

I. Mission

AHEAD is an affinity group open to all staff at Northwestern and dedicated to helping staff get ahead at Northwestern by providing networking opportunities and personal and professional development programming through a grass-roots, peer-to-peer approach.

II. General Membership

Membership shall be open to any NU staff member, including permanent part-time and temporary employees.

III. Rules Governing Operation

A. Steering Committee

AHEAD shall be guided by a Steering Committee composed of officers and general members. Subcommittees may be formed and disbanded as appropriate.

1. Steering Committee Meetings

- a. Steering Committee meetings shall be held no less than once a quarter, during normal working hours.
- b. A meeting may be held in whole or by any combination of in-person or remote attendance.
- c. A Co-chair shall lead all meetings and provide an agenda.
- d. Any member of the Steering Committee may request a special meeting. If such a request is made, the Co-chairs will determine the necessity of such a meeting in a timely manner.
- e. The Co-chairs or their designate, will notify all members of the Steering Committee no less than one week in advance of any meeting.
- f. A quorum is established when a majority, including at least one Co-Chair, is present at the commencement of a committee meeting. A quorum cannot be established without the presence of one of the Co-chairs.

2. Steering Committee Membership

- a. The Steering Committee shall consist of five to ten members with equal voting power.
- b. Additional non-voting Ex Officio members may be named by a majority of Steering Committee members and will serve on an as needed basis.
- c. Steering Committee Members shall serve for a term of one year, eligible for re-election on an annual basis.
- d. To the extent possible, Steering Committee Membership should represent the full diversity of staff on both campuses.

- e. Members shall be permanent full-time and/or permanent part-time NU staff and have not less than six month's continuous service with the University by the date of appointment.
- f. New members must express a willingness to serve in terms of time and commitment.
- g. Steering Committee members are expected to make every effort to participate in meetings. If two or more meetings are missed in one fiscal year, the Co-chairs may recommend the Steering Committee consider the removal of that member. Removal may be made by a majority vote of the Steering Committee.
- h. If the Steering Committee membership drops below five, the vacancy shall be filled in a timely manner and by a majority vote of the steering committee.
- i. New members or the retention of members shall be decided by a majority vote of the Steering Committee.
- j. A Steering Committee member may be removed with or without cause by a unanimous vote of the remaining Steering Committee members.

B. Officers/Duties/Terms of Office

Two Co-chairs of the AHEAD Steering Committee shall be elected by a majority vote of the Steering Committee membership during Spring or Summer quarter and begin serving their terms at the start of the fiscal year. These officers shall be elected for a two- year term, shall have had at least one year of Northwestern University employment, and may be re-elected for one additional two-year term. Mid-term replacement of these officers can occur as needed due to sudden loss or prolonged absence by a majority vote of the Steering Committee members at a regular or ad hoc Steering Committee Meeting.

1. Co-Chairs

- a. The Co-Chairs may divide the responsibilities between them at their own discretion.
- b. At least one Co-Chair shall preside over all regular and special meetings of the Steering Committee.
- c. The Co-chairs shall produce an annual report at the end of each fiscal year.
- d. The Co-chairs shall represent AHEAD on appropriate occasions; serve as the AHEAD spokespersons, and work to secure funding for the organization.
- e. The Co-chairs shall serve on any or all subcommittees at his/her discretion.
- f. Each Co-chair shall, at the completion of his/her term(s) in office, continue to serve for a minimum of one year as a member of the Steering Committee with the title of "Immediate Past Co-chair".
- g. The Co-chairs shall monitor "old business" for items that require discussion at subsequent meetings.
- h. The Co-chairs shall perform other duties as the Steering Committee requires.
- i. The Co-chairs shall reconcile the AHEAD chart string monthly.
- j. The Co-chairs shall provide financial reports at regular Steering Committee meetings.

- k. The Co-chairs shall maintain the official copy of the organization's bylaws and its previous iterations.
- l. The Co-chairs or their designate shall keep a record of all proceedings of the Steering Committee and keep a file of those records.
- m. The Co-chairs or their designate shall distribute meeting minutes to Steering Committee Members in a timely manner.
- n. The Co-chairs or their designate shall maintain a file of all of the organization's reports, including annual reports, financial reports, subcommittee reports, and other official documents as designated by the Steering Committee.
- o. The Co-chairs or their designate shall maintain the steering committee membership roster and make a copy available to any Steering Committee member upon request.

C. Meeting Procedures

1. *Voting*

Voting at meetings on matters of general business shall be done by the Steering Committee members. Voting shall consist of a voice vote unless a motion is specifically passed for a hand and/or secret ballot. In some cases, a vote via email may be appropriate and should be handled by votes being sent via electronic mail to two named Steering Committee members or by the use of an online survey service.

2. *Approval of motions*

Matters of general business are approved by a majority of an established quorum. In the event of a tied vote, discussion will continue until a majority is reached.

3. *Absentee Voting*

Steering Committee members may submit a written or emailed absentia ballot for any matter requiring approval by Steering Committee vote that has been distributed for review prior to a regular or special meeting. Absentia ballots shall be received by the Co-chairs prior to the scheduled meeting.

D. Subcommittees

1. *General*

- a. The Steering Committee may create an ad hoc subcommittee by a majority vote at a Steering Committee Meeting.
- b. Each subcommittee will be led by a chair designated by the Co-chairs.
- c. Subcommittees shall report their activities to the Steering Committee at each meeting.
- d. Each subcommittee is responsible for preparing a report summarizing their work on either an annual basis or at the conclusion of their work.
- e. Each subcommittee shall meet as is deemed necessary by the subcommittee chair in consultation with the Steering Committee Co-chairs. Each subcommittee shall be responsible for setting its agenda and goals to meet its purpose as designated by the Steering Committee.

- f. The leadership of each subcommittee may, at its discretion, call for volunteers from the general membership for service as ex-officio advisory members on their subcommittees as needed.

E. Adoption of Amendments

Proposed amendments to these by-laws shall be made by a majority vote at a Steering Committee meeting. Proposed amendments must be distributed in writing to the Steering Committee at least one week before the meeting. The Steering Committee shall conduct a formal review of these bylaws every three years.