

Bylaws revised November 3, 2014

Council Name Change February, 2013

Association Name Change March, 2009

Bylaws amended November 10, 2008

Rules of Operation adopted November 14, 1995

Rules of Operation amended November 14, 2000

Rules of Operation amended November 11, 2002

Rules of Operation amended November 14, 2005

## Bylaws

### ASSOCIATION OF PUBLIC AND LAND-GRANT UNIVERSITIES (APLU) COUNCIL OF PRESIDENTS' AND CHANCELLORS' SPOUSES/PARTNERS

#### **Article I - Name**

The name of this council of the Association of Public and Land-grant Universities is the Council of Presidents' and Chancellors' Spouses/Partners.

#### **Article II – Purpose**

The purpose of the Council of Presidents' and Chancellors' Spouses/Partners is to develop the professionalism and effectiveness of its members within their respective universities and communities and to expand and enhance their knowledge.

#### **Article III – Membership**

Spouses/partners of presidents and chancellors of APLU institutions automatically become members of the Council of Presidents' and Chancellors' Spouses/Partners at the time of appointment (including interim appointment) of the President/Chancellor at a member institution or at the time an institution is voted in as a new member of APLU.

#### **Article IV - Meetings**

All members are invited and encouraged to attend the annual meeting of the APLU institutions, held in November of each calendar year. The Council of Presidents' and Chancellors' Spouses/Partners plans its own agenda, relevant to current issues, and holds its annual business meeting during the annual meeting, at which time the membership elects officers. The quorum at the annual meeting consists of those who attend.

Members should be aware that all communications and information shared are confidential and not for distribution without specific consent of the originator of the statement.

#### **Article V - Officers**

### **Section 1. Titles**

The officers of the Council of Presidents' and Chancellors' Spouses/Partners include the Chair, Secretary/Chair-Elect, Recruitment Chair, Mentoring Chair, Newcomer Chair, Past-Chair.

### **Section 2. Terms**

All elected positions serve for a term of one year and are elected at the annual business meeting.

### **Section 3. Duties**

The duties of the officers shall be as follows:

- a. The **Chair** shall
  - represent the membership on the APLU Board of Directors and attend meetings of said Board
  - preside at all meetings of the Council membership
  - chair the Executive Committee of the Council
  - appoint and chair the Planning Committee for the annual meeting
  - serve on the Nominating Committee of the Council
  - appoint and serve as ex officio member of additional ad hoc committees, as needed
  - serve as liaison between the Council and the APLU office in Washington, DC
  
- b. The **Secretary/Chair-Elect** shall
  - assume the job of the Council Chair at the close of the annual meeting
  - perform the duties of the Chair in the Chair's absence or disability. In the event the normal term of the chair is interrupted, the Secretary/Chair-Elect shall assume the Chair position for the remainder of the vacated term.
  - shall provide minutes of the annual meeting and the planning meetings.
  - perform duties as may be assigned by the Chair
  - serve on the Executive, Planning, and Nominating Committees of the Council.
  
- c. The **Past-Chair** shall
  - serve as Chair of the Nominating Committee
  - serve as Consultant to the Chair of The Council of Presidents' and Chancellors' Spouses/Partners
  - serve on the Executive and Planning Committees of the Council.
  
- d. The **Recruitment Chair** shall
  - provide leadership in recruitment of new members of the Council
  - provide website updates to APLU
  - assume the job of Secretary/Chair-Elect at the close of the annual meeting
  - perform the duties of the Secretary/Chair-Elect in the Secretary/Chair-Elect's absence or disability.
  - serve on the Executive and Planning Committees of the Council.
  
- e. The **Mentoring Chair** shall
  - recruit mentors/mentees who will offer mutual support and encouragement
  - assume the job of Recruitment Chair at the close of the annual meeting
  - serve on the Executive and Planning Committees of the Council.

- f. The **Newcomers Chair** shall
- contact all new members of the Council of Presidents' and Chancellors' Spouses/Partners/Partners welcoming them and informing them about our Council
  - assume the job of Mentoring Chair at the close of the annual meeting
  - serve on the Executive and Planning Committees of the Council

## **Article VI – Committees**

There are three standing committees through which the Council of Presidents' and Chancellors' Spouses/Partners conducts its business. They are the Executive Committee, the Planning Committee, and the Nominating Committee. Additional ad hoc committees may be designed at any time by the Chair of the council to accomplish any special/additional purposes.

### **Section 1. The Executive Committee**

The Executive Committee is made up of the Chair, the Secretary/Chair-Elect, Recruitment Chair, Mentoring Chair, Newcomer Chair, Past-Chair. The duty of the Executive Committee is to take action on behalf of the Council at times other than the annual meeting. It is the duty of the Chair to report decisions to the membership at the annual meeting.

### **Section 2. The Planning Committee**

The Planning Committee is made up of all members of the Executive Committee and chaired by the Chair of the Council. Additionally two to four members of the Council of Presidents' and Chancellors' Spouses/Partners will be selected and appointed by the Chair to serve a one-year term on the Planning Committee for the purposes of broadening the perspective of the Committee. The duties of the Planning Committee include reviewing evaluations from the previous annual meeting; meeting together, traditionally on the campus of the current Chair of the Council, to plan the year's upcoming annual meeting; taking the leadership responsibility to execute the plan and bring the meeting to fruition.

### **Section 3. The Nominating Committee**

The Nominating Committee is made up of the Chair, the Secretary/Chair-Elect, and the immediate Past-Chair for the purpose of presenting a slate at the annual business meeting for the positions of Secretary/Chair-Elect, Recruitment Chair, Mentoring Chair, and Newcomers Chair. The Immediate Past-Chair shall chair the Nominating Committee.

## **Article VII – Bylaws**

The bylaws may be amended by a two-thirds vote of the membership present and voting at the annual business meeting.