

# ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

## Faculty Women's Interest Group

### By-Laws

*(Adopted December, 1997)*

*(Revised April, 2003)*

#### 1.0 General

##### 1.1 Name

The name of this division of the Association of Collegiate Schools of Planning (ACSP) is: The Faculty Women's Interest Group (FWIG.)

##### 1.2 Objectives

The purposes of FWIG are to:

- A. Encourage and support the efforts of all ACSP participants with an interest in issues of concern to women faculty and students but with a primary focus on issues of importance and interest to the women faculty and graduate students themselves,
- B. Provide faculty and graduate students with a forum to explore and develop ideas focusing on planning issues of particular interest for and concern to women,
- C. Develop and enhance the professional opportunities of FWIG members,
- D. Establish relationships among professional women in the wide-array of academic planning interests, including college administration, research and training, and teaching who share a common professional interest and affiliation with planning academicians and practitioners.
- E. Provide for the exchange of information and ideas among members about common concerns and interests, as well as, special issues affecting FWIG and/or its individual members.
- F. Educate others in academic planning about issues of importance and concern to women, including not only arena of inquiry but also treatment and status in academic and professional settings.
- G. Report on research related to issues that will enlighten and support the development of FWIG member interests and professional status.

##### 1.3 Procedures

Robert's Rules of Order, newly revised, shall govern meetings and procedures.

## **2.0 Membership**

### **2.1 Eligibility**

Membership in FWIG shall be open to all individuals who have an interest in the issues of importance and interest to women faculty, post-docs, and graduate students. All current and retired ACSP members and affiliates and non-member ACSP Annual Conference participants interested in the objectives of FWIG may join FWIG.

### **2.2 Membership**

Membership shall be declared and established anew each year. Membership is on an annual basis and runs from January 1 to December 31 of each year. To become a member: eligible individuals must complete and return an affirmative membership form to the FWIG Secretary by December 31 of each year. Officers are automatically members for two-years.

## **3.0 Activities**

FWIG members may organize a FWIG activity. Activities of FWIG will be determined at the annual members meeting (held during the annual ACSP conference). Activities of FWIG may include, but are not limited to, the following:

- A. Organizing and sponsoring sessions (e.g., paper, round table, workshop, discussion, or special), field trip/site visits, at the Annual ACSP Conference, and/or at other professional meetings, conferences, etc.
- B. Developing electronic and printed communication among members.
- C. Supporting research and publication on planning issues of interest and importance to women.
- D. Honoring the outstanding efforts of colleagues with awards. Current awards include:
  - 1) The Margarita McCoy Award presented bi-annually at the ACSP Annual Meeting (in even-numbered years) to recognize an ACSP faculty colleague's outstanding contribution toward the advancement of women in planning at institutions of higher education (including through FWIG as well as through other means including: service, teaching, and/or research), and
  - 2). The Marcia M. Feld Leadership Award presented bi-annually (in odd-numbered years) to recognize a FWIG faculty colleague for outstanding leadership within the ACSP organization.
- E. Developing and sharing curricular materials in undergraduate and graduate planning courses.
- G. Identifying and raising issues of importance to women in academic planning, bringing these issues to the appropriate forum and encouraging outcomes in support of women.
- H. Organizing and supporting other activities as appropriate.

## 4.0 Officers

Its members through an elected President, Vice-President, Secretary/Treasurer, and the immediate Past-President govern FWIG. Whenever feasible the officers act upon consensus of the members.

### 4.1 Officer Responsibilities

#### President

The President:

- A. Presides at the annual (fall) and semi-annual (spring) FWIG membership meetings;
- B. Presents an annual program and budget for discussion and approval by the members at the annual (fall) meeting;
- C. Assures the currency of a long-range plan for FWIG and recommend changes as necessary;
- D. Appoints the Chair and members of the Conference Program Committee, the Nominating and Elections Committee, and other committees and task forces, as are deemed necessary from time-to-time. In addition, the President appoints all members of any committee arranged for a publication sponsored by FWIG.
- E. Assesses the need for special activities,
- F. Represents FWIG (or delegates a representative) to the ACSP Governing Board (including submission of the FWIG annual report and budget request.)
- G. Serves *ex officio* on all FWIG committees except the Nominations and Elections committee.
- H. Appoints a Vice President or Secretary/Treasurer to complete the term, in the case of absence or resignation of the elected officer.

#### Vice-President

In the absence or resignation of the President, the Vice-President assumes those duties. In addition, the Vice-President:

- A. Chairs the Margarita McCoy and Marcia M. Feld Leadership Award Committees.
- B. Serves as liaison between the FWIG Conference Program Committee and the ACSP Conference program organizer(s).
- C. Works with the President to assist with and coordinate committee activities.
- D. Works with the President to prepare a proposed annual program.
- E. Works with the President to prepare an annual budget.

#### Secretary/Treasurer

The Secretary/Treasurer:

- A. Maintains an up-to-date list of FWIG members, accepting membership forms from the date of the fall annual ACSP meeting and conference until December 31 of each year;
- B. Prepares minutes of the FWIG business meetings and distributes these to the membership.
- C. Assures the widespread distribution of FWIG membership forms including, but not exclusively, to all current FWIG members, to FWIG E-mail list subscribers, and to all academic planning programs.

