

Minnesota ACE Network By-Laws

Article I. Mission & Purpose

1. Mission:
The Minnesota ACE Network supports the advancement of women in leadership roles in higher education.

2. Purpose:
The purpose of the Minnesota ACE Network is to create an active network of women in or aspiring to be in positions of leadership throughout the state of Minnesota, and to pursue the goals of the national ACE Network, which include:
 - Identifying women leaders in education
 - Developing the leadership skills of women in higher education
 - Encouraging women leaders to make full use of their abilities
 - Advancing women into senior-level positions
 - Linking women leaders at all levels to one another
 - Supporting the retention of women in higher education

Article II. Governing Structure

1. The Network is administered by a Board which represents campuses from within the following segments of Minnesota higher education:
 - University of Minnesota system 4 members (at least one out-state campus)
 - State universities 4 members
 - 2-year public institutions 4 members
 - Private institutions 4 members
 - For Profit institutions 4 members
 - Tribal Colleges, Systems & At Large 2 members
 - Doctoral Student, Student 1 member

2. Board members shall represent the broad array of administrative areas of higher education from throughout the State of Minnesota.

3. Board members and leaders shall reflect ethnic and racial diversity.

4. The State Coordinator is appointed by the Vice President of ACE and the Director of the Office of Women in Higher Education upon recommendation by the Minnesota ACE Network Board. The term of State Coordinator will be one year and is not renewable. The State Coordinator may remain on the Board for one year following the end of her term.

The Minnesota ACE Board may select two co-coordinators to share the role of the State Coordinator role. The two co-coordinators shall share duties. The State Coordinator(s) must be selected from an institution that holds membership in the American Council of Education.

5. Upon selecting a State Coordinator, the Board will also select a Coordinator-Elect from seated members who have served on the Board for at least one year. The term of the Coordinator-Elect is one year. The Coordinator-Elect assumes the Coordinator position at the end of the Coordinator's term.

Article III. Selection and Term of Board Members

1. Potential Board members are nominated by the board prior to the annual retreat, and selected at the annual retreat.
2. New members will be elected annually and shall normally serve three-year, staggered terms. A board member, representing doctoral students, shall serve a one-year, renewable term. Board members will not serve more than two consecutive terms.
3. All terms shall begin on July 1st or as vacancies occur. Each board member shall hold a minimum term of three years. In cases of midyear appointments, the three year term will automatically extend until the June 30th following the third year (For example: If a candidate's term begins December 1, the term will be three years and seven months.)
4. Any member with three or more Board Meeting absences within a 12-month period will be asked to resign, pending discussion.

Article IV. Officers of the Board and Officer Responsibilities

The officers of the Board shall include:

1. State Coordinator Term: 1 year
 - a. Coordinate the activities of the Board
 - b. Call and develop agendas for Board meetings
 - c. Preside at all meetings
 - d. Act as a liaison to the ACE Office of Women in Higher Education
 - e. Attend the annual national ACE meeting for state coordinators
2. Coordinator-Elect Term: 1 year
 - a. Preside over Board meetings as needed in the absence of the State Coordinator
 - b. Assist in developing agendas for Board meetings
 - c. Serve as Chair of board membership nominations
3. Recorder Term: 1 year term, renewable for additional year
 - a. Record meeting minutes, post meeting minutes to the network web site
 - b. Maintain a notebook of Board materials, handouts, programs and activities
 - c. Maintain record of current board membership, post member information on web site
4. Treasurer Term: 1 year term, renewable for additional year
 - a. Keep all financial records and report financial records at each board meeting
 - b. Maintain accurate records of revenue and fees/donations
 - c. Serve as the host institution for the Minnesota ACE Network "check book"

Article V. Board Members / Responsibilities

Board members are expected to:

1. Actively participate in all activities of the Board. Regular attendance at Board meetings and the fall conference is expected.
2. Serve on one major committee of the Board

Article VI. Institutional Representatives Responsibilities

Institutional and system representatives are nominated by the President or Chancellor at each institution and ratified by the Board. Institutional Representatives may also be selected by a member of the Minnesota ACE Network board. The campus representative is expected to be a woman recognized as a leader and supporter of women on her campus.

The responsibilities of the Institutional Representatives shall include:

1. Serving as their institution's official representative to the Minnesota ACE Network
2. Identifying women who would benefit from membership in the Minnesota ACE Network
3. Supporting and encouraging the advancement of women on their campus
4. Disseminating information on the activities of the Minnesota ACE Network
5. Keeping campus CEO's informed of Minnesota ACE Network activities
6. Assisting in organizing local and regional programs

Article VII. Presidential Sponsors

The board of directors shall establish a list one to three college/university presidents to serve as Presidential Sponsors each year. This list shall be presented to the Office for Women in Higher Education for approval. The role of the Presidential Sponsor(s) is to: inform other college/university/institutional presidents of the Minnesota ACE Network and its mission, support/attend the annual conference and other events, and encourage women in leadership to participate in the Minnesota ACE Network.

The year-long sponsorships commence on July 1. These positions may be renewed for one additional year. Presidential Sponsors should represent both female and male leaders; varied geography within the state; ethnic and racial diversity; and a range of public, private and for-profit institutions.

Article VIII. Committees

The board of directors shall establish and maintain committees to serve the needs of the Minnesota ACE Network.

Communications Committee

The Communications Committee has the following duties:

1. Developing and maintaining the Minnesota ACE Network web site
2. Developing and disseminating the e-newsletter
3. Communicating job postings on the web site, or placing links to new postings
4. Developing and maintaining a state-wide Minnesota ACE web based membership list or database

Institutional Representatives Committee

The Institutional Representatives Committee has the following duties:

1. Recruiting an institutional representative from every campus within the state
2. Planning training and networking events for institutional representatives

3. Assisting institutional representatives in communicating with their peers on campus

Conference and Program Committee

The Conference and Program Committee has the following duties:

1. Planning and managing the annual Minnesota ACE Network conference
2. Planning and managing additional events during the year

Article IX. Miscellaneous

1. The Minnesota ACE Network is committed to creating an inclusive membership, without regard to race, ethnicity, sexual orientation, and/or physical abilities.
2. The Minnesota ACE Network invites the participation of all women in higher education who are interested in positions of leadership.
3. Financial support for the organization may come from annual contributing memberships, sponsorships and revenue generated from programming.

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