

Bylaws of the Advisory Board Of The Lebanese American University Institute for Women’s Studies in the Arab World

I. MISSION OF THE INSTITUTE

The Lebanese American University (“LAU”) Institute for Women’s Studies in the Arab World (hereinafter referred to as the “Institute” or “IWSAW”) was established in 1973 to pay tribute to LAU’s origins as a girls’ school and to fulfil its commitment to education, empowerment, and equality for women and girls. IWSAW was the first institute of its kind in Lebanon and the Arab region. Today, the Institute honors that legacy by:

- ❖ Advancing women’s empowerment and gender equality nationally, regionally and globally, through education, research, development programs and outreach
- ❖ Integrating gender issues across all aspects of its work and combining academia and activism in order to achieve gender equality and human rights in the Arab region

Advancing gender equality and empowering women is at the heart of IWSAW’s mission. By engaging in a unique combination of education, research, development programs and outreach with a focus on issues affecting Arab women, IWSAW represents a vital resource at the national, regional, and international levels, and a leading institution at the forefront of the advancement of women and the promotion of gender equality in the Arab region. Given this unique role, it was determined that IWSAW’s mission and vision be guided by an Advisory Board comprised of prominent individuals and experts committed to advancing women’s issues in Lebanon and the Arab region.

II. PURPOSE

The IWSAW Advisory Board (hereinafter referred to as the “Board”) shall provide support for IWSAW’s full range of activities as elaborated in IWSAW strategic plans and official documents. The Board serves as pro-bono ambassadors for the Institute in Lebanon, in the Arab region, and internationally.

The objective of the Board is to provide an independent body of prominent and successful members with commitment to gender issues who can contribute knowledge, advice, and resources for IWSAW.

In particular, the Board will assist IWSAW in:

1. Identifying opportunities and developing strategies for growth in line with IWSAW Strategic Plans.
2. Raising awareness and actively promoting the Institute in Lebanon, in the Arab region, and/or internationally.

3. Liaising and supporting the creation of partnerships between IWSAW and a range of stakeholders including development agencies, academic institutions, private companies, governmental entities, etc.
4. Providing contacts to the Institute that may be useful in advancing its programs and funding goals including obtaining grants.
5. Creating opportunities to promote IWSAW within their own networks (i.e. through newsletters, social media, fundraisers, events, etc.)
6. Assisting in the fundraising activities of the Institute through personal giving, through developing contacts with other donors, and through a willingness to persuade others to become donors.

III. MEMBERSHIP

Composition

The Board shall be composed of a minimum of ten (10) voting members and a maximum of fifteen (15) voting members, in addition to the Director of the Institute and the LAU President, who serve as ex officio members without vote.

Qualifications

Members shall be prominent and successful individuals who are committed to the advancement of gender equality in Lebanon, in the Arab region, and internationally.

Members of the Board shall be selected on the basis of the leadership they can potentially give the Institute based on their record of performance in their chosen profession or occupation. The Board shall be composed of people who command respect; who shall be willing to serve the Institute within the framework of its purpose; and who can contribute to the Institute's development matters.

Appointments

The Director of the Institute, with the Chairperson of the Board, nominates Board members to the LAU President for approval and appointment.

Term of Appointment

Members are appointed for a three-year term which is renewable upon the recommendation of the Director of the Institute, the Chairperson of the Board, and the approval of the LAU President.

Terms of office shall be for three years with members elected to one of three classes. A member may be re-elected for one consecutive three-year term. After serving two consecutive, three-year terms, members shall be ineligible for reelection for at least one year.

Emeritus

Members who serve on the Board for more than four terms are eligible for an Emeritus Board Member status. Emeritus Board members will be kept informed of Board activities and will be invited to continue close association with the Institute. Emeritus members are regarded as ex-officio members of the Board and are welcome to attend meetings regularly.

Duties and Responsibilities

The Board shall support IWSAW, and shall be responsible for supporting IWSAW goals and objectives as outlined in the Institute's strategic plans which will be shared with the Board for informational purposes.

Members are committed to abiding by the rules and adhering to the Bylaws of the Board.

