

**BYLAWS OF
SOUTH CAROLINA WOMEN IN HIGHER EDUCATION (SCWHE)
(Revised November 2022)**

ARTICLE I Name

The name of this organization is South Carolina Women in Higher Education (SCWHE).

ARTICLE II Mission Statement

The mission of South Carolina Women in Higher Education (SCWHE) is to provide support that includes encouragement, empowerment, and professional development to all faculty, staff, and students who identify as women and work or take classes in higher education entities within South Carolina. SCWHE aims to increase diversity, equity and inclusion initiatives and the number of women in leadership positions throughout higher education systems statewide.

SCWHE is affiliated with the American Council on Education's Inclusive Excellence Group, (formerly the Office on Women) and the American Council on Education's Women's Network. SCWHE also joins with other organizations to foster an educational, social, and political environment in which women in all their diversity and richness gain a greater voice.

ARTICLE III Membership

The membership of SCWHE shall consist of women in the state of South Carolina who are employed at an institution of higher education in South Carolina. (An agency such as the SC Commission in Higher Education is included in this designation.)

Section 3.1. Dues. There are no membership dues. However, if extenuating circumstances arise, membership dues may be assessed.

Section 3.2. Fees. Fees may be assessed for events.

Section 3.3. Removal from Membership/Executive Board. A member may be removed with cause deemed as necessary with a majority vote by the Executive Board to be notified in writing.

ARTICLE IV Executive Board

The Executive Board coordinates the business of SCWHE and serves as the decision making body of the organization.

Section 4.1. Board Composition. The Board shall consist of twelve (12) members who hold positions at institutions of higher education in South Carolina. (An agency such as the SC Commission on Higher Education is included in this designation.) Members are elected by a majority of Board members and will represent the composition of higher education in South Carolina with consideration of the following: type, location, mission and size of institution, and multicultural diversity. Normally, no more than one board member may be elected from a single institution.

Section 4.2. Election of Board Members. Executive Board members shall be elected by secret ballot requiring a majority vote every three years at the Fall Meeting in November, with the term beginning January 1.

Section 4.3. Nomination Procedure. Time of Election. At the Executive Board Meeting in January, the Executive Board will appoint a Nomination/Election Committee.

Section 4.4. Terms of Members. New and Continuing. Board members will serve a three-year (3) term running by calendar year and beginning on January 1. Members are eligible for re-election for additional terms.

Section 4.5. Vacancies. When a vacancy occurs on the Board which leaves an unexpired term, a majority of the Board members will elect a replacement to fill the unexpired term. At the end of the term, the member will be eligible for election to a full three-year term.

Section 4.6. Duties of Board Members. Board members are expected to be active in the organization, attend all meetings, events, and serve on committees. Two absences from Board meetings in one calendar year are considered reason for dismissal from the Board. If unavoidable conflicts occur, they must be communicated to the President/State Chair prior to the meeting. Dismissal requires a majority vote of the Board.

Section 4.7. Honorary Status. After serving a minimum of two three-year terms, an Executive Board member who has demonstrated a high level of commitment to South Carolina Women in Higher Education may be elected as a Board Member Honorary. The Board member who wishes to continue her affiliation with SCWHE's Executive Board may indicate her interest to any of the Executive Board members. The Board member would make the recommendation to the President/State Chair, who may nominate her for honorary status.

Section 4.8. Once elected to honorary status by the SCWHE Executive Board, an Honorary Board member shall be eligible to participate in SCWHE activities, to serve on Board committees' ex-officio, and to continue to work toward the goals of the organization.

Section 4.9. The Honorary Board member would be welcome at regular Board meetings, but the Honorary Board member would not count in quorum determinations or have a vote in Executive Board meetings.

ARTICLE V Officers

Section 5.1. The officers of the Executive Board shall be President/State Chair, Vice-President, Secretary and Treasurer.

The President/Chair shall appoint a Parliamentarian from the Executive Board members.

