



Bylaws of the NCWIT Academic Alliance January 2016

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:

- Select a goal that will help diversify computing at your institution (NCWIT has examples and a tool to capture and share this goal);
- 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 colleagues at other AA Member Institutions;
- Link department/school home pages to the AA website.

AA Member Representatives: Each AA member institution is required to have one or more representatives. These AA Member 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 AA Affiliates from their institution about AA activities;
- Assist their institution in meeting the expectations of AA Member Institutions.

AA Affiliates: In addition to the required Member Representatives, AA Member Institutions may additionally have *AA Affiliates*. AA 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.

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 Co-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 Co-Leader is as follows:

- In the annual AA member survey, members are asked if they would like to be on a project team or co-lead a project team.
- The Co-Chairs interview candidates from the AA member survey 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 Co-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 Co-Leader Responsibilities

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

Project Co-Leaders will have broad responsibility to implement projects in accordance with the available resources, project objectives, and a set of project procedures. Project Co-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 Co-Leaders, then the project procedures should describe how the Project Co-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 Co-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 Co-Leaders may also be asked to prepare interim reports or contribute to reports or articles prepared by the AA or



NCWIT. Project Co-Leaders are responsible for presenting their projects at AA and NCWIT meetings or in other venues that may be selected by the Project Co-Leaders, the Co-Chairs, or NCWIT Leadership.

Section 7: NCWIT AA Advisory Board

The AA has an *Advisory Board* that the Co-Chairs and Executive Committee may consult for advice on AA matters. The Advisory Board 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 Board will be reconfirmed annually.

Section 8: Meetings

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

If time permits, the EC will have an in-person meeting in conjunction with every annual NCWIT Summit. Additional EC meetings may be scheduled during the year. 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.