

BYLAWS OF THE WORK AND FAMILY RESEARCHERS NETWORK

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Substantively Revised and Restructured. Approved by Membership January 2020

BYLAWS

Article I - Charter

Section 1

This scholarly academic membership organization is known as the Work and Family Researchers Network (WFRN).

Section 2

The Work and Family Researchers Network's mission is to:

- foster theory and research on fundamental work and family issues;
- engage the global community of work-family researchers, including early career scholars;
- facilitate interaction and collaboration among work and family researchers from different disciplines and countries;
- include and learn from researchers, practitioners, policy makers, advocates, and care providers;
- disseminate research and improve knowledge and understanding of work and family policies and practices.

Section 3

The WFRN is a non-profit body, no part of the net earnings of which shall inure to the benefit of any private shareholder or individual. It is organized and operated exclusively for educational and scientific purposes within the meaning of Section 501-c-3 of the Internal Revenue Code.

Section 4

No member, committee or subgroup of members of the WFRN may take any official action or issue any official statement in the name of the Network except through the authorization of the Executive Board.

Article II – Memberships and Sponsorships

Section 1

a) Individual membership is open to anyone interested in furthering the mission of the WFRN. Any individual with interest in work and family research (e.g., policy makers, human resource

professionals, work and family consultants, working parents) can join the WFRN. No specific academic degrees or disciplinary affiliations are required for membership. Memberships commence on January 1 or thereafter and terminate on February 1 of the following calendar year.

b) Individual membership categories are defined as follows:

- General Members are work and family scholars/academics/practitioners and other interested individuals who have paid their regular membership dues.
- Student Members are undergraduate, graduate or doctoral students who have paid student-rate dues.
- Sustaining Members are individuals who have made a commitment to support the WFRN with a more substantial membership rate beyond that paid by General Members.
- Additional membership categories, such as Emeritus Members or Supported Members, may be created as deemed appropriate by the Executive Board.

c) All members in good standing have full voting and participation rights and receive publications and other communications authorized by the WFRN. All members are eligible for elected office.

Section 2

a) Any individual or organization can request to become a sponsor of the WFRN. The Executive Board reserves the right to reject sponsorships of individuals or organizations whose openly expressed values and/or practices run counter to the WFRN's mission.

b) Sponsorship categories are defined as follows:

- Friend (lower tier)
- Promoter (mid tier)
- Patron (upper tier)
- Benefactor (top tier)

c) In advance of providing funds, sponsors can specify if they want funds directed toward specific WFRN initiatives, such as awards, receptions, grants, or other priorities. Funds contributed will be reserved for those purposes. Sponsors can also contribute funds as being undesignated.

d) Sponsors are recognized on the WFRN website, in its conference program, and in presentations made at special events.

e) Organizational Partners receive complementary conference registration for 2 representatives and can specify 1 individual representative for membership.

f) Benefactor level sponsorships can potentially warrant named recognition on a specific WFRN initiative or program. Eligibility for such recognition is determined by the Executive Board.

Article III - Officers

Section 1

a) The Officers of the WFRN are a President, a Past-President, a Vice-President, a Treasurer, a Secretary, Executive Board members, and an Executive Officer.

b) President

The President is elected by secret ballot by a plurality of the legal votes cast as specified in the Bylaws. A Co-President nomination can stand for election, with the President position shared between two individuals. Co-Presidents would serve the same terms and have the same duties as a President. The President assumes duties on March 1 in the year elected and serves a 2-year term as President. In the event of resignation or incapacitation, the duties of the President shall devolve to the Vice-President. The duties of the President are as follows:

- Serve 2 years as President and 1 year as Past-President
- Chair Executive Board meetings and serve as voting member of the Executive Board
- Chair the Business Meeting at the biennial WFRN Conference
- Lead the planning for the biennial conference, including:
 - setting the theme
 - establishing a Program Committee
 - composing the conference program
 - orchestrating conference events
- Identify presidential initiatives (such as efforts to advance membership/grants/sponsorships) for consideration by the Executive Board
- Appoint the Nominations Committee
- Prepare the budget in consultation with the Executive Officer and Treasurer and bring the budget to the Executive Board for approval in advance of the next fiscal year (November 1)
- Perform additional duties as directed by the Executive Board

c) Past-President

The President transitions to Past-President upon succession to the newly elected President. The Past-President serves a 1-year term beyond the 2-year term as President, ending service on February 28/29. The duties of the Past-President are as follows:

- Serve as voting member of the Executive Board and participate in the work of the Executive Board
- Serve as advisor to the new President

d) Vice President

The Vice President is elected by secret ballot by a plurality of the legal votes cast as specified in the Bylaws. The Vice President assumes duties on March 1 in the year elected and serves a 2-year term. In the event of resignation or incapacitation, the duties of the Vice-President shall devolve to a member of the Executive Board as determined by the Executive Board. The duties of the Vice-President are as follows:

- Serve as voting member of the Executive Board and participate in the work of the Executive Board

- Collaborate with the President on initiatives for the biennial conference and to advance the organization
- Perform additional duties as directed by the Executive Board

e) Treasurer

The Treasurer is elected by secret ballot by a plurality of the legal votes cast as specified in the Bylaws. The election of Treasurer occurs in alternate years from the election of the Secretary. The Treasurer assumes duties on March 1 in the year elected and serves a 3-year term. In the event of resignation or incapacitation, the duties of the Treasurer shall devolve to a member of the Executive Board as determined by the Executive Board. The duties of the Treasurer are as follows:

- Serve as voting member of the Executive Board and participate in the work of the Executive Board
- Attend the Business Meeting at the Biennial WFRN Conference
- Review the periodic financial statements received from the WFRN accountant and WFRN Executive Officer
- Provides consultation to the President on the formulation of a budget
- Work with the WFRN accountant and the Executive Officer to ensure compliance with the obligations for the maintenance of the tax-free status of the WFRN in accordance with the 501-c-3 provisions of the Internal Revenue Code, including the submission of tax returns.

f) Secretary

The Secretary is elected by secret ballot by a plurality of the legal votes cast as specified in the Bylaws. The election of Secretary occurs in alternate years from the election of the Treasurer. The Secretary assumes duties on March 1 in the year elected and serves a 3-year term. In the event of resignation or incapacitation, the duties of the Secretary shall devolve to a member of the Executive Board as determined by the Executive Board. The duties of the Secretary are as follows:

- Serve as a voting member of the Executive Board
- Compose minutes to summarize Executive Board meetings and the Business Meeting at the biennial WFRN Conference
- Function as the archivist by tracking officers, policies, and other administrative decisions and outcomes

g) Executive Board Members

The Executive Board is composed of 6 elected members in addition to the President, Past-President, Vice President, and Treasurer. Executive Board members are elected by secret ballot by a plurality of the legal votes cast as specified in the Bylaws. Board members assume duties on March 1 in the year elected and serve a 3-year term. In the event that two or more members of the Executive Board depart due to resignation or incapacitation, the Nominations Committee will identify a slate of candidates and a special election will be held. Newly elected replacements will serve out the term of the departed members. The duties of Executive Board members are as follows:

- Serve as voting member of the Executive Board and participate in the work of the Executive Board

- Attend the Business Meeting at the Biennial WFRN Conference
- Serve as liaisons to WFRN committees
- Perform additional duties as directed by the Executive Board

h) Executive Officer

The Executive Officer is appointed by the Executive Board. The Executive Board assesses services received and provides feedback to the Executive Officer on an annual basis. Decisions by the Executive Board to renew/terminate an existing contract are made no later than December 15. Renewed contracts are enacted January 1 and are for a maximum duration of five years. The Executive Board can vote to terminate the contract before its end date for reasons of Executive Officer misconduct or incompetency or WFRN's financial constraints. The duties of the Executive Officer are as follows:

- Serve for terms as specified by the Executive Board
- Serve as ex-officio non-voting member of the Executive Board and participate in the work of the Executive Board
- Provide an annual report to the Executive Board no later than November 31, informing the Board of activities performed in the current year, progress on essential initiatives, membership and finances as existing and as changed in the fiscal year
- Consult with the Executive Board and gain approval of Executive Board in advance of making commitments and expenditures that are outside of the budget approved by the Executive Board
- Gain approval from the Executive Board before signing conference venue contracts
- Promote work and family research through collaboration and communication with WFRN members and other stakeholders
- Lead networking strategies with the goal of fostering a sense of community and increasing members' and potential members' engagement
- Collaborate with the WFRN Executive Board to develop a strategic vision for the association and related plans
- Plan WFRN's biennial conferences in accordance with the directives of the Executive Board (working with elected officers, the program committee, and staff or student assistants)
- At least once per year provide the Executive Board with a summary of the obligations of a 501-c-3 organization.
- Oversee a communications strategy that includes an active social media presence
- Oversee elections
- Organize with the President, at minimum, semiannual meetings of the WFRN Executive Board
- Provides consultation to the President on the formulation of a budget
- Supervise a part-time administrative assistant or similar staff to support communications and conference planning
- Take on other tasks as designated by the WFRN Executive Board

Article IV- Elections

Section 1

a) The President will name a Nominations Committee Chair from the Executive Board, who will create a Nominations Committee of no fewer than five members. The Nominations Committee Chair will consult with the Executive Board so as to create a committee that reflects the diversity and diverse interests of the WFRN membership..

b) A call for nominations goes out to the membership no later than July 15.

c) The Nominations Committee submits a list, nominating two candidates for each office to be filled, to the Executive Officer no later than October 15. All candidates must be members in good standing of the WFRN.

d) Any 30 or more members of the WFRN may also submit nominations for any of the offices to be filled to the Executive Officer by October 15 for inclusion on the ballot. These nominations would be included on the ballot in addition to the candidates identified by the Nominations Committee.

e) The Executive Officer provides an appropriate ballot to each member of the WFRN at least 14 days prior to ballot closing.

f) Balloting is conducted during January-February. Only dues paying members of WFRN are entitled to vote. In the event that the nominees for any office receive the same number of votes, the Executive Board shall be polled and the nominee receiving a majority of their votes shall be elected.

g) Vacancies that arise between elections are filled by appointment of the President in consultation with the Executive Board.

h) Any officer or agent may be removed by action of the Executive Board whenever in its judgement the best interests of the WFRN will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

Article V - Committees

Section 1

a) The Executive Board is the governing body and administrative agency of the WFRN.

b)The Executive Board has charge of the general interests and initiatives of the WFRN, provides financial oversight and approve the budget, is empowered to call regular and special meetings of the WFRN, and selects the WFRN's Executive Officer. Substantial decisions, such as conference

venues, budget, staffing, affiliation with and sponsorships with other organizations will be made by majority vote of the Board. Any member of the Board can request a vote on any matter.

c) The Executive Board consists of the President, the Past-President, the Vice-President, Treasurer and six at-large elected members. The Executive Officer is a non-voting ex-officio member.

d) The term of office of the elected members of the Executive Board is three years. Terms will be staggered with two members at large elected each year.

e) The quorum for the Executive Board is 5 voting members.

f) The Executive Board is convened by the President regularly, at least semi-annually.

g) The Executive Board will designate membership fees and conference registration fees to be paid by members and non-members attending the biennial conference of the WFRN.

h) The Executive Board may approve the creation of awards and prizes as it deems appropriate.

Section 2

a) The President will appoint a Program Committee to identify papers, sessions and events to be included in the biennial conference. The President will serve as Chair of this committee. The Past-President and the Vice-President may serve on the Program Committee.

Section 3

a) The President suggests a Nominations Committee of five members for approval by the Executive Board. The Past-President and the Vice-President may serve on the Nominations Committee. One of the members of the approved Committee is designated by the President as the Chair.

Section 4

a) The Executive Board may create, or delegate to the President to create, such special committees as may be needed to promote the work of the WFRN.

b) The organization will strive to have committee chairs and committee memberships rotate so that the opportunity to serve on these committees will be open, diversities will be achieved, and fresh ideas may be introduced.

Section 5

Networking communities, also known as Special Interest Groups, provide opportunities for members with shared concerns to engage in conversations to advance collective interests. The WFRN will support Networking Communities through its website and conferences. Leaders are

identified at the biennial conference by members of the Networking Communities through processes developed and implemented by each Networking Community. Formation of a new Networking Community requires identification of fifteen or more interested members, reported to the Executive Officer. Continuation of a Networking Community requires sustained leadership and interest.

Article VI -Meetings and Conferences

Section 1

The WFRN holds its conferences at times and places determined by the Executive Board.

Section 2

The term "Business Meeting" as used in the Bylaws of the WFRN, refers to a gathering of the WFRN at which business is transacted and there is a quorum of at least fifteen (15) members of the WFRN. The time and place of the Business Meeting will be announced to the membership at least 30 days in advance of the meeting.

Section 3

Resolutions passed by a majority vote at a Business Meeting are automatically placed on the agenda of the Executive Board, which must respond during the ensuing twelve months and report its action to the membership at large.

Article VII-Conflicts of Interest

Section 1

a) Whenever there is a conflict of interest involving financial or personal interest in any matter coming before the WFRN, the affected person shall 1) fully disclose the nature of the interest and 2) withdraw from discussion, lobbying, and voting on the matter.

b) The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Article VIII Amendments

Section 1

The Bylaws may be amended by a majority of those members voting in response to a ballot sent to the entire membership.

Section 2

Amendments may be proposed by the Executive Board, by a special committee appointed for such purpose, or upon petition to the Executive Officer signed by at least thirty members of the WFRN.

Section 3

All proposed amendments of the Bylaws shall be circulated to the members of the WFRN at least thirty days prior to the voting date.

Article IX – Enactment

Section 1

The Bylaws take effect when approved by a majority of voting members for the WFRN.

Article X - Dissolution

Section 1

Upon dissolution of the WFRN or the winding up of its affairs, the assets of the WFRN shall be distributed exclusively to such charitable, scientific, literary or educational organization(s) selected by the Executive Board and qualifying at the time as tax exempt organization(s) under applicable provisions of the Internal Revenue Code and its Regulations then in effect.