shall be called at any time by the president or by petition of a majority of Executive Board Members.

**SECTION 2.** Quorum: A quorum shall consist of one-half (1/2) of the UMKC Association for Women of Color's Executive Board plus one (1) for all voting decisions.

**SECTION 3:** The UMKC Association for Women of Color's Executive Board members shall serve without compensation or salary.

## **ARTICLE V. EXECUTIVE BOARD OFFICERS**

**SECTION 1.** The Executive Board shall consist of the President, President Elect/Vice President, Immediate Past President, Parliamentarian, Secretary, and Treasurer.

**SECTION 2.** Duties and Responsibilities:

- Recommend policy for the organization and maintain the constitution and bylaws.
- Set AWoC objectives for the calendar year and long-range goals and plans for future development.

**SECTION 3.** The following are the officers of AWoC. General members of the Organization will select each office.

A. **PRESIDENT:** Shall be the principal officer of the Organization, shall preside at all regular and Special Meetings of the organization with the following duties:

- Shall be a member ex-officio, with right to vote, on all committees except the Nominating Committee.
- Shall communicate such matters, and make such suggestions to promote the welfare and increase the usefulness of the organization.
- Shall stand responsible to the Executive Board for the satisfactory operation of the organization in accordance with these bylaws.
- Shall sign with the Treasurer all contracts (as deemed appropriate according to university policy) or other committing documents authorized by the Executive Board and give consent to the administrative advisor's fiscal officer for the disbursement of organization funds.
- Shall officially represent the organization at meetings of other organizations/associations, which espouse similar purposes.
- President office should be filled by the President Elect/Vice President and shall serve a term of one year.

B. **VICE PRESIDENT/PRESIDENT ELECT:** Shall have the following responsibilities:

- Shall, as requested or required, fill the responsibilities of President.
- Shall have responsibility for the administrative operations of the Organization.
- Shall chair the Nominating Committee.

- Shall perform other duties as may be prescribed by the Executive Board.
- Vice President is an elected position that shall serve a term of one year.

***The Vice President becomes the President Elect unless they choose to withdraw.***

**C. IMMEDIATE PAST PRESIDENT:** Shall have the following responsibilities

- Shall strive to hand out the institutional wisdom of AWoC to the new President and assist her in making the transition between Presidents as smooth as possible.
- Shall be willing to support the new President with advice and in other manners as she is able and the President solicits.

*Immediate Past President office shall be filled by the President and shall serve a term of one year.*

**D. TREASURER:** Shall have the following responsibilities:

- Shall oversee AWOC financial plan and serve as chair of the Finance Committee.
- Shall monitor that adequate funds are available for the Organization's financial plan and anticipate any problems or concerns.
- Shall safeguard AWOC assets.
- Shall ensure that the Executive Board receives accurate and complete information.
- Shall work with the fiscal officer of the administrative advisor to collect dues and deposit funds into the appropriate university accounts.
- Shall disburse organization funds under the direction of the Executive Board.
- Shall establish and maintain a paid membership roster in conjunction with the Secretary.
- Shall keep books and accounts of the organization and report the financial status of the organization to the Board.
- Shall sign with the consent of the President contracts (as deemed appropriate according to university policy) or other committing documents authorized by the Board for the disbursement of organization funds.
- Shall arrange the orderly transition of the Organization's accounts to the new administration upon their term completion.

*Treasurer is an elected position that shall serve a term of two years with the option for a 2-year extension.*

**E. SECRETARY:** Shall have the following responsibilities:

- Shall keep an accurate record of the proceedings of all meetings of the Organization and the Executive Board.
- Shall call roll, record attendance and calculate the quorum.
- Shall distribute the minutes of the Organization to all board members, chancellor, administrative advisor and any other intercampus organizations as requested.
- Shall schedule rooms for each meeting.
- Shall be the key contact for the website.
- Shall perform other duties as prescribed by the Board.

*Secretary is an elected position that shall serve a term of two years with the option for a 2-year extension.*

**F. PARLIAMENTARIAN:** Shall have the following responsibilities:

- Shall assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
- Shall assist with the coordination of motions and resolutions as requested.
- Shall advise the President, the Executive Board, and the general membership on all Parliamentary procedures according to Robert's Rules of Order.
- Shall be the official interpreter on all Constitution/Bylaws issues.
- Shall ensure that all meetings are conducted in accordance with proper procedures.
- Shall chair the Constitution/Bylaws committee.
- Shall coordinate the installation of new officers at the Annual Meeting in May.

*Parliamentarian is an elected position that shall serve a term of two years with the option for a 2-year extension.*

**G. HISTORIAN:** Shall have the following responsibilities:

- Shall collect and interprets material from past and archive the history of the organization
- Maintain written past and present history in time as its relates to the organization
- Shall answer questions about the importance of these events, their causes and their effects.

***Historian shall serve a term of two years with the option for a 2-year extension.***

**SECTION 4.** The UMKC AWoC Executive Board members must attend Executive board meetings.

- Executive Board members must have no more than a total of five absences from all membership and executive board meetings during one year beginning on July 1 and ending on June 30.
- Notification for absence from meetings must be submitted in writing via e-mail to the Secretary in advance of the meetings

**SECTION 5.** LIASIONS: Shall have the following responsibilities:

- Serve as a liaison of AWoC for respective Administrative and Academic Units
- Liaison positions include representative from the following areas:
  - Academic Affairs (1)
  - Athletics (1)
  - College of Arts and Sciences (1)
  - School of Biological Sciences (1)
  - Henry W. Bloch School of Management (1)
  - Honors College (1)
  - Human Resources (1)
  - Conservatory of Music and Dance (1)
  - Finance and Administration (1)
  - Office of the Chancellor (1)
  - School of Dentistry (1)
  - School of Computing and Engineering (1)
  - School of Education (1)
  - School of Graduate Studies (1)
  - School of Law (1)
  - School of Medicine (1)
  - School of Nursing and Health Studies (1)

- School of Pharmacy (1)
- Student Affairs and Enrollment Management
- University Advancement/UMKC Foundation (1)
- University College (1)
- University Libraries (1)
- At-large seats (may include members of the community) (4)

Liaisons are volunteer positions that shall serve a term of two years with the option for a 2-year extension.

**SECTION 6. VACANCIES:** The UMKC Association for Women of color Executive Board will be responsible for filling unexpired term vacancies. Vacancies that occur during an unexpired term may be filled by a dues-paid member for the remainder of the unexpired portion of that term.

**SECTION 7. REMOVAL:** Any dues-paid member of the UMKC Association for Women of Color may request the removal of any officer on the Executive Board. The request must be made in writing and state the reason for removal. Copies of the request must be provided during a regular meeting. The removal of an officer will require an affirmative vote of two-thirds (2/3) of the paid membership.

Removal for cause requires good and sufficient grounds. Such grounds include: neglect of duty, absences as specified in Article V, Section 4, malfeasance, misfeasance and misconduct prejudicial to the good order and effective operation of the Organization. (I don't see the Article IV, Section 6 that this paragraph refers to in the bylaws)

## **ARTICLE VI. NOMINATION PROCESS**

**SECTION 1.** Nominations (self or other) for new executive board members shall be conducted by the Nominating Committee. This shall include nominations from current board members, the administrative advisor and all dues-paid members. A call for nominations shall be sent via email and announced at the February regular meeting. **The nomination process shall run for the last two weeks of February with the final date to submit nominations via email being March 1<sup>st</sup> of the election year.**

**SECTION 2:** The following minimum criteria must be met by each nominee for the Executive Board:

- A. All Nominees must be dues-paid members of the organization.
- B. All Nominees must submit a maximum of 2-paragraph statement with their name, position, intention to run, and goals to accomplish during their term, if selected.



- C. Nominees for the office of President Elect/Vice President must be willing to serve as President after completion of their 1-year term as Vice President.
- D. Nominees for the office of Secretary must be willing to distribute minutes.
- E. It is preferable that Nominees for the office of Treasurer have prior experience/expertise in financial management, financial analysis or in position(s) with responsibilities similar to those of the office of the Treasurer.

SECTION 3: The Division of Diversity and Inclusion shall review nominations and final names will go on the ballot if criteria is met. The Nominating Committee shall prepare the Slate of Candidates and shall be provided to all dues-paid members by March 15<sup>th</sup>.

SECTION 4. The Nominating Committee shall prepare online election ballots for the April general meeting. An email announcement shall be sent to all members announcing the upcoming election two weeks prior to the April meeting.

## **ARTICLE VII. ELECTION PROCESS**

SECTION 1. The Election Process covers the Executive Board. Ballots shall be distributed to all dues-paid members one week prior to the April regular meeting,

SECTION 2. Ballots shall be submitted online to the Parliamentarian. All ballots are due by close of the April general meeting.

SECTION 3. The Parliamentarian along with the Nominating Committee shall review results 24 hours after the submission deadline to confirm results.

SECTION 4. No person whose name is on the ballot may possess the ballots—nor may they be given access to or participate in the counting of the ballots.

SECTION 5. The election results shall be sent within 48 hours to the membership via email by the Secretary.

SECTION 6. The new Executive Board shall be formally recognized and sworn to office at the Annual Meeting.

SECTION 7: The Executive Board Officers (President Elect/Vice President, Treasurer, Secretary, Parliamentarian/Historian) shall be elected by members AWoC.

SECTION 8: Elections for the Executive Board of the UMKC Association for Women of Color shall be held prior to the August Executive Board meeting.

## **ARTICLE VIII. STANDING COMMITTEES**

Committees allow the organization to tap into individual members' full experience, talents, interests, and enthusiasm. They also expand the members' understanding of the organization, and are the training ground for prospective board members and future board officers.

The Executive Board determines which committees are necessary and the general purpose of each committee. Committee structure flows from the organization's strategic goals and the Executive Board's priorities. The President and Vice President can sit on any committee ex officio. They will be copied on all committee correspondence.

Periodically, the Executive Board shall review its committee structure and determine which committees are necessary.

### **STANDING COMMITTEES**

Bylaws Committee is a permanent standing committee with the following responsibilities:

- Shall ensure that motions are within the guidelines of the AWOC Bylaws.
- Shall ensure that proposed changes to the Bylaws are in agreement with current Bylaws.
- May propose changes to a bylaw for the Executive Board to consider.
- Shall review and submit proposed changes for adoption by the Executive Board in a reasonable amount of time before the Board meets.
- Shall ensure that all Organization documents conform to the Bylaws.
- Shall serve as a resource on proposed amendments/resolutions and offer advisory opinions on the drafting of new amendments/resolutions.
- Shall maintain an official text of the Bylaws incorporating all changes as adopted by the membership and shall verify as correct all published texts of the Bylaws.
- The Bylaws Committee may choose to accompany any proposed bylaw with their own version of the bylaw to the Board, but they cannot prevent a proposed bylaw from consideration by the Board.

The Parliamentarian shall serve as chair of this committee.

Development Committee is a permanent standing committee with the following responsibilities:

- Shall oversee the fundraising of the Organization and take leadership in meeting goals for specific funding of the Organization's programs.
- Shall set policies, priorities, and goals for fundraising programs for the current fiscal year.
- Shall review the ongoing performance of each campaign.
- Shall review campaign achievement versus objectives for the Organization.
- Shall identify and rate all major prospects for financial support of Organization.
- Shall recruit key volunteer leadership and solicitors for the organization's fundraising campaigns.

Finance Committee is a permanent standing committee with the following responsibilities:

- Shall be accountable for the fiduciary matters of the Organization.
- Shall establish an annual budget.
- Shall review expenditure requests of committee chairs.
- Shall advise the Executive Board on all budgetary matters.

The Treasurer shall serve as chair of this committee.

Membership Committee is a permanent standing committee with the following responsibilities:

- Shall develop and implement strategies for the recruitment of new members, especially among underrepresented groups including, but not limited to, African Americans, American Indians, Asian Americans, Latinas and Pacific Islanders.
- Shall promote and achieve awareness of membership benefits and encourage participation in Organization activities.
- Shall develop and implement strategies to identify and support networking of members with similar talents and interests.
- Shall develop and maintain informational material which describes the benefits of membership.
- Shall communicate with membership using newsletters, website, e-mail, or other resources to highlight membership benefits.

- Shall develop and implement strategies for welcoming new members.
- Shall develop and implement strategies for reinstating lapsed members.
- Shall provide a written report on membership status to the Executive Board prior to the Annual Meeting.

Subcommittee: Public Relations/Marketing

The Public Relations Committee shall seek to acquaint those outside the Organization with the benefits to be derived from membership. It shall advise and assist the Chair with all publications of the Organization and shall make recommendations on ways and means to increase the effectiveness and status of the Organization. It shall advise and assist the Organization members in public relations matters.

Sub-committees can be formed at anytime as working committees for the organization.

Nominating Committee is a permanent standing committee with the following responsibilities:

- Shall lead the recruitment process for suitable members for the Executive Board.
- Shall be familiar with the Organization Bylaws and policies regarding recruiting and nominating new board members.
- Shall maintain records of current board's skills, experiences, and terms of service.
- Shall analyze the current board's skills and areas for improvement, as well as anticipate the future needs of the board.
- Shall initiate the brainstorming of potential candidates with the help of the board and the Organization.
- Shall vet suitable candidates according to the selection criteria and recommend individuals to nomination slate.
- Shall ensure that the new board members receive proper orientation and other necessary training.

The Vice President shall serve as chair of this committee.

Program Committee is a permanent standing committee with the following responsibilities:

- Shall coordinate the planning and scheduling of the Annual Meeting.
- Shall solicit feedback regarding the Annual Meeting.

- Shall survey the membership to determine programming needs.
- Shall propose topics/speakers based upon membership needs to enhance networking, mentoring and professional development opportunities.
- Shall provide input to improve future meetings
- Shall plan programming with an emphasis on the following areas:
  - o Advocacy
  - o Community Outreach
  - o Mentoring
  - o Professional Development

Scholarship Committee is a permanent standing committee with the following responsibilities:

- Shall outline and update the criteria for the issuance of scholarships and professional development funds to Organization members.
- Shall inform the membership of available scholarship/professional funds.
- Shall ensure that funds are distributed in accordance with the established criteria.
- Shall review all applications and make recommendations to the Executive Board for final approval. Recommendations shall include the reason for the selection(s).
- Shall present selected recipients to the membership at the annual meeting.

#### **COMMITTEE CHAIR JOB DESCRIPTION**

The committee chair ensures that members have the information needed to do the job and oversees the logistics of the committee's operation. The committee chair is responsible for linking the work of the committee back to the full board with reports to the board chair. AWoC committee chairs will perform the following responsibilities:

#### **Committee Chairs Shall:**

- Meet with the Executive Board prior to the first meeting of the committee, to review the goals and expectations set by the Executive Board.
- Convene the committee at least every other month, alternating with Executive Board meetings. The chair of the committee will report in writing at the following board

meeting the progress and activities of the committee. • Work in collaboration with other appointed board committees.

- Ensure any changes in membership of the committee are appropriately communicated.
- Determine annual goals and objectives for the committee within the expectations set by the Executive Board.
- Prepare a plan of work for the coming year.
- Operate within the approved annual operating committee budget.
- Monitor the program of work and expenditures.
- Notify the Treasurer and Vice President regarding expenditures.
- Serve a one-year term, with the option to be reappointed for an additional year.
- Attend all meetings.
- Conduct committee-specific orientations for new committee members.

#### Facilitate Committee Work

- Plan and lead committee meetings.
- Set the committee's agenda based upon the input of other committee members and the board.
- Assign tasks to committee members.
- Maintain records and relevant information.
- Send committee meeting minutes to the board secretary no later than one week after the committee meeting and before the next board meeting.
- Monitor the committee's progress.
- Arrange for the committee to evaluate its work at the end of each program year—or at the completion of its task—to determine whether it did what it set out to do, and what worked and what didn't work.

#### Communicate with the Full Board

- Accept and support the committee's charge.
- Serve as the liaison between the committee and Executive Board.

- Ensure that appropriate reports are submitted to the Executive Board.
- Keep the Executive Board informed about the committee's progress.
- Evaluate committee efforts and communicate accomplishments to the committee.
- Present pertinent information about committee progress to the board in monthly written reports, to be submitted to the Vice President no later than one week prior to the board meeting date.

## **ARTICLE IX. DIVERSITY AND INCLUSION ADVISOR**

SECTION 1. The DDI Advisor shall be a representative of Division of Diversity and Inclusion

SECTION 2. Shall be responsible for the following:

- Providing feedback on Women of Color Organization effectiveness.
- Guide the Board in identifying opportunities for success.
- Participate as needed in board meetings and planning sessions.
- Promote and support the UMKC Association for Women of Color.
- Will provide a yearly report of AWoC activities, programming and meeting schedules

## **ARTICLE X. FINANCE AND PROPERTY**

SECTION 1. The organization shall not be operated for profit, and its entire properties, assets and funds shall be used only to accomplish the objectives and purposes specified in these bylaws. Upon dissolution of the organization, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization(s) selected by the UMKC Association for Women of Color Executive Board. No part of said funds should be distributed to members of the Organization.

SECTION 2. Funds will be used per Executive Board approval for the following:

- General Operating Expenses including:
  - Marketing & Promotion
  - Programming
  - Speaker Honorariums

SECTION 3. Fiscal Year: July 1 to June 30

**ARTICLE XI. AFFILIATIONS**

In furtherance of its purposes, the UMKC Association for Women of Color shall seek and maintain affiliations groups or organizations that support purposes as outlined herein.

**ARTICLE XII. AMENDMENTS TO BYLAWS**

SECTION 1. These bylaws may be altered, amended or repealed in whole or in part by the affirmative vote of two-thirds (2/3) of the UMKC Association for Women of Color Executive Board present at any annual meeting, or at any special meeting called for this purpose, or where such proposed actions have been incorporated in the notice of the meeting.

**ARTICLE XIII. TRUSTEES OF THE ORGANIZATION**

SECTION 1. The trustees of the Organization shall be the Executive Board officers.

Adopted in

City/State

Date

Approved in

City/State

Date

**ADDENDUM 1**

For the first time, call for nominations (self or other) will be made August 28<sup>th</sup>, 2017. Call for nominations will last two weeks until 11<sup>th</sup>, 2017. Voting will begin September 18<sup>th</sup>, 2017 and will remain open through September 22<sup>nd</sup>, 2017 5:00pm. Two people, not on the ballot, will be responsible for confirming results through online database. Executive board offices will become effective September 25<sup>th</sup>, 2017 and will last through April 2019. Liaison positions will be volunteers, without asking them to go through the election process. We will both ask for volunteers and reach out to potential candidates to fill these positions.