

First WFA Bylaws (Dental, Graduate and Medical Schools), 1982
WFA Bylaws include all 5 schools, 1985
Revised November, 1993
Modified July, 1995
Revised December, 1996
Revised January, 2007

**BYLAWS
of the
WOMEN'S FACULTY ASSOCIATION
of The University of Texas Health Science Center at San Antonio**

Article I: Name

The name of this organization is the Women's Faculty Association of The University of Texas Health Science Center at San Antonio (UTHSCSA).

Article II: Goal and Objectives

The goal of this organization is to support and encourage the professional development of female faculty by fostering interaction among them and cooperation with women's organizations at the UTHSCSA, other academic institutions, and in the community. The specific objectives of the organization are to:

- 1) sponsor educational and social activities for members;
- 2) provide mentoring for female faculty members;
- 3) create opportunities for communication between female faculty members and the UTHSCSA administration on issues of current concern, including the recruitment, retention and advancement of female faculty;
- 4) develop policy statements that reflect the interests and priorities of its member on issues relevant to the Women's Faculty Association's purpose;
- 5) conduct programs of general interest to the university; and
- 6) promote liaison with the community on significant issues.

Article III: Membership and Dues

There are four classes of membership: Faculty, Associate, Honorary, and Alumni.

Faculty members are full or part-time female faculty of UTHSCSA.

Associate members are administrators, post-doctoral fellows, residents, graduate students and all others interested in supporting the goal of the organization.

Honorary members are the UTHSCSA President, the Vice Presidents, the Deans of the five Schools comprising the UTHSCSA, and the Department Chairs. Additional honorary members will be determined by majority vote of the Executive Committee

Alumni members are former UTHSCSA employees who continue their interest in supporting the goal of the organization.

Faculty, Associate and Alumni Members are required to pay dues and are allowed to vote, but only Faculty Members are eligible to serve on the Executive Committee of the organization.

Annual membership dues are determined by the Executive Committee, with the approval of the majority of the membership, and are due on October 1 of each year.

Article IV: Executive Committee

Election of Executive Committee members will be accomplished by mail ballot by September of each year, so that the committee members can take office October first. There will be space on the ballot for write-in candidates. Executive Committee members are elected for a one-year term, from October 1 to September 30. Members can be elected for no more than three consecutive terms with the exception that an additional term may be needed for a vice president to complete her term as President.

The duties of the Executive Committee are to develop and coordinate the year's program of meetings and activities, taking into account the purpose of the organization, past years' activities, and the expressed interest and priorities of the membership.

The Executive Committee consists of officers and committee chairs including a President, Vice-President, Secretary, Treasurer, Chair of the Communications Committee, Chair of the Membership Committee, and Chair of the Program Committee. Past Presidents are ex officio members of the Executive Committee. The duties of the officers and committee chairs are as follows:

- 1) President – to convene and preside over all Executive Committee meetings; the President has the authority to appoint additional committee chairs and members as necessary from the Executive Committee and general membership to carry out the goal of the Women's Faculty Association.
- 2) Vice President – to assist the President and serve in her absence; to serve as the Chair of the Program Committee, (See 7, Chair of Program Committee); to serve as President-elect and automatically assume presidential duties at the end of the President's term.
- 3) Secretary – to take minutes of all Executive Committee meetings and distribute copies to Executive Committee members; to prepare and distribute agendas and meeting reminders; to maintain the Bylaws.
- 4) Treasurer – to be responsible for receipt and disbursement of all funds collected and spent by the organization;

- 5) Chair of the Public Relations Committee – to attend to matters related to Public Relations/Networking/Newsletter/Website, including to develop and coordinate activities with other UTHSCSA committees and representatives, including student and community organizations dedicated to women’s issues; to publish a Newsletter at intervals determined by the Executive Committee in order to apprise members of accomplishments and upcoming activities; and to develop and maintain the WFA’s Website.
- 6) Chair of the Membership Committee – to be responsible for recruitment of new members and processing of membership applications; to maintain a roster with contact information of all WFA members.
- 7) Chair of the Program Committee – to develop and coordinate programs of general interest to the UTHSCSA and the community in order to promote the Women’s Faculty Association and its goal. (See 2, Vice President)
- 8) Chair of the Career Development Committee – to develop and coordinate faculty development activities which includes assisting with the annual institution-wide Promotion and Tenure Workshops; and to coordinate with the Public Relations Committee for online career development training modules.
- 9) Chair of the Science Fair Awards Committee- to coordinate judging of the regional middle school and high school science fairs to award prizes to the best science fair projects performed by female students.
- 10) Chair of the WFA Leadership Awards Committee

The Executive Committee meets once per month and the general membership will meet at least six times per year.

Article V: Amendments and Ratification

Any member may propose an amendment to the bylaws by submitting it to the Executive Committee. Proposed amendments must be distributed in writing to the entire membership at least two weeks prior to the meeting at which they are to be considered. Bylaws may be amended by a ratifying vote of the majority of members in attendance at the meeting. Alternatively, amendments can be ratified by a majority of votes cast by written ballot distributed to the entire membership.