

The University of Denver

WAND Women's Staff Alliance for Networking and Development

Bylaws of WAND - a staff organization of the University of Denver. (Draft Winter Quarter 2019)

Article 1: Name, Purpose & History

WAND welcomes the participation of all University of Denver staff women. WAND is one of the six DU women's groups that included the Women's Leadership Council (for senior women administrators); the Women's Faculty Association, Graduate and Undergraduate Women's Councils, Women Advocating Change, and Staff Women's Action Network. All six women's groups have communicated and worked together through representation in the Women's Coalition.

WAND's purpose is to connect University of Denver staff who identify as women to opportunities for professional development, mentorship, and networking.

WAND meetings and events are:

- A forum for staff women to build cross campus relationships, support each other, identify issues important to staff women, develop and implement action plans to address these issues.
- WAND Officers meet monthly to discuss opportunities and programming and these meetings are open to all members.
- A quarterly event hosted by WAND is open to all members. Quarterly events include: (Subject to Change)
 - Cupcakes and Coffee Networking (Fall Quarter)
 - Women's Professional Clothing Exchange (Winter Break)
 - HerDU and Half the Sky Fair (Collaborative Event with the Women's Coalition in March)
 - Book Exchange (Spring Quarter)
 - Kids Clothing Exchange (Summer Break)
- A quarterly coffee or happy hour mixer event with other women's organizations on campus.

WAND is a resource for: advocacy; education; development; leadership

- Distributing information regarding issues important to staff women, including workplace equity, caretaking, flextime, professional development and harassment via the listserv and a Monthly newsletter
- Assist Staff find Mentors via HRIC/Shared Services and WAND membership.
- Collaborate with HRIC and Shared Services to develop a Women's Developmental Pathway as part of the overall 14ers Professional Development Series.

WAND annually:

- Selects the recipient of the Robin Morgan award, which is presented at the annual DU Women's Conference. Established in 2001, the Robin Morgan Award honors a DU appointed staff woman who goes above and beyond her University responsibilities to promote and enhance the University community.
- Provides scholarship to staff woman (women) to attend professional development seminars, meetings, conferences.

Article 2: Membership

Membership is open to all staff women currently employed at the University of Denver. Attendance at programs and meetings is open to all other interested parties, but only members may vote in elections or other matters. Membership rosters will be kept by the Secretary.

Article 3: Officers

The following officers shall constitute the governing body of WAND. The term of office is two years. Individuals may not hold the same office for more than two consecutive years. An officer may also hold a Coordinator position, but may not hold more than one of the officer positions at any given time.

A. Co-Chairs: Two Co-Chairs shall be elected for two year terms according to the terms set forth in this document. The duties of the Co-Chair include, but are not limited to: fixing time and place of meetings, chairing meetings, representing WAND in public statements and writings, working closely with the other officers and coordinators, providing overall guidance in the running of the organization and approving expenditures as needed. B.

Secretary: The Secretary is responsible for keeping the minutes and taking attendance at meetings; publicizing

meetings and other programs; providing minutes to the membership in a timely manner and conducting meetings in the absence of the Co-Chairs. The Secretary is in charge of tracking membership and maintaining the DU Women listserv.

C. **Treasurer:** The Treasurer is responsible for paying bills and collecting fees in a timely fashion; and presenting a report to the membership as needed. The Treasurer must have knowledge and access to the University's Banner financial system to perform her duties.

Article 4: Coordinator Positions

In addition to the officer positions listed above, WAND shall maintain the following coordinator positions on a standing basis. These individuals are appointed by the Co-Chairs after soliciting volunteers. The term of office is one year. There is no limit to the number of terms an individual may be elected to the same position or the number of concurrent positions that may be held by an individual, but diversity of leadership is valued.

A. **Webmaster:** The Webmaster is responsible for maintaining the website in a timely fashion in order to facilitate communication and marketing of the organization.

B. **Women's Coalition Representatives:** Two representatives to the Women's Coalition will be appointed each year. Their responsibilities are to attend Women's Coalition meetings on behalf of WAND and report back to the membership about the activities of the Coalition.

C. **Women's Conference Representative:** This position is responsible for serving on the annual DU Women's Conference Committee.

Article 5: Nominations & Elections

Nominations for officers shall be solicited at the April meeting and published to the members via the listserv, website or other means. Elections will be held at the May meeting each year with winners being selected by a simple majority vote of those members present. Voting may occur via email or at a meeting. Vacancies which occur before the annual election shall be filled by appointment at the discretion of the Co-Chairs.

Article 6: Meetings

Regular meetings shall be held on the third Wednesday monthly at any appropriate location on campus, which may be the same location each month. Special meetings may be called at the discretion of the Co-Chairs.

Article 7: External Consultant

WAND may recruit an External Consultant to the group to provide support and encouragement to the Co-Chairs and other members in achieving the organizations goals. This Consultant may be from within or outside the University of Denver community, but must agree to work on a voluntary basis throughout the year as needed.

Article 8: Funding

The activities of the group are funded through Women's Coalition at the beginning of the University's fiscal year in July. This does not preclude the solicitation of donations from appropriate groups or other means of raising funds that fall within the group's goals and conform to the guidelines of the Office of University Advancement. Expenditures under \$100 will need the approval of an officer; expenditures from \$101- \$500 will need the approval of two officers, one of which must be a co-chair; and expenditures \$501 and higher will need a majority vote from attendees at a regular monthly meeting.

Article 9: Amendments to the Bylaws

These bylaws may be amended at any meeting by a 2/3 majority vote provided that the proposed amendment was announced and publicized to the membership at least one month in advance of the amending date.

Article 10: Nondiscrimination

The actions of WAND and its officers or members shall be consistent with all applicable federal or state law and University policies; including, but not limited to, acting in ways that shall not discriminate for or against any person by reason of age, sex, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry, or physical handicap.