

# **Providing Opportunities for Women in Educational Research Consortium (POWER)**

## **BYLAWS**

*Last ratified/amended: May 15, 2018*

### **ARTICLE I -- MISSION AND OBJECTIVES**

The mission of the Providing Opportunities for Women in Educational Research Consortium (POWER) is to connect, support, and advocate for women conducting research in fields of education and child development. We seek to reduce gender inequality in leadership roles, establish a professional network to maximize career advancement and retention, and enhance women's visibility in the field.

Our objectives are

- To connect women in educational research to promote productivity, leadership, and impact
- To support the advancement and retention of women in leadership positions
- To serve as a professional learning community for women in educational research
- To provide mentorship to women in educational research
- To advocate for women within the larger field of educational research

### **ARTICLE II -- MEMBERSHIP**

Section 1. POWER membership is open to all persons who believe in the objectives and mission of the Consortium. Members will sign up via an online form on the website. Prospective members will be required to sign a statement affirming their belief in the mission and objectives outlined above. All members will be added and have access to the POWER listserv, have access to any password-protected sections of the POWER website, and will have opportunities to network and connect at POWER events. Members who self-identify as a woman will have the option of being added to a searchable online database with the following information: names, contact info, expertise, and professional links if available/desired (e.g., CV, website). This information can be used to identify potential collaborators, suggest reviewers, and so forth. A subset of members will constitute the Steering Committee described in Section VI.1.

Section 2. Ambassadors are senior educational researchers who will serve as advocates and mentors to the membership at-large. Persons who are asked to be Ambassadors understand and commit to POWER's mission and objectives; female Ambassadors have the option to be included in the online database of scholars. Ambassadors may be invited to share their experiences, knowledge, and expertise with the Consortium, especially as this relates to issues faced by women in educational research. The role of Ambassador is by invitation only, with a 3-year minimum term of service. Ambassadors must be active educational researchers who have a track record of supporting women, and expertise/knowledge that will benefit the Consortium.

The Mentoring Committee oversees the Ambassador nomination and election process. The Mentoring Committee will solicit nominations and present the nominees to the Steering Committee for a vote. Elections will be determined by a two-thirds majority of the Steering Committee.

### **ARTICLE III -- OFFICERS**

Section 1. The elected officers shall be President, President Elect, Past President, Vice President for Communications, and Vice President for Finance.

Section 2. The elected officers shall serve for a term of 2 years, beginning July 1. Nominees will be drawn from the Steering Committee and can be self-nominated or nominated by Steering Committee members. Any individual may decline nomination before elections. Elected officers are elected by two-thirds vote by the Steering Committee, at least 1 month prior to the start of the July 1 term. An elected officer may be removed by the affirmative vote of two-thirds of the Steering Committee. Any elected officer may run for election for as many terms, in any position, as she wishes. Any one person can only serve in one elected office, other than the President if she needs to fill in a second position until a new person is put into the second position. Other than the President, if an Elected Officer permanently leaves their office, the President shall name a replacement for that position to finish serving the initial term. If the President permanently leaves her office, the President Elect shall become President and then name a replacement for the President Elect to finish serving out the initial term.

Section 3. The Chairs of committees shall be named by the President with the advice and input of the Steering Committee for a term of 2 years, to start on July 1 or, in the case that a Chair is unexpectedly vacated and must be filled for the remainder of an initial term, the next immediate date. An exception is the Event Coordinator(s) who is appointed as needed by the President Elect. Chairs; Event Coordinator(s) may be reappointed. Appointed Chairs and Event Coordinator(s) may be removed from office at any time by a vote of at least two thirds of the members of the Steering Committee. The President can name and form, with the advice and input of the Steering Committee, any Ad Hoc committees as needed.

Section 4. The President shall act as the chief executive officer, chairing meetings of the members and of the Steering Committee, and exercising general leadership and supervision over the affairs of the Consortium in implementing its purpose. The President shall be responsible for ensuring that meetings follow the specifications in Article V. The President fills the duty of any position at meetings if the appropriate Elected Officer is absent. The President shall be responsible for approving and signing all contracts and other instruments of POWER and, along with the Vice President for Finance, authorizing the disbursement of funds in accordance with the annual budget. The President shall fulfill other duties as directed by the Steering Committee and shall assume the duties of any vacant office, until such time as the office is filled. The President will also be responsible for contacting and inviting any new Steering Committee members. At the expiration of the term of office, the President shall automatically become Past President. The President shall be the appointer and overseer for any Ad Hoc committees.