Section 5.2. Election of Officers. All officers shall be elected by secret ballot requiring a majority vote every three years at the June Retreat with term beginning July 1.

Section 5.3. Nomination Procedure. Time of Election. At the Executive Board Meeting in January, the Executive Board will appoint a Nomination/Election Committee.

Section 5.4. Vacancies. Should an office become vacant, the Executive Board will hold a Special Called meeting to determine the appropriate action to fill the office from within the current Executive Board.

Section 5.5. Office Holding Limitations. Officers shall serve a term of three years. No member shall hold more than one office at a time and no member shall be eligible to serve in the same office more than two three –year consecutive terms. (Six years)

ARTICLE VI Duties of Officers

Section 6.1. President/State Chair. The President/State Chair will be the chief executive officer and have general responsibility for conducting the business of the organization and articulating its mission and functions. The President/State Chair will preside at all meetings, serve as the State Chair for the American Council of Education’s Women’s Network and act as SCWHE’s official representative, appoint committees and select committee chairs and serve as ex-officio member of any committees. The President/State Chair shall authorize and countersign any checks written on behalf of the organization. The President/State Chair will have primary responsibility for identifying and collaborating with the Advisory Board members. The President/State Chair shall be bonded. The President/State Chair will serve a three- year term and may be re-elected for one additional consecutive term.

Section 6.2. Vice-President. The Vice-President will be elected at the same time as the President/State Chair. The Vice-President shall serve alongside of the President in developing and carrying out various initiatives. The Vice- President shall perform the duties of the President/State Chair in the case of an absence. The Vice-President may succeed the President/State Chair. When authorized by the President /State Chair the Vice-President may communicate with the Advisory Board members. The Vice-President may have co-signature privileges when authorized by the President/State Chair. The Vice-President will serve a three- year term and may be re-elected for one additional consecutive term. The Vice-President shall be bonded.

Section 6.3. Secretary. The Secretary will be responsible for maintaining all records and materials of the organization for archival purposes (including but not limited to the minutes of all meetings, non-financial records, and committee appointments) and communication with the Executive Board. The Secretary will transfer all materials and records to the next Secretary elected. The Secretary will serve a two-year term and may be re-elected for one additional consecutive term.

Section 6.4. Treasurer. The Treasurer is the fiscal agent responsible for all financial business and records, including any necessary IRS reporting (such as Form 990-N, e-postcard, Zoom agreement purchases, honorariums, auction funding electronic apps., etc...) and will make regular financial reports to the Board. The Treasurer shall keep account of all receipts and disbursements. The Treasurer will transfer all materials and records to the next Treasurer elected. The Treasurer shall be bonded, and agree to a background and credit check. The Treasurer will serve a two-year term and may be re-elected for one additional consecutive term.

Section 6.5. Parliamentarian. The Parliamentarian shall have some knowledge of parliamentary procedure. During meetings, the Parliamentarian shall serve in an advisory and consultative role to assist the President/State Chair in managing meetings, as parliamentary law gives the chair alone the power to rule on question of order or to answer parliamentary inquiries. The Parliamentarian shall chair the Bylaws Committee.

ARTICLE VII Executive Board Meetings

Section 7.1. The SCWHE Board will meet at least four times each year either in person, via conference call, or virtually.

Section 7.2. Forty (40%) of members of the Executive Board present at a meeting shall constitute a quorum.

ARTICLE VIII Committees

Section 8.1. Andrea Allison Advocacy Award. The Andrea Allison Advocacy Award Committee shall select a winner from among the Institutional Representatives nominees with a proven record of advancing and supporting students or students' issues on their campus. The award will be presented bi-annually at the Annual Conference. This award alternates with the Martha Kime Piper Award.

Section 8.2. Annual Conference. The Annual Conference Committee shall plan and executive all aspects of the SCHWE Annual Conference to include, but not limited to: date, time, location (virtual and/or in person), speakers etc...

