

# Constitution and Bylaws of the Women of Color Affinity Group Wake Forest University

## CONSTITUTION

### ARTICLE I – NAME

The name of this association shall be the Women of Color (WOC) Affinity Group and is referred to as the “Group” throughout this document.

### ARTICLE II – MISSION

Section 1. The General mission of the mission as an ARG on the campus of Wake Forest University, the Woman of Color ARG sets to accomplish the goal of creating a community within the campus for women who identify as Black, Hispanic, and Pacific Islander to have a safe space to create friendships and network with women from various disciplines on campus. We thrive to provide opportunities for the group to gather virtually and in-person monthly.

The commitments of the Group are as follows:

1. To be a space where WOC feel they can freely express themselves; ask for guidance regarding any questions/concerns they may have;
2. To meet monthly through lunch connections to establish a rapport among members while building inter-institutional relationships in a relaxed, supportive environment;
3. Provide information on professional development, volunteer and networking opportunities;
4. To share resources/services and establish partnerships that will aid members, students, and the college community;
5. To encourage recruitment and retention of diverse Faculty and staff;
6. To support students of color through partnerships with student organizations and programs.

### ARTICLE III – MEMBERSHIP

Section 1. The membership of the WOC Affinity Group includes all administrators, faculty and staff employed by Wake Forest University who identify as a woman of color, who have expressed interest in the Group. In addition, anyone who supports the mission of the Group is welcome to become a member.

### ARTICLE IV – GOVERNANCE

## Section 1. Officers

The power to act on behalf of the Group is vested in the Co-Chairs. Such power shall be exercised only after reasonable notice of such proposed action to other members, and they are provided an opportunity for input. The officers of the Association shall consist of two co-chairs. The officers are by volunteer basis during the Spring semester and their terms of office will be up to two twelve-month academic years beginning the fiscal year, July 1. Their terms will be three twelve-month academic years. All records, materials, documents, etc. acquired by the officers on behalf of the Group shall remain the property of the Group and shall be returned to the incoming Co-Chairs at the end of the term of office of the outgoing officers.

Section 2. Co-chairs - The Co-Chairs shall: 1) execute the business and policies of the organization; 2) preside over all meetings of the Group and the Executive Committee; 3) call special meetings of the Group and Executive Committee; 4) perform such other duties as may be prescribed by the Group and the Executive Committee; and 5) prepare and make a report of the activities of the Executive Committee as such activities pertain to the business of the Group. The Co-chairs may serve up to 2 terms consecutively.

Section 2. The Executive Committee – The Executive Committee shall be composed of the Co-Chairs and other established planning group members. The presence of five (5) members shall constitute a quorum of the Committee. The affirmative vote of a majority of members present shall be necessary for the adoption of any resolution. The Executive Committee shall have and may exercise all powers and authority of the Group when the Group is not in session, subject only to such restrictions or limitations as the Group may from time to time specify. However, the Executive Committee shall have no authority to fill any vacancies on the Executive Committee or to alter, amend, or repeal the Constitution and By-laws of the Association.

Section 3. Vacancies – Vacancies on the Executive Committee shall be filled by volunteer membership. However, when a vacancy occurs, The Executive Committee may advertise the vacancy among the general membership group. The volunteer officer(s) shall assume duties immediately following the special election.

Section 4. Other Committees – At the discretion of the President, other committees may be appointed as necessary, including the following:

## ARTICLE V – MEETINGS

Section 1. Regular meetings of the general membership of the Group shall take place at a time, date and location determined by the Executive Committee. At least two regular meetings of the general membership must take place each academic semester. The Executive Committee will be responsible for notifying the membership of all meetings.

## ARTICLE VI– AMENDMENTS

The Constitution and Bylaws may be altered, amended, rescinded or repealed at a special meeting of the Group by the affirmative vote of the majority of those active members present in the spring semester. The proposed amendment shall be emailed with the notice of the meeting.

## BYLAWS

### ASSOCIATION PROCEDURES

#### Actions of the Executive Committee

All actions of the Executive Committee shall be reported to the Group in writing to each individual member within fourteen (14) days after such action is taken at a meeting of the Executive Committee, if the meeting is held within that period of time. All actions of the Executive Committee shall be included in the minutes of the Group with a motion ratifying such actions.

#### Meeting Procedures

Meeting notices will be written and will go out on a timely basis to allow each member the opportunity to attend the meeting. In addition, the topics of the agenda will be included with each meeting notice. The order of business for each meeting shall be as follows:

1. Call to order
2. Approval of minutes of last meeting
3. Executive Committee Reports
4. Unfinished Business
5. New Business
6. Elections when applicable
7. Adjournment