

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:

- a. Identifying emerging and successful women leaders.
- b. Developing women's leadership abilities through state programming.
- c. Encouraging the use of leadership abilities.
- d. Advancing women through nomination to leadership positions.
- e. Linking women to one another and to mentors.
- f. Supporting the tenure of mid- and senior-level women leaders and presidents throughout their careers.

Article II. Governing Structure

1. The Network is administered by a Board which represents campuses from within the following segments of Minnesota higher education:

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|--|---|
| a. University of Minnesota system | 4 members (at least one out-state campus) |
| b. State universities | 4 members |
| c. 2-year public institutions | 4 members |
| d. Private institutions | 4 members |
| e. For Profit institutions | 2 members |
| f. At-large positions | 2 members |
| g. Doctoral student pursuing a career in higher education administration | 1 member (ex-officio) |

2.

3. An attempt will be made to have Board members represent the broad array of administrative areas of higher education as well as different geographic regions within

the state.

4. The State Coordinator is chair of the Board. 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 two years and is normally not renewable. The State Coordinator will remain on the Board for one year following the end of her term. The State Coordinator should 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 among the seated members who have served on the Board for at least one year. The term of the Coordinator-Elect is two years. 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 Nominations Committee and selected by the Board.
2. New members will be elected annually and shall normally serve three-year, staggered terms. Board members will normally not serve more than two consecutive terms.
3. All terms shall begin on July 1st or as vacancies occur.
4. Any member with three unexcused absences within a 12-month period or who does not fully participate in the activities of the Board will be asked to resign from the Board.

Article IV. Officers of the Board / Responsibilities

The officers of the Board shall include:

1. State Coordinator Term: 2 years
 - 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: 2 years

- 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 the Nominating Committee
3. Secretary / Treasurer Term: 2 years
- a. Record and distribute minutes of all Board meetings
 - b. Maintain a notebook of Board materials, handouts, programs and activities
 - c. Keep all financial records and insure financial viability
 - d. Maintain accurate records of membership (dues paid)
 - e. Serve as a member of the Nominating Committee

Article V. Board Members / Responsibilities

Board members are expected to:

1. Actively participate in all activities of the Board. Regular attendance at monthly Board meetings and at the Fall conference is expected.
2. Serve on one major committee of the Board
3. Oversee/mentor up to 5 institutional representatives

Article VI. Institutional Representatives / Responsibilities

Institutional and system representatives are nominated by the President or Chancellor at each institution and ratified by the Board. The campus representative is expected to be a woman recognized as a leader and supporter of women on the 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. Committees

1. The work of the Board is done by a system of committees made up of seated Board members, Institutional Representatives and invited non-Board members.

2. Standing committees will include:

- a. **Program Committee:** This committee is responsible for
 - i. all aspects of an annual conference
 - ii. a spring outreach event (legislative)

- b. **Nominations Committee:** This committee is responsible for
 - i. keeping accurate records on Board membership (terms, representation by sector, representation by area of responsibility and representation by geographical area of the state)
 - ii. Developing a nomination and selection process for Board members
 - iii. Presenting a slate of candidates for Board membership
 - iv. Developing an orientation program for new Board members

- c. **Membership:** This committee is responsible for
 - i. Developing outreach programs which will strengthen the overall membership of the organization
 - ii. Maintaining the organization's database
 - iii. Establishing regional coordinators to maintain contact with membership

- d. **Professional Development / Training:** This committee is responsible for
 - i. Providing the membership with up-to-date information on professional development/training opportunities that exist both within the state and on a national level
 - ii. Developing an annual workshop focused on professional development for women in higher education
 - iii. Nominating MN ACE Network members for professional development opportunities

- e. **Communication & Outreach:** This committee is responsible for
 - i. Developing and updating the Minnesota ACE Network information brochure and other materials as requested
 - ii. Maintaining electronic communication with the membership (via the Minnesota ACE Network Listserv)
 - iii. Updating the website

- f. **Advancement:** This committee is responsible for
 - i. Nominating women for senior level positions
 - ii. Disseminating information about senior level vacancies

Standing and ad hoc committees shall be added and deleted by action of the Board. Chairmanship and membership of the standing committees shall be determined in June of each year.

Article VIII. 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. Annual dues will be set by the Board and collected from the membership at the time of the annual conference. The membership year begins September 1 and runs until August 31.
4. Financial support for the organization will come from annual contributing memberships, sponsorships and revenue generated from programming.