



UT Arlington
Women's Faculty and Staff Network
Bylaws

A. Mission and Purpose

The mission of the Women's Faculty and Staff Network (WFSN) is to empower women Faculty and Staff by advocating for opportunities to advance their professional development while balancing their personal, career, physical, and mental health demands at the University of Texas at Arlington. The WFSN provides a university-wide forum for the discussion of ideas and mutual concerns of women Faculty and Staff. The WFSN utilizes its collective wisdom and experience to inform policymaking at the university and is a key network from which the administration can gain vital input regarding policies that affect women across campus.

B. Membership

The membership of the WFSN is open to any University Faculty, Staff, and professional staff member who supports the WFSN mission. All women and female-identified Faculty and Staff at the University are automatically members unless they choose otherwise. Other members may join by alerting any member of the WFSN Executive Team of their interest. The WFSN shall work closely with the Division of Faculty Affairs, the Office of Human Resources, and the Office of the President to perpetuate this organization's mission and purpose.

C. Officers, Executive Team, and Duties

1. WFSN Executive Team. The WFSN Executive Team shall consist of six officers: Faculty Co-Chair, Staff Co-Chair, Faculty Co-Chair Elect, Staff Co-Chair Elect, Secretary and Treasurer. With the exception of the initial Executive Team, half of which will serve for one year, the term of service shall be two years. The initial Staff Co-Chair will serve for a total of five semesters to facilitate the officer rotation. Commencing after the first year, one-half of the Executive Team's membership will be elected each year. Executive Team members shall not serve consecutive terms in the same officer position. A plurality is required for a nominee to be elected. At the end of the Chair terms, the Chair Elect will progress to the position of Chair. At the end of each academic year (spring), the WFSN voting members (defined in D.2.b) will elect in the following order:
 - a. In even-numbered years, the new Faculty Co-Chair Elect and the Secretary; and
 - b. In odd-numbered years, the new Staff Co-Chair Elect and the treasurer.
2. Duties
 - a. The Chairs will convene meetings of the WFSN, create agendas and run the WFSN general meetings, and will represent the WFSN on Academic Affairs leadership committees. In the event that one of the co-Chairs is not available, the other co-Chair will run the meeting and assist with correspondence. The Chairs will represent the WFSN at Faculty Senate (Faculty) and Staff Advisory Council (Staff) meetings.

- b. The Co-Chairs Elect will serve in the capacity of parliamentarian for WFSN meetings. The Chair Elect will keep track of the WFSN meeting minutes and assist the Chair with correspondence. The Chair Elect will reflect discussion without specifics in order to ensure freedom of expression at the meetings.
- c. The remaining co-Chair will provide the incoming co-Chair with guidance and will assist the new co-Chair in assuming her new role.
- d. The Secretary will communicate issues of relevance, will provide formal reports of past meetings, assist with committee reports, and assist the co-Chairs with membership.
- e. The Treasurer will provide financial reports to the co-Chairs and will prepare financial reports for all WFSN meetings.
- f. The WFSN Executive Team will meet one week prior to WFSN meetings in which formal WFSN business will be discussed to prepare the agenda; the agenda will be sent electronically to all WFSN members immediately following the Executive Team meeting.

3. Terms and Vacancies

- a. The terms of the WFSN Executive Team members shall be a total of two years.
- b. The WFSN Executive Team will serve as the nominating committee for officer elections.
 - i. At the first meeting in the Spring semester, the nominating committee will make a call for nominations. The slate will be presented at the second regularly scheduled WFSN meeting.
 - ii. The election of officers shall be held at the third regularly scheduled meeting of the Spring semester. Nominations may be taken from the floor and added to the ballot. Each office will be voted on separately, beginning with the co-Chair. Election shall be by secret ballot if there is more than one candidate.
 - iii. The newly elected officers shall succeed the present officers at the conclusion of the final regularly scheduled meeting of the Spring semester in which they were elected.
 - iv. The officers of the WFSN shall be eligible for service on the Advisory Committees of the WFSN.
- c. Vacancies of the WFSN Executive positions shall be filled as follows.
 - i. For the vacancy of the Chair Elect position, a new Chair Elect shall be elected by the WFSN voting members.
 - ii. For the vacancy of the Chair position, the current Chair Elect will become the Chair to complete the term; she will then serve her full term as Chair. A new Chair Elect shall be elected by the WFSN voting members.
 - iii. For the vacancy of a Secretary or Treasurer position that occurs within the first half of the academic year, the WFSN voting members shall elect a replacement to complete the term. If this vacancy occurs within the second half of the academic year, the co-Chairs shall appoint a member of the WFSN to fulfill the duties, and complete the term, of the Secretary or Treasurer. The Secretary or Treasurer appointed to serve out the unexpired term shall be eligible to serve a complete term on her own.
- d. At the discretion of the WFSN Executive Team, a vacancy on the WFSN Executive Team will be declared when a member is absent from either two consecutive WFSN or WFSN Executive Team meetings (in person or virtually), or from three WFSN or WFSN Executive Team meetings (in person or virtually) during an academic year.