Section 5. The President Elect shall set the agenda for networking or other events not overseen by standing committees, be the appointer and overseer for the Event Coordinator(s), advise the Professional Development Committee, and fulfill other duties as directed by the Steering Committee and President. In the absence of the President, the President Elect shall perform the duties of the President at any meeting of the Steering Committee or Elected Officers. At the expiration of the term of office, the President Elect shall automatically become President.

Section 6. The Past President shall serve as liaison officer between POWER and other professional organizations or government bodies, shall advise the Membership and Mentoring Committees, and fulfill other duties as directed by the Steering Committee and/or President. The Past President will initiate any first communication with potential Ambassadors.

Section 7. The Vice President for Communications shall perform the duties necessary for the maintenance of records and correspondence of POWER, ensure the recording of an accurate record of discussions and actions taken at meetings of the Steering Committee or Elected Officers, oversee election processes, and be responsible for coordinating with the Chair of the Communications Committee for updating the POWER website on current officers, bylaws, and archival copies of any approved meeting minutes. The Vice President for Communications is in charge of maintaining and updating the bylaws and ensuring that meetings and Consortium proceedings conform to standing bylaws. Before any Steering Committee or Elected Officer meeting, the Vice President for Communications must develop the agenda. This includes soliciting agenda items from the Steering Committee at least 30 days prior to the next scheduled meeting. She is also responsible for posting or distributing the previous meeting minutes within 30 days of the close of each scheduled meeting. The Vice President for Communications shall advise the Communications and Outreach Committee, and fulfill other duties as directed by the Steering Committee and/or President.

Section 8. The Vice President for Finance, in collaboration with the President, shall ensure the maintenance of all fiscal records and reports, oversee the custody of all POWER funds and receipt of all dues and other monies owed to the Consortium when applicable, authorize the disbursement of funds in accordance with the annual budget approved by the Steering Committee, prepare the annual budget with the advice and input of the Steering Committee, advise the Awards Committee, coordinate with the Chair of the Communications Committee for updating the POWER website awards information, and fulfill other duties as directed by the Steering Committee and/or President. The Vice President for Finance shall be in charge of identifying financial opportunities for the advancement of POWER.

#### **ARTICLE IV -- COMMITTEES**

Section 1. The Steering Committee leads and oversees the mission of the Consortium. A subset of 12 to 15 POWER members form the Steering Committee. The Steering Committee is responsible for setting the Consortium's vision and strategic goals, along with the annual agenda and action items. The Steering Committee shoulders the work of managing and sustaining the consortium. It is responsible for managing governance, the POWER website, membership,

opportunities and events, and communications. It is also responsible for raising awareness regarding POWER and its mission. Requirements for members of the Steering Committee are being a woman who is a minimum of 4 years post-PhD/EdD, active in educational research, and committed to furthering the mission of POWER. Diversity in the composition of the Steering Committee is desirable, including rank and type of position, institutions, and race/ethnicity. Steering Committee members must renew their commitment to POWER and serving on the Committee annually, and each Steering Committee member must actively participate. This includes communicating regularly, serving on committees as needed, and attending meetings. New membership on the Steering Committee may be nominated by any Steering Committee member and shall be elected by a two thirds majority in a vote.

Section 2. The Membership Committee shall lead activities related to the eligibility, recruitment, and promotion of membership. This committee will also initiate communication with potential new members (excluding Steering Committee nominees/invitations and Ambassadors, per Sections III.4, III.6, and V.5). The Membership Committee is also responsible for activities related to maintaining members' engagement with the Consortium, with the goal of creating a sustainable and healthy organization.

Section 3. The Communications and Outreach Committee shall lead activities related to communications with current members and outreach to potential members. This committee will manage and maintain the POWER website, the POWER listserv, and the online searchable database listing members and their expertise.

Section 4. The Professional Development Committee shall lead activities to support the advancement and professional learning of POWER members, including initiating events and experiences related to professional development and curating relevant resources. This committee provides a vision for ongoing professional development opportunities, with the advice and input of the Steering Committee, to meet expressed needs of Consortium members. Coordination of specific events may be delegated to an Event Coordinator as necessary, per the discretion of the President Elect.

Section 5. The Mentoring Committee shall lead activities specific to the mentoring needs of POWER members. This committee provides a vision for providing ongoing mentoring support through Consortium activities and resources. The Mentoring Committee oversees the nomination and election of Ambassadors, serves as the liaison to Ambassadors, and engages Ambassadors in POWER activities.

Section 6. The Awards Committee promotes and celebrates the achievements of POWER members. The Awards Committee curates and maintains a list of potential awards for which members would be eligible, ensures that awards information is communicated to members, and encourages and supports the submission of applications nominating woman members for appropriate awards. The Awards Committee oversees policies and processes associated with any POWER award(s), per the advice and input of the Steering Committee.

Section 7. New committees may be formed per recommendation and vote of the Steering Committee. A new committee must be affirmed by a two-thirds affirmative vote of the Steering Committee. Eligibility for standing committee status requires prior status as an Ad Hoc committee for at least 1 year.

Section 8. Membership on standing committees is open to all POWER members. Committee vacancies will be advertised to members to solicit self-nominations. Members of standing committees are appointed by the committee Chair. All standing committees will consist of at least a Chair and two members. Members of standing committees will serve for a 2-year term and may be reappointed for any number of terms. If a member is unable or unwilling to fulfill the responsibilities of committee membership within their 2-year term, he or she can submit their resignation. Chairs will appoint a new member to serve the remainder of the initial term.

Section 9. Ad Hoc committees may be formed to lead short-term activities and other time-limited tasks. Ad Hoc committees may be proposed by the Steering Committee, per Section IV.7. Ad Hoc committees will be overseen by the President or designee. Chairs of Ad Hoc committees will be appointed by the President or designee. Membership and terms of service will be determined by the Ad Hoc committee chair, with the advice and input of the Steering Committee.

## **ARTICLE V -- MEETINGS**

Section 1. Voting rights are held by Steering Committee members. No other members may vote. Voting and other decision-making may take place by the Steering Committee only when a quorum is present or, in the case of a virtual vote, votes are cast by a quorum of Steering Committee members within the designated timeframe. A quorum is defined as two thirds of all current Steering Committee members. Virtual attendance of Steering Committee members counts towards quorum. A positive vote is defined as a two-thirds majority of present, in-person or virtually, Steering Committee members. All votes are conducted anonymously.

Section 2. The Steering Committee will hold at least two meetings per year. Meeting dates, times, locations, and format (i.e., in person or virtual) will be determined by the President. Steering Committee members should be notified as soon as possible of meetings, with at least 3 months advance notification of in-person meetings.

Section 3. Special meetings may be called by the President or three Steering Committee members. Special meeting dates, times, locations, and format (i.e., in person or virtual) will be determined by the President. Steering Committee members should be notified as soon as possible of meetings, with at least 3 months advance notification of in-person meetings.

Section 4. Meetings are chaired and facilitated by the President. Robert's Rules of Order will be followed when the Steering Committee discusses a matter that requires a vote. The standard meeting agenda will include (1) sharing of accomplishments, (2) review and approval of previous meeting minutes (3) President's updates, (4) Committee reports, (5) old Business, and (6) new business. Any agenda items that require a vote must be circulated, along with

supporting documentation, to the Steering Committee at least 10 days in advance of a meeting; it is expected that Committee members will review such items in advance of the meeting.

## **ARTICLE VI -- FINANCES**

Section 1. The fiscal year shall run from July 1 through June 30, or as otherwise determined by the Steering Committee.

Section 2. The Steering Committee shall have the power to allocate funds to carry out the purposes of the organization. The Steering Committee shall be responsible for adopting an annual budget by a two-thirds affirmative vote; the Vice President for Finance shall be responsible for preparing the budget for the Steering Committee's consideration.

Section 3. All receipts and disbursements shall be made through accounts authorized by the Steering Committee. The President or Vice President for Finance shall be responsible for authorizing the disbursement of funds in accordance with the annual budget.

Section 4. Membership dues, subscription rates, and other fees shall be established by the Steering Committee. If and when membership dues are established, members are expected to pay their dues during the last quarter prior to the beginning of the membership year. The membership year shall run from July 1 to June 30. Members who fail to pay their dues by August 15 of a membership year will be dropped from membership.

## **ARTICLE VII -- AMENDMENT OF BYLAWS**

Section 1. Amendments to these Bylaws may be initiated by Steering Committee members. Steering Committee members may formulate amendments and submit these in writing, with any arguments she chooses, to the Steering Committee for voting. Voting may occur at in-person meetings or virtually and will be overseen by the Vice President for Communications. In the case of a virtual vote, only votes cast within 15 days following notification and instructions for the vote will be counted. Amendments will be adopted by the affirmative two-thirds vote of the Steering Committee.

Section 2. Amendments to these Bylaws may also be initiated by members other than Steering Committee members. POWER members may formulate amendments and submit these in writing to the Steering Committee, along with any arguments they choose and signatures of at least 10% of the POWER membership. Proposed amendments will follow the voting process noted in Section VII.1 above and adopted by an affirmative two-thirds vote of the Steering Committee.

Section 3. Amendments to these Bylaws become effective upon adoption unless otherwise specified.