- D. Sends notices of FWIG activities to *ACSP Update*.
- E. Prepares an annual activities report.
- F. Prepares an annual budget and financial report.
- G. Assists the President and Vice-President to prepare any requests for funds from ACSP and from any other funding sources as appropriate.
- H. Maintains and updates the FWIG archives with the annual business meeting minutes, annual membership list, and annual activities and financial reports.
- I. Is responsible for the collection of any dues as may be established and keeps financial accounts.
- J. Is responsible for making disbursements for authorized expenditures.
- K. Oversees reviews of organization finances.
- L. Works with the President and FWIG committee Chairs to prepare an annual budget request for ACSP Governing Board approval.

### **Past-President**

The Past-President:

- A. Is a voting member of the Executive Committee.
- B. Is available for consultation and duties upon request of the other officers.

## **4.2 Elections**

The offices of President, Vice-President, and Secretary/Treasurer are elected.

## **4.3 Terms of Office**

The term of office for each position shall be two years. No officer shall hold her/his position for more than two terms. New officers take office at the FWIG business meeting at the annual ACSP conference in the autumn of odd-numbered years.

## **4.4 Nominations and Voting**

The President shall appoint a Nominations and Elections Committee consisting of three or more FWIG members. The President does not serve on the Nominations and Elections Committee. A petition signed by at least 10 current members of FWIG may nominate candidates, in addition to those designated by the Nominations and Elections committee. Members of the Nominations and Elections Committee shall not be eligible for office.

The Nominations and Elections Committee shall conduct elections on the following schedule:

1. In odd-numbered years: at least one candidate for each office will be nominated by June
2. FWIG members will be notified by E-mail no later than June 15.
3. Members have the opportunity to add candidates by written and signed petition.
4. Petitions for additional candidates must be received by mail by the Chair of the Nominations and Elections Committee no later than August 15.
5. Ballots, including the names of petition candidates, are e-mailed and mailed as necessary to current FWIG members no later than September 1.
6. Valid ballots (of current members) are to be received by the Nominations and Elections Committee Chairperson by SEPT 15, and
7. Ballots will be tallied by OCT 1.

All voting shall be by electronic or paper mail ballot. Election results are based on plurality of the valid (member) ballots received.

Terms of office begin at the fall FWIG Business Meeting.

## **5.0 Executive Committee**

### **5.1 Composition**

The Executive Committee consists of the current President, Vice-President and Secretary/Treasurer and the Past-President.

### **5.2 Duties**

The Executive Committee shall manage the affairs of FWIG in accord with the direction set by the members at the annual meeting, prepare an annual program and budget, and authorize expenditures as consistent with the budget. No expenditures shall be made on behalf of FWIG without prior authorization of the Executive Committee.

### **5.3 Meetings**

Meetings of the Executive Committee shall be called by the President or by any member of the Executive Committee. Three members of the Executive Committee shall constitute a quorum.

## **6.0 Standing Committees**

### **6.1 Conference Program Committee**

The Conference Program Committee is responsible for seeing that the objectives of FWIG are addressed in formal and special sessions at the ACSP annual meeting. This committee encourages papers for standard ACSP Conference tracks and solicits or develops special FWIG Professional Development workshops in support of FWIG goals and of special interest to FWIG members.

The FWIG President appoints the Chair and members of the Conference Program Committee annually. The committee works with the FWIG Vice President who serves as liaison with the conference organizers, to ensure that special FWIG workshops are included in the conference program and that scholarly papers of particular interest to FWIG members are included in conference program.

### **6.2 Mentoring Committee**

The FWIG Mentoring Committee is composed of a Chair, appointed annually by the FWIG President, and two additional members, one tenured and one untenured. The committee seeks to establish and support an informal mentoring arrangement between tenured and untenured women faculty in planning programs. The committee requests information from women faculty interested in participating as mentors and faculty seeking mentoring. The committee then attempts to pair up a tenured and an untenured woman faculty member and notifies each of the matches.

The committee encourages the mentor to provide a variety of professional and (if desired) personal assistance, guidance, and counsel, including but not limited to: introductions to helpful colleagues, lending a friendly ear, review of manuscripts or grant proposals, and advice on publishing.

### **6.3 Awards Committee**

The FWIG Vice-President chairs the Awards Committee. Each year the committee membership is composed of previous recipients of the pertinent award. The FWIG Awards Committee selects the recipient of the Margarita McCoy Award and the Marcia M. Feld Leadership Award.

These Awards are presented at the Awards ceremony at the ACSP Annual Meeting. The Margarita McCoy Award is presented in even numbered years; the Marcia M. Feld Leadership Award is presented in odd numbered years.

The Margarita McCoy Award recognizes an ACSP colleague's outstanding contribution toward the advancement of women in planning at institutions of higher education either through FWIG or through service, teaching, and/or research.

The Marcia M. Feld Leadership Award recognizes a FWIG colleague for outstanding leadership within the ACSP organization.

### **7.0 Special Committees**

The President, Executive Committee, or the membership may authorize special ad-hoc committees, task forces, etc. from time to time.

### **8.0 Amendments**

Changes in these by-laws may be proposed by a majority vote of the Executive Committee or by a petition signed by at least ten (10) FWIG members. The Secretary will submit to the membership all proposed amendments, as recommended by the Executive Committee, or by a petition signed by at least ten members of FWIG. By-laws may be amended by a plurality of valid ballots received. Mail or E-mail ballots shall be used. A dated copy of adopted By-Law amendments or revisions shall be filed with FWIG materials at ACSP archives.