D. Meetings, Advisory Committees, and Other Responsibilities

1. A combination of WFSN meetings and workshops will occur at least six times during the academic year.
2. WFSN Meetings and Voting Guidelines
 - a. Staff members shall be allowed up to four (4) hours per month in addition to general meetings to devote to committee work. Executive Team members shall be allowed up to six (6) hours per month in addition to general meetings to devote to committee work, including monthly Executive Team meetings. Additional time for committee work or assignments may be negotiated with the member's supervisor.
 - b. In meetings when official WFSN business is considered, the meetings shall be conducted following Robert's Rules of Order (latest version).
 - c. The WFSN voting members are WFSN members who are employed at UTA during the academic year. Members must be in attendance at meetings to vote. No proxy voting will be allowed.
 - d. A simple majority of the voting members participating will serve as approval/disapproval of official motions presented to the WFSN.
 - e. Following approval of a motion, policy, or procedure, all WFSN members will be electronically notified of the action by the co-Chairs two days prior to it being forwarded to the appropriate next level.
3. WFSN Advisory Committees
 - a. Charges of the WFSN Advisory Committees.
 - i. Ethics Committee – To provide guidance to women in pursuit of a supportive, ethical environment
 - ii. Tenure/Promotion/Annual-Review Issues Committee – To provide guidance for the tenure/promotion and/or annual review processes
 - iii. Mentoring, Outreach, and Membership Committee – To facilitate and enhance mentoring, outreach, membership, and networking events for women, both within the network and externally
 - iv. Achievement and Advancement Committee – To recognize women's achievements and to facilitate activities to help women at all levels advance
 - v. Wellness Committee – To assist members with balancing their personal, career, physical, and mental health demands
 - vi. Women of Color Committee - To identify and address issues and opportunities that might be unique to women of color
 - vii. Diversity Committee- To identify and address issues and opportunities to promote diversity
 - viii. Special Projects Committee- To handle any item that does not fit logically somewhere else.
 - b. Structure of the WFSN Advisory Committees
 - i. Each committee is responsible to elect a Convener and a Secretary. The Convener is responsible for leading the committee and will call a minimum of two meetings per academic year. The Secretary will record minutes and report activities to the WFSN Executive Team.
 - ii. Members cannot serve on more than one committee at a time.

4. WFSN Communities of Practice
 - a. Communities of Practice serve as informal groups within the WFSN as a way to connect with others within the group and to serve as a support system.
 - b. Communities of Practice are groups where members can connect with colleagues, grow their network, share innovative ideas, discuss challenges and share advice from peers.
 - c. Structure of the WFSN Communities of Practice
 - i. A Community of Practice can be created by a member of the WFSN, and others with like interest, and the members may create discussion groups and set meetups outside of general body meetings. Each Community of Practice will have a Convener, responsible for leading the group, moderating discussions, recording action items, and preparing reports to Advisory Committees and the WFSN Executive Team. Each Community should have at least two meetups per academic year.
 - ii. Members can be a part of more than one Community of Practice
 - iii. To create a Community of Practice, the WFSN member should email the WFSN Executive Team to request an announcement through email or general body meeting with contact information for those interested in joining.
 - d. Communities of Practice shall report to the appropriate WFSN Advisory Committees as well as the Executive Team regarding action items.
 - e. Examples of Communities of Practice include, but are not limited to:
 - i. Working Professionals: eldercare needs, childcare needs, new to the workforce, new to UTA
 - ii. Staff: advisors, administrators, part-time, full-time
 - iii. Faculty: Tenure-track, Tenured, part-time, Professors in Practice, Clinical Faculty, administrative
5. At least once per semester the WFSN Executive Team will meet with the UTA President, Provost, and Vice-President of Human Resources to discuss concerns and issues raised by WFSN members.
6. The WFSN Executive Team will represent the positions of the WFSN to the University administration.

E. Amendments and Review

1. This document may be amended by a simple majority vote of the WFSN voting members. Members must be in attendance at meetings to vote. No proxy voting will be allowed. Proposals for changes in the Bylaws may be placed on the agenda of any regular or special meeting of the WFSN and distributed via email to the members. Proposed changes shall not be acted upon until the next meeting of the WFSN, or if proposed in the last meeting of a semester, will not be acted on until the second meeting of the ensuing semester.
2. This document will be reviewed at a minimum of every five years by the WFSN.