

RULES OF OPERATION

Board on Human Sciences

Association of Public and Land-grant Universities (APLU)

Rules of Operation adopted BoHS Board of Directors and members on June 1, 2017.

The Board on Human Sciences (BoHS) is an association of administrators of higher education units responsible for research, extension/outreach, and teaching/learning programs in the Human Sciences. The BoHS is a constituent group of the Commission on Food, Environment, and Renewable Resources (CFERR) in the Association of Public and Land-grant Universities (APLU). As such, the Chair of the BoHS serves as a member of the CFERR Board of Directors.

Human Sciences are to advance learning, discovery, and engagement that reflect an appreciation of humans as biological, social, and cultural members of complex scientific, economic, technological, and psychosocial systems. The vision of the BoHS is to support a thriving, vibrant, relevant, and respected field of study that is central to institutions of higher education, the higher education community, and society.

The BoHS is the premier advocacy group for academic units with Human Sciences programs. The mission of the BoHS is to strengthen the Human Sciences in institutions of higher education by:

- Articulating consistently the significance and impact of Human Sciences and preparing leaders to further the mission and vision of the BoHS
- Supporting development and stewardship of academic excellence in Human Sciences
- Advocating for visibility and resources to support Human Sciences research and discovery, teaching and learning, and community outreach programs in APLU, government agencies and in higher education.

I. NAME

The name of the association shall be the APLU Board on Human Sciences (BoHS).

II. MEMBERSHIP

Any institution or unit of such an institution that is a member of the Association of Public and Land-grant Universities (APLU) or the American Association of State Colleges and Universities (AASCU) is eligible for membership in the BoHS. Membership can include multiple academic units that have CIP codes and Cooperative Extension or research units for Human Sciences/Family and Consumer Sciences. Although multiple units on one campus may have individual memberships in the BoHS, there is one official (voting) representative for each BoHS dues-paying unit in each institution. The official designated administrator in each dues-paying unit is eligible to serve on the BoHS Board of Directors. Additional administrators from every dues-paying unit are strongly encouraged to participate in the BoHS meetings and to serve on BoHS committees, commissions, working groups, and in other capacities as designated by the Board of Directors.

- A. Membership dues are based on the total annual base budget for all academic Human Sciences programs within the institution that wish to be included in the BoHS. Dues for Human Sciences Cooperative Extension units, if separate, are based on the total annual base budget for Extension.
- B. The amount of dues is determined by the BoHS upon recommendation of the Board of Directors and may be adjusted according to identified variables such as a review of income and expenses as well as strategic goals. Invoices for membership dues shall be sent by April 15 and are due by September 15 of each fiscal year.

III. BOARD OF DIRECTORS and TERMS OF OFFICE

- A. **Membership Composition:** The nine members of the BoHS Board of Directors are elected by the BoHS membership. Each director shall be elected for a three-year term with three members elected each year. There should be at least one director elected from 1862 and 1890 Land-Grant institutions as well as one non-Land-Grant director representing BoHS-AASCU members. A concerted effort will be made by the Nominating Committee to nominate a diverse pool of candidates from the membership (where dues-paying members are current in their annual membership dues) and include, whenever possible, candidates from minority-serving institutions (1890, Hispanic-Serving, and 1994). Directors may serve on the Board for no more than two consecutive (three-year) terms.
- B. **Elected Officers of the BoHS ~~In~~ Board of Directors:** The Board of Directors shall elect the following officers: Chair (two-year term), Chair Elect/Vice Chair; Secretary-Treasurer (two-year term), Vice Chair for Program (two-year term), and other leadership roles as needed.
 - The past BoHS Chair (if his/her Board of Directors term has expired) shall serve as a non-voting member and as an advisor to the Board of Directors.
 - **Vacancies:** If a Director and/or officer cannot complete their terms, the Nominating Committee will find two (2) candidates to nominate for election by the Board of Directors to fill the unexpired term.
 - **Special Circumstances requiring extended Board terms.** When an officer's term extends past the term for which that individual was elected, the term on the Board of Directors may be extended to fulfill their elected term as the chair, Vice Chair for Program, or Secretary-Treasurer.
- C. **Duties of the Board of Directors:** The role of the Board of Directors is to advance the mission and vision of the BoHS. The Board will:
 - Elect a Chair Elect/Vice Chair of the organization
 - Develop and implement the mission, strategic plan, and action plans of the organization

- Prioritize the issues for advocacy corresponding to the Action Plan and resources of the BoHS
- Determine administrative policies for the organization
- Manage the budget, property, and affairs of the organization
- Exercise all the corporate powers (but not for pecuniary profit)
- Communicate and collaborate with national agencies and organizations
- Call for nominations and identify BoHS members who merit BoHS and APLU awards

D. Duties of the BoHS Officers:

1. The Chair shall:

- Serve for two years
- Provide leadership for initiatives of the organization
- Ensure that the BoHS budget is allocated to achieve priority goals
- Present an annual report to the organization
- Appoint chairs and members of the BoHS committees in a timely manner
- Serve as a voting member of the APLU Commission on Food, Environment, and Renewable Resources or designate another director to fulfill that role
- Appoint BoHS representatives to APLU/CFERR Committees
- Consult with the Board of Directors to appoint individuals to fill vacancies
- Call for and preside at all meetings of the organization and Board of Directors
- Serve on the Finance Committee
- See that all decisions of the organization are carried out
- Be an *ex officio* member of all committees except the nominating committee

2. The Chair Elect/Vice Chair shall:

- Serve for two years
- Serve as Chair whenever the Chair is unable to serve out the elected term until an election is conducted
- Conduct meetings of the Board of Directors and/or general membership in the absence of the Chair
- Assist in the governance of the organization as needed

3. The Vice Chair for Program shall:

- Serve for two years;
- Chair the Program Committee with responsibility for programs at the APLU Annual Meeting and the BoHS Spring Meetings
- Work closely with the chair and other members of the Board of Directors
- Present draft programs of the BoHS Spring Meetings and meetings at APLU to the BoHS Board of Directors for advice and approval
- Chair the Program Committee with responsibility for programs at the APLU and BoHS Inc. annual meetings.

4. The Secretary-Treasurer shall:

- Serve for two years
- Work with the Executive Director related to BoHS finances and correspondence;

- Review minutes of all meetings of the BoHS and of the Board of Directors within one month of the meeting;
- Receive and have custody of all funds and property of the BoHS ~~Inc.~~ in consultation with the Executive Director;
- Present an annual budget plan and semi-annual financial report to members of the BoHS Board of Directors;
- Assure that the Board of Directors is covered by a liability insurance policy and/or are bonded to protect individual Board directors and the funds of the organization;
- Forward records to the succeeding Secretary-Treasurer prior to beginning a new fiscal year.

Note: Many duties are delegated to the Executive Director and staff with review by the BoHS Chair and Secretary-Treasurer.

5. The Advocacy Coordinator shall:

- Serve for two years:
- Promote and advance the Human Sciences agenda (including funding sources) through advocacy and active involvement with federal agencies, Congress, APLU, and other collaborative organizations/partnerships in conjunction with the Executive Director;
- Advance the priorities, mission, and goals of the BoHS in conjunction with the BoHS representatives to the BAA Budget and Advocacy Committee, the BAA Committee on Legislation and Policy, Alliance for Family & Consumer Sciences, and other entities as designated by the Board of Directors
- Serve as chair of the BoHS Legislative Committee composed of the following:
 - One member from the BoHS membership who is not a member of the BoHS Board of Directors
 - BoHS liaison to the Budget and Advocacy Committee of the APLU Board on Agriculture Assembly
 - BoHS liaison to the Committee on Legislation and Policy of the APLU Board on Agriculture Assembly
- Identify issues of relevance to the Human Sciences community and submit such issues to the BoHS Board of Directors for action
- Assume other duties as assigned by the Board of Directors and Chair

6. Liaisons shall: Serve for two years;

- Be appointed members of the elected board of Directors or form the general membership, to serve as a liaison from BoHS to another entity within APLU or external to APLU;
- The Board of Directors will also identify partner organizations within APLU or external to APLU designated to represent a different organization or group related to the work of BoHS and APLU, but are non-voting member of BoHS;
- Liaisons can serve for a specific project or need, or for the duration of term of appointment (e.g. serve as liaison during elected term of office such as three years).
- Current BoHS Liaisons to other organizations:

- ACOP/APS – Academic Programs Committee on Organization and Policy/Academic Programs Section
 - ECOP/CES - Extension Committee on Organization and Policy/Cooperative Extension Section
 - ESCOP/ESS - Experiment Station Committee on Organization and Policy/Experiment Station Section
 - ESCOP Social Sciences Subcommittee
 - ICOP/IAS – International Committee on Organization and Policy/International Agriculture Section
 - Budget and Advocacy Committee (BAC) of the APLU Board on Agriculture Assembly
 - Committee on Legislation and Policy (CLP) of the APLU Board on Agriculture Assembly
- Current organizations with Liaisons appointed to BoHS:
 - American Association of Family and Consumer Sciences (AAFCS)
 - Alliance for Family & Consumer Sciences
 - Council of Administrators of Family and Consumer Sciences (CAFCS)
 - Council of Government Affairs (CGA)
 - Cornerstone Government Affairs
 - Family, Career and Community Leaders of America (FCCLA)
 - USDA National Institute for Food and Agriculture (NIFA)

Liaisons can be expected to:

- Attend meetings and conference calls of the BoHS Board of Directors, contribute to written reports of accomplishments and contributions by BoHS and/or to BoHS by the other organization;
- Request of the BoHS Chair and the Executive Director adequate time on the agenda
- Offer guidance for priority work, promoting deliberate synergies and coordination of efforts
- Draft or review and provide advice for program topics, sessions and speakers for APLU and BoHS conferences and meetings
- Advise the BoHS of the timely progress of the effort so that all members are informed and provide input on goals and collaborative effort
- Provide written report prior to BoHS regularly scheduled meetings, and vice versa, provide written report to the external entity
- Attend to other details and responsibilities as outlined by the chair or lead of the effort.

IV. ELECTIONS

Elections will be conducted by a Nominating Committee chaired by the immediate past chair of the BoHS in consultation with the Executive Director. Election of the Board of Directors for BoHS is by ballot distributed to the designated administrator at each member institution. The ballot will be distributed no later than July 1 to be returned no later than August 1 each year. Each institution shall have one (1) vote. Eligibility to vote is determined by paid membership on September 15 of the prior fiscal year.

Procedures for Election: Nominees receiving the highest number of votes shall be declared elected as members of the Board of Directors. In case of a tie, the Board of Directors will conduct a ballot to determine the nominee to be elected.

V. COMMITTEES

A. Standing Committees:

1. Finance Committee:

Membership: The Secretary-Treasurer of the BoHS ~~Inc.~~ serves as Chair of the Finance Committee. Committee members include the Chair of the BoHS and one additional member of the Board of Directors.

Purpose: The Finance Committee, in coordination with the Executive Director and Secretary/Treasurer, shall draft and present a budget to the Board of Directors for review, vote and approval prior to submitting it to the BoHS Inc. for adoption; act in an advisory capacity and give counsel regarding financial matters affecting the organization; conduct an orientation for BoHS Directors on income and expenses, and, review the investment plan annually.

2. Nominating Committee:

Membership: The Past Chair of the BoHS ~~Inc.~~ serves as chair of the Nominating Committee.

Two (2) members who are not members of the Board of Directors shall be appointed to this Committee.

Purpose: The Nominating Committee shall nominate a slate of candidates for the open Board of Directors positions.

3. Awards Committee:

Membership: The Chair of the BoHS shall appoint a director to serve as chair of the Awards Committee. The Awards Committee Chair shall serve for a two-year term. Two (2) members who are not members of the Board of Directors shall be appointed to this Committee by the Chair in consultation with the Board of Directors.

Purpose: The Awards Committee shall, in coordination with the Executive Director, establish the timelines, criteria of awards, content of award materials, selection of recipients and all other aspects of the BoHS awards program given at the APLU Annual Meeting and the Joint BoHS/CAFCS Spring Meeting. This will include, but not be limited to, the following awards: Ellen Swallow Richards Public Service Award; Lifetime Achievement Award; Outstanding Engagement Award; Undergraduate Research Mentor Award; Emerging Administrator Award (joint award with the Council of Administrators of Family and Consumer Sciences); and, the

Excellence in Administration Award (joint award with the Council of Administrators of Family and Consumer Sciences).

4. Program Committee:

Membership: The Vice Chair for Program shall serve as chair of the Program Committee. Two (2) members who are not members of the Board of Directors shall be appointed to this Committee by the Chair in consultation with the Board of Directors.

Purpose: The Program Committee, in conjunction with the Executive Director, shall gather ideas, develop a program (topic, delivery format, speakers and all other aspects for meetings (fall annual meeting and spring conference), and assist in promoting and executing the BoHS sessions and programs at the APLU Annual Meeting and the BoHS Spring Meetings.

B. Ad Hoc Committees (Task Forces) shall be established for a fixed term and charged by the Chair and the Board of Directors to accomplish specific strategic objectives of the BoHS Inc.

VI. EXECUTIVE DIRECTOR

The BoHS Executive is selected, appointed, and evaluated at least annually at the discretion of the Board of Directors. To support the directors and members, responsibilities of the Executive Director include, but are not limited to, the following:

1. Establish and maintain an office to serve as the address and principal point of contact for the BoHS organization;
2. Hire, in consultation with the BoHS Chair and Secretary-Treasurer, and supervise staff to promote the work of the BoHS;D
3. Advance the BoHS organization;
4. Maintain the institutional and institutional representatives' contact list;
5. Create and maintain an email listserv list of the Board of Directors;
6. Maintain and continually update the BoHS website;
7. Maintain a BoHS presence on social media (e.g. Twitter) address is: @APLU_BoHS
8. Provide a "job bank" for BoHS openings at APLU institutions through using the APLU job openings website.
9. Prepare agenda and minutes for Board of Directors' conference calls and business meetings;
10. Facilitate effective and timely communications;
11. Support planning for meeting and conference;
12. Provide leadership and support for budget plans, financial reports, tax returns, managing audits, and maintaining fiscal records
 - a. Be responsible for having minutes of all proceedings permanently recorded

- b. Update the membership directory frequently and distribute it to each institutional representative of the BoHS
 - c. Service as a member of the Finance Committee
 - d. Send annual dues notices to eligible institutions prior to May 31 of each year
 - e. Maintain permanent records belonging to the organization and the BoHS archiveS
 - f. Keep an updated list of institutions that have paid dues and provide this list to the Nominating Committee and to the organization
 - g. Present an annual budget plan and semi-annual financial reports to the Finance Committee and Board of Directors
 - Deposit all monies received to the credit of the BoHS
 - Keep an updated list of institutions that have paid dues, and provide this list to the Nominating Committee and to the organization
 - Present an annual budget plan and semi-annual financial reports to the Finance Committee and Board of Directors
 - Deposit all monies received to the credit of the BoHS
13. Support advocacy initiatives
 14. Facilitate collaborative partnerships
 15. Support operations management, including web site development and maintenance.
 16. Provide leadership for membership development
 17. Other duties as assigned

VII. FISCAL YEAR

Effective on December 31, 2017, the fiscal year for the BoHS shall begin on the 1st day of January and end on the 31st day of December of each year. Membership dues invoices shall be sent by May 15 and are due by August 15 of each fiscal year to be able to participate in elections and business meetings.

VIII. MEETINGS

- A. Member Participation and Voting:** Each member unit shall have one (1) vote in the BoHS ~~me~~. Typically, the designated administrator in each dues-paying unit or his/her designee will cast the institution's vote. If more than one unit in an institution is an affiliated BoHS member, each paying unit will have one vote (e.g. Extension).
- B. The BoHS ~~me~~ Annual Meeting** shall be held at the time and place as determined by the Board of Directors. Written and/or electronic notice of meetings shall be sent to each institutional representative no less than three (3) months prior to the date of said meeting. Invitations shall be sent to representatives of other organizations as determined by the Board of Directors.
- C. Special Meetings** may be called by the Board of Directors, and shall have written and electronic notice of such a meeting sent to each institutional representative not less than twenty (20) days prior to the date of the meeting.

D. Meetings of the BoHS Board of Directors shall be held at least twice a year. Conference calls may be considered as an official meeting.

E. Quorum: For business meetings of the BoHS, 20 percent of the member institutions shall constitute a quorum. For meetings of the Board of Directors, a majority of the voting members shall constitute a quorum. No action shall be valid or binding unless passed by a majority of those present and voting.

F. Procedure: Robert's *Rules of Order (Newly Revised)* shall constitute the parliamentary authority for the conduct of meetings of the BoHS ~~inc.~~, the Board of Directors, or any other committee.

IX AMENDMENTS

The *Rules of Operation* may be amended at any meeting of the BoHS by a two-thirds vote of the members present, or by mail or electronic ballot. A written or electronic notice of the proposed amendment must be sent to the membership not less than thirty (30) days prior to the meeting, electronic or mail vote.

X. OFFICIAL DOCUMENTS

Historical documents relative to the organization and the *Rules of Operation* of the BoHS are on file at the **Board on Human Sciences, Archives (Special Collections)** at the Kansas State University Archives in the K-State Libraries, Manhattan Campus. The Office of the Executive Director at the Association of Public and Land-grant Universities (APLU) is the official address of the organization.

XI. DISSOLUTION

This association may be dissolved upon majority vote of the membership as determined by written ballot. A written and/or electronic notice of the proposal to dissolve the BoHS ~~inc.~~ must be sent to the membership not less than thirty (30) days prior to the vote.

On the dissolution of the BoHS, the Board of Directors, after paying or making provision for the payment of all of its assets or property by delivery or payment, shall return any remaining funds to the BoHS member institutions at the time of dissolution in proportion to the total amount of dues paid during the most recent fiscal year.