Section 8.3. Bylaws. The Bylaws Committee shall be responsible for performing an annual review of the bylaws. The committee shall review proposed amendments from members, shall make recommendations to the Executive Board, and make revisions when appropriate.

Section 8.4. Leadership Academy. The Leadership Academy Committee shall plan and executive all aspects of the Leadership Academy to include, but not limited to: date, time, locations (virtual and/or in person), speakers etc...

Section 8.5. Martha Kime Piper Award. The Martha Kime Piper Award Committee shall select a winner from among women nominees who have exhibited outstanding service and support of women in higher education. The award will be presented bi-annually at the Annual Conference. This award alternates with the Andrea Allison Advocacy Award.

Section 8.6. Nomination/Election Committee. The Executive Board, at the January Executive Board Meeting, shall appoint the Nomination/Election Committee annually. The committee shall be responsible for submitting a slate of Officers and Executive Board members, respectively, at the appropriate time. The committee shall be responsible for tallying votes and providing results to the President/State Chair who will share them with the Executive Board. The committee shall consist of no more than three (3) Executive Board members. The committee's term will end the same year of the appointment after the finalization of the aforementioned processes.

Section 8.7. Scholarship. The Scholarship Committee shall select a winner from among women graduate students and new professionals' nominees in the field of higher education (3 years or less) to attend the annual conference.

Section 8.8. Women of Color Workshop. The Women of Color Committee shall consist of women of color Executive Board members. The committee shall plan and executive all aspects of the Women of Color Workshop to include, but not limited to: date, time, location (virtual and/or in person), speakers etc...

ARTICLE IX Institutional Representatives (IR)

Section 9.1. Institutional representatives serve as the institution's official representative to SCWHE. They are expected to participate in the annual conference, in the annual institutional representatives' meeting and in local and regional meetings as appropriate.

Section 9.2. Institutional representatives shall be appointed by the Executive Board. The IR will serve as long they are affiliated with their respective institutions.

Section 9.3. IR Coordinator. The Executive Board shall appoint an IR Coordinator from the Executive Board members. The IR Coordinator will be responsible for providing ongoing reviews of any IR vacancies that may occur, coordinating IR vacancies with the Executive Board, and tracking participation at SCWHE events. The IR Coordinator shall also be responsible for coordinating all aspects of the IR Mini Grant process. The IR Coordinator shall plan and coordinate the IR workshop held each semester. The IR Coordinator shall serve in this capacity as long as the IR Coordinator is willing to do so.

ARTICLE X Advisory Board

Section 10.1. The President/State Chair shall have primary responsibility for identifying vacancies within the Advisory Board and present recommendations to the Executive Board.

Section 10.2. The President/State Chair may identify an ex-officio member to assist with Advisory Board initiatives. The recommendation will be submitted to the Executive Board for approval.

Section 10.3. The Executive Board shall elect Advisory Board members. The Advisory Board shall consist of women and men presidents who influence and shape higher educational policies in South Carolina.

Section 10.4. Advisory Board members are expected to actively support the mission, goals, and programs of the American Council on Education's Women's Network and of SCWHE.

Section 10.5. The Advisory Board will generally meet twice a year with the Executive Board.

ARTICLE XI American Council on Education (ACE) Involvement

The President/State Chair or National ACE organization may identify individuals (s) to work with the SCWHE Advisory Board or SCWHE Executive Board. All will serve in an ex-officio capacity and shall be approved by the Executive Board.

ARTICLE XII Parliamentary Authority

The SCWHE Bylaws and the current edition of Robert Rules of Order Newly Revised shall govern all proceedings of the organization.

ARTICLE XIII Amending the Bylaws

The bylaws may be amended by a majority vote of the Executive Board present at any regular or called meeting, provided the amendment has been submitted in writing at the previous meeting and given to the Bylaws Committee for review and recommendations.