Within this framework, members are asked to use their personal strengths and resources for the good of the Institute and to demonstrate that they are invested in IWSAW by investing:

1. TIME: Supporting IWSAW activities and fundraising through their efforts
2. TALENT: Using their personal skills and expertise (as well as those of the organizations they represent) to support IWSAW
3. TREASURE: Making a personal donation or providing access to donors and funding opportunities

Within these goals, Board members are responsible for supporting IWSAW pillars – Education, Research, Development, Outreach, LAU Engagement, and growth of the Institute itself - through:

1. Strategies that will raise the profile of IWSAW
2. Activities that will promote the Institute's work and increase visibility
3. Fundraising strategies, plans, contacts, events
4. Participation in IWSAW activities
5. Participation in Board meetings

The Institute is aiming for complete Board member participation in all of the above. It is expected that Board members serve as "door openers" to provide IWSAW with access to opportunities the Institute otherwise would not have had. In so doing, Board members demonstrate their value on the Board and their commitment to the Institute.

Board Commitment

The Board should uphold and support the following:-

1. The mission and vision of IWSAW.
2. IWSAW's good standing vis-à-vis LAU and their constituencies in Lebanon, in the Arab region, and internationally.
3. The values and principles that underlie gender equality and the empowerment of women.

IV. OFFICERS

Officers

The Chairperson, Vice Chairperson and the Secretary constitute the Officers of the Board.

The Officers are elected by the Board members. Election of Officers shall be made by secret ballot and shall take place at the October stated meeting. To be elected, a candidate must receive a majority vote of the voting members of the Board.

Term of Office

Terms of office shall be for three (3) years. A member may be reelected for one consecutive three-year term. After serving two consecutive, three-year terms, members shall be ineligible for reelection for at least one year, before being eligible for reelection for a third term.

Duties and Responsibilities of the Officers

Officers have a duty and a shared responsibility towards the Advisory Board and towards IWSAW. Officers are committed to adhering to the Bylaws of the Advisory Board. Within this framework, the responsibilities of the Officers are distributed as follows.

The Chairperson:

- Presides as Chair of the Board at all meetings of members of the Board
- Determines the structure of Board meetings – in conjunction with the IWSAW Director
- Oversees any Board committees
- Communicates with other members of the Board on any matters needing action/decision
- Formulate the agenda for the Board Meetings

The Vice Chairperson:

The Vice-Chair shall perform the duties of the Chair in the Chair's absence or at the Chair's request as well as the following:

The Secretary

- Takes minutes during meetings
- Disseminates information to Board members as needed
- Liaises with IWSAW Director and Board Chairperson for any communications
- Participates in all meetings

The Assistant Director will assist the Board Secretary.

V. COMMITTEES

The Board may establish ad hoc or permanent committees to help carry out the Institute's responsibilities. Because the Board operates with a single voice, unless otherwise provided for in these Bylaws the committees and operating boards shall not be used as a substitute for the action of the Board. Committees may be established for a specific task or for longer-term support. The committees determine their meeting frequency and times, depending on the committee's purpose.

VI. MEETINGS

Stated Meetings

The Board shall hold two mandatory, Stated Meetings per year. The first meeting will be held in the Spring and the second meeting will be held in the Autumn – depending on availability of Board members. Board members are responsible for their own travel and accommodation to Board meetings.

Every three years, the appointment of the members will take place in the first meeting in March. Meetings are announced in writing through email. The agenda of the meeting shall be provided by the Chair, who works with the Director in formulating the content to be included. The agenda must be sent out one week prior to such meeting.

Special Meetings

Special meetings shall be called for at the request of the Chairperson and/or the Director of the Institute on an as-needed basis at such hour and place as shall be specified by the person calling the meeting. Meetings are announced in writing through email.

Quorum

A quorum of the Board shall consist of a majority of the actual filled seats of the Board members. Board Members may participate in and act at any meeting of the Board through the use of a conference telephone or other similar communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating. Board Members shall not be authorized to vote by proxy.

VII. AMENDMENTS OF BYLAWS

The Bylaