



Bylaws of the NCWIT Academic Alliance November 2009

Section 1: Name and Purpose

The name of this organization is the *National Center for Women & Information Technology Academic Alliance*, abbreviated as *NCWIT AA* or simply *AA*.

The National Center for Women in Information Technology's (NCWIT, ncwit.org) mission is "to ensure that women are fully represented in the influential world of information technology and computing". The NCWIT [Academic Alliance \(AA\)](#) is a community of academic units (departments, schools, colleges, or other appropriate entities) that share NCWIT's mission and goals, working collectively to help achieve NCWIT's fundamental strategy 'to educate, disseminate, and advocate a national, multi-year implementation plan that generates tangible progress within 20 years."

The AA is charged with implementing institutional change in higher education, including research universities, teaching universities and colleges, women's colleges, minority-serving institutions, and community colleges. The AA provides feedback on NCWIT programs, contributes and adopts effective practices, and serves as a national agent of change.

Section 2: NCWIT AA Membership Eligibility, Benefits and Responsibilities

Membership in the AA is free and automatic for academic institutions participating in NCWIT.

AA Member Institutions: AA Member Institutions, abbreviated as *AA Member* or simply *Member*, have: access to leading-edge NCWIT best practices for recruiting and retaining women; opportunities to attend workshops and compare practices with other Member Institutions; the ability to advertise programs, achievements, and opportunities through NCWIT. The AA Member Institutions are expected to:

- Take actions - primarily local, but also more broadly, as appropriate - that are intended to make progress towards the goals of NCWIT;
- Participate regularly in AA meetings, events, and activities;
- Share experiences with and provide advice to other AA Member Institutions;
- Link department/school home pages to the AA website.

AA Member Institution Representatives: Each AA member institution is required to have one or more representatives. These AA Member Institution Representatives, abbreviated as *Member Representatives* or simply *Representatives*, serve as the official point(s) of contact between their institution and the AA. Member Representatives are expected to:

- Inform their institution's administration and any Member Representatives and Member Affiliates from their institution about AA activities;
- Assist their institution in meeting the expectations of AA Member Institutions.



Section 2: continued

AA Member Institution Affiliates: In addition to the required Member Representatives, AA Member Institutions may additionally have *AA Member Institution Affiliates*, abbreviated as *Member Affiliates*. Member Affiliates are individuals from the Member Institution who have an interest in participating in AA activities, but who do not have the responsibilities that the Member Representatives have.

AA Affiliates: *AA Affiliates*, abbreviated as *Affiliates*, are individuals that have a strong interest in the AA, but who are not affiliated with an AA Member Institution. AA Affiliates are typically individuals from Institutions that are considering joining the AA or who used to be affiliated with an AA Member Institution but have subsequently moved to another institution or have retired. This category also includes individuals outside of academia (e.g., from industry, non-profits, or government) who are committed to our mission and are active participants. Such individuals are welcome to participate in all open AA activities, but are generally not eligible for programs that are restricted to AA Member Institutions.

Section 3: Governance of the NCWIT AA

The AA will be governed by a leadership team that consists of the AA Co-Chairs (see Section 4, NCWIT AA Co-Chairs and Responsibilities) and the AA Executive Committee (see Section 5, NCWIT AA Executive Committee Membership and Responsibilities). Each AA Executive Committee Member is responsible for leading (or co-leading) at least one of the AA's projects (see Section 6, Project Leader Responsibilities).

An AA Advisory Committee (see Section 7, NCWIT AA Advisory Committee) will provide advice to the AA Co-Chairs and the AA Executive Committee.

Section 4: NCWIT AA Co-Chairs and Responsibilities

The AA Co-Chairs oversee all NCWIT AA projects, prepare reports to NCWIT and other agencies, plan and run the AA meetings and AA Executive Committee meetings, assign Leaders to AA projects, allocate NCWIT AA staff time to projects, and consult with the NCWIT Leadership on significant problems and decisions.

The AA Co-Chairs are selected by NCWIT Leadership.

The term of an AA Co-Chair is three years. Whenever possible, terms of Co-Chairs shall be staggered to provide continuity. Co-Chair terms may be shortened, extended or renewed with the approval of the NCWIT Leadership.



Section 5: NCWIT AA Executive Committee Membership and Responsibilities

The AA Executive Committee (EC) consists of members who are approved by the AA Co-Chairs and who remain actively involved in leading at least one of the AA projects. EC members are appointed for a fixed, but renewable, term of two years. Renewal of EC membership at the end of two years proceeds as follows:

- The EC member together with the Co-Chairs evaluates whether they have the energy, time, and prior record of commitment to serve for another term.
- The decision regarding renewal of EC membership is made by the Co-Chairs.

The mechanism for appointment to the EC as a Project Leader is as follows:

- The Co-Chairs solicit nominations for new Project Leaders from AA Members.
- The Co-Chairs select candidates from the nominees and invite them to join the EC as Project (co-)Leaders.
- Each new EC member must agree to (co-)lead an existing or new AA project and participate in EC meetings.

The rules for continuation of membership on the EC as a Project Leader during the two year term are as follows:

- Attendance at EC meetings: Effective participation on the EC requires regular attendance at EC meetings; thus, active members should not have unexcused absences for more than two consecutive EC meetings.
- Performance of duties: Each EC member must have an assigned project and be actively leading it. Failure to perform at an acceptable level is determined by the Co-Chairs.

Section 6: Project Leader Responsibilities

All EC Members will serve as Project Leader for at least one AA project. Project Leader assignments are made by the Co-Chairs. To provide rotation, terms as Project Leader will typically be for two years, but may be renewed with approval of the Co-Chairs and at the request of the Project Leader. Most projects of the NCWIT AA shall be assigned Co-Leaders to share responsibility. Whenever possible, terms of Co-Leaders shall be staggered to provide continuity.

Project Leaders will have broad responsibility to implement projects in accordance with the available resources, project objectives, and a set of project procedures. Project Leaders will maintain project procedures, to be approved by the Co-Chairs and the EC, defining how the project is implemented. If the project has potential conflict of interest issues, then the project procedures need to address them. If the project requires additional staffing beyond the Project Leaders, then the project procedures should describe how the Project Leaders will recruit, appoint, and evaluate *Project Team Members*. Problems, questions, and proposed changes in project scope or design, are to be brought to the Co-Chairs and, through them, to the Executive Committee, for discussion and feedback.



Project Leaders have reporting and presentation responsibilities for their projects. An annual report should be prepared and submitted to the Co-Chairs on an annual basis; annual reports of all AA projects will be presented to and reviewed by the EC. Project Leaders may also be asked to prepare interim reports or contribute to reports or articles prepared by the AA or NCWIT. Project Leaders are responsible for presenting their projects at AA and NCWIT meetings or in other venues that may be selected by the Project Leaders, the Co-Chairs, or NCWIT Leadership.

Section 7: NCWIT AA Advisory Committee

The AA has an *Advisory Committee* that the Co-Chairs and Executive Committee may consult for advice on AA matters. The Advisory Committee will include past AA Co-Chairs that are willing to serve in this capacity. It may also include other individuals appointed by the AA Co-Chairs or the NCWIT leadership. Membership on the Advisory Committee will be reconfirmed annually.

Section 8: Meetings

The AA will meet at every full NCWIT meeting. Additional AA meetings may be scheduled during the year.

The EC will have an in-person meeting in conjunction with every full NCWIT meeting. Additional EC meetings may be scheduled during the year. Additionally, the EC will hold monthly teleconferences during the academic year. A quorum for EC meetings is one half of the membership of the Executive Committee and is required for any binding vote.

Section 9: Bylaw Changes

Changes to these bylaws must be proposed and circulated to the EC two weeks prior to an EC meeting. Two thirds of the EC members must vote to approve any change in these bylaws. Votes to adopt or amend bylaws must be by written ballot. Amendments to the bylaws may be offered by any EC member. The bylaws will be reviewed at least every 5 years by the EC.