

AFW BYLAWS

ARTICLE I -- NAME AND PURPOSE

Section 1 -- The name of the organization shall be The Association for Faculty Women.

Section 2 -- The Association for Faculty Women (AFW) was founded in 1975 at Washington State University, Pullman, WA. The purposes for which the organization was founded are:

To provide a means for faculty women to share mutual interests, activities, and concerns, particularly as they relate to the academic responsibilities of teaching, research, and service at WSU;

To provide a structure through which issues that impact faculty women, as an academic group, are considered and addressed, particularly by providing input and recommendations to Washington State University bodies including the University Administration, the President's Commission on the Status of Women, the Faculty Senate, and university committees;

To further the professional growth of faculty women through professional programs, state and national speakers, and consultants.

ARTICLE II -- MEMBERSHIP

Section 1 -- AFW membership is open to all who support the purposes of AFW. Categories of membership include:

Active members, those who have paid AFW dues within the past 18 months;

Life members, those who have paid a one-time fee for such membership;

Honorary members, those who are designated as such by the rest of the membership.

Active and Life members shall be the voting members of the organization

ARTICLE III -- BUSINESS MEETINGS

Section 1 -- Annual Business Meeting: A business meeting shall be held at the end of each academic year to elect officers and to adopt a schedule of dues and fees for the subsequent academic year. Voting members shall be informed of the date and location at least two weeks in advance.

Section 2 -- Other Business Meetings: Additional business meetings may be called if needed to carry out other business requiring a vote of the membership. Information on the matters to be considered shall be provided at least one week in advance.

Section 3 -- The president shall preside at business meetings. If the president is unable to do so, the president-elect shall preside.

ARTICLE IV -- EXECUTIVE BOARD AND OTHER OFFICERS

Section 1 -- Executive Board Role and Composition: The Executive Board is responsible for overall policy and direction of the organization and delegates responsibility for day-to-day operations to the president, other officers, and committees. The Executive Board shall consist of the current president, president-elect, secretary, treasurer, and program chair.

Section 2 -- Board Nominations: Prior to the Annual Business Meeting and after consulting the Executive Board, the president shall appoint a three-person Nominating Committee, of which at least two members shall be voting members who are not currently board members. The Nominating Committee shall solicit names of potential nominees from voting members and shall provide a slate of nominees for inclusion in the announcement of the Annual Business Meeting. All nominees must be voting members. Additional nominations may be made at the Annual Business Meeting, with the prior consent of those nominated.

Section 3 -- Board Elections and Terms: Election of new Executive Board members or re-election of current Executive Board members to subsequent terms shall occur as the first item of business at the Annual Business Meeting. The term of office shall be one academic calendar year, with new terms starting immediately after the election. The president-elect automatically succeeds the president. All other members of the Executive Board shall be elected by majority vote of voting members present.

Section 4 -- Other Officers: As needed, other officers may be nominated and elected to handle specific responsibilities. Nominations and elections for all such positions shall follow the procedure in Sections 2 and 3 above.

Section 5 -- Vacancies: Should a mid-term vacancy occur, the president shall appoint a temporary replacement after consulting other members of the Executive Board.

ARTICLE V -- COMMITTEES

Section 1 -- The Executive Board may create committees as needed. The president appoints all committee chairs, after consulting other members of the Executive Board.

Section 2 -- Executive Committee: In extraordinary situations, an Executive Committee, consisting of a majority of the Executive Board, may take action on behalf of the organization. The need for, and outcome of, any such action shall be communicated to the membership as quickly as possible.

Section 3 -- Finance Committee: The treasurer shall chair a three-member Finance Committee. This committee shall prepare an annual report on the organization's expenditures and receipts, including projected expenditures and receipts for the upcoming academic year, and it shall recommend dues and fees. Prior approval by the Finance Committee shall be required for any proposed expenditure that would exceed \$500. Following a favorable recommendation by the Finance Committee, such expenditures must be approved by the membership. In an emergency, the Executive Board may approve the expenditure but must inform the membership no later than the next regular meeting.

ARTICLE VI -- AMENDMENTS

Section 1 -- These bylaws may be amended when necessary by a two-thirds majority of the voting members in attendance at an Annual Business Meeting or other business meeting. The full text of any proposed amendments shall be provided to all active and life members at least two weeks in advance.

Approved by the AFW membership May 3, 2016