

FINAL DRAFT  
CHARTER OF THE  
UNIVERSITY NETWORK FOR COLLABORATIVE GOVERNANCE  
(AN UNINCORPORATED ENTITY<sup>1</sup>)

ARTICLE I NAME AND PURPOSE of the ORGANIZATION

1. The name of the organization shall be the University Network for Collaborative Governance.
2. The Network is made up of faculty members and professionals from college and university centers, institutes, and programs that engage in service and scholarship in order to build the capacity for collaborative governance in their communities and states. They offer a spectrum of services ranging from public deliberation to collaborative problem solving and multi-party conflict resolution.
3. The purpose of the Network is to promote and champion the role university centers play as neutral forums and resource centers for collaborative governance. The objectives are to:
  - Advance teaching, research, and outreach in public deliberation, collaborative problem solving and multi-party conflict resolution;
  - Share knowledge, information, and best practices among members;
  - Assist universities in shaping and adapting their research, teaching, and outreach to enhance their effectiveness;
  - Acquaint university leaders, policymakers, and the public with the role universities can play in carrying out collaborative governance practices;
  - Provide linkages between university centers and programs and leaders interested in using collaborative governance practices; and
  - Promote policies that support the use of and best practices for collaborative governance.

ARTICLE II MEMBERSHIP

1. Eligibility for Membership: Membership shall be open to any college or university center, institute, or program that engages in public service, teaching, and / or research in collaborative governance practices including a spectrum ranging from multi-party conflict resolution to collaborative problem solving and public engagement.

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<sup>1</sup> **Unincorporated Entity** An unincorporated nonprofit organization consists of two or more members joined by mutual consent to carry out a charitable, educational, religious, literary or scientific purpose of its members.

Membership is granted after completion and receipt of a membership application and annual dues.

2. Categories of membership: The Steering Committee shall have the authority to establish and define categories of membership.
3. Annual dues: The amount required for annual dues is dependent on a center, institute or program's total annual budget. The dues levels for Voting Members will be reviewed and set annually by the Steering Committee and reported to the membership at the annual meeting. Continued membership is contingent upon being up-to-date on membership dues.
4. Voting: Each member shall be eligible to appoint one voting representative to cast the member's vote in Network elections.
5. Non-Voting Members: The Steering Committee shall have the authority to establish and define categories of membership for non-voting members, to define the membership benefits, and to set dues for these members.

#### ARTICLE IV MEETINGS

1. Annual meeting: The annual membership meeting of this organization shall be held in the spring of each year or as otherwise determined by the Steering Committee. Prior to the annual meeting, members shall elect members of the Steering Committee via electronic ballot. At the annual meeting, the newly elected Steering Committee shall elect officers, and members shall determine the priorities for the Network for the coming year.
2. Special meetings: Special meetings may be called by the Steering Committee and notice will be given to all members. In addition, the Steering Committee may convene informal meetings of the Network in association with meetings of other related professional and leadership organizations.
3. Quorum: The members present at any properly announced meeting shall constitute a quorum.
4. Decision-Making: At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style appropriate to the decision. Consensus will be sought on issues of program priorities and Network direction; other decisions can be made by simple majority.

## ARTICLE V STEERING COMMITTEE

1. The role, size, and composition of the Steering Committee: The Steering Committee is responsible for overall policy and direction for the Network. The Steering Committee shall have up to twelve members, but not fewer than seven members. Makeup of the Steering Committee will seek to be geographically and institutionally diverse. Committee members receive no compensation.
2. Terms: All Committee members shall serve two year terms, but are eligible for reelection for up to five terms. Terms shall be staggered.
3. Elections: New and current Steering Committee members shall be elected or re-elected by the voting representatives of members by electronic ballot in advance of the annual meeting. Steering Committee members will be elected by a simple majority of voting representatives of members voting electronically. The Steering Committee should develop, adopt and post simple and efficient electronic election procedures at least one month in advance of the annual elections.
4. Meetings and Notice: The Steering Committee will meet or confer by phone, internet, or other means at least quarterly. The Steering Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary. A quorum for any business transactions will be at least 40% of Committee membership.
5. Officers and Duties: There shall be a chair, vice chair, treasurer, and member outreach chair chosen by the Steering Committee members at the annual UNCG Steering Committee.

Officers' duties are as follows:

- Chair will convene quarterly meetings of the Steering Committee and the annual Business meeting of the entire membership.
- Vice Chair will assist the Chair and serve in the Chair stead in his or her absence.
  - Responsible for keeping record of Steering Committee Action
  - Assist with online resource development effort
- Treasurer shall coordinate, when needed, with PCI in its capacity as fiscal agent, and make a report at each Steering Committee meeting and at the annual meeting on membership, dues and other financial information.
- Membership Outreach Chair:
  - Coordinates recruitment and orientation efforts

- Leads discussions and efforts for how to add value to the membership
- Assist with online resource development effort
- Past Chair:
  - Coordinates the annual Steering Committee nomination process
  - Provides advice to Officers regarding past practices and other matters to assist the Board in governing the Network
  - Supports the Chair and the Vice Chair on an as-needed basis

All members are expected to assist with recruitment of new members to the UNCG.

6. Vacancies: When a vacancy occurs mid-term, these vacancies shall be filled by a vote of the majority of the remaining members of the Steering Committee for the balance of the term.

#### ARTICLE VI COMMITTEES:

1. The Steering Committee may create committees as needed. All chairs of committees shall be appointed by the Steering Committee.

#### ARTICLE VII – SECRETARIAT AND FISCAL AGENT FUNCTION

1. PCI will serve as the Secretariat and Fiscal Agent for the Network, with responsibility for:
  - Administrative tasks, including fiscal management, collection of dues and maintenance of a membership directory,
  - Activities that facilitate networking among members, including helping plan and carry out meetings,
  - Coordinating projects of mutual interest, and
  - Disseminating information and research to Network members.

#### ARTICLE VIII – AMENDMENTS

This Charter may be amended when necessary at the Annual Meeting by two-thirds majority of the voting members. Proposed amendments must be submitted to the Chair to be sent out with Annual meeting materials.

#### CERTIFICATION

This Charter was approved at a meeting of the membership on April 1, 2008.

For more information, or to answers to your questions, about this Charter please contact Sarah Giles at [sarahgiles@pdx.edu](mailto:sarahgiles@pdx.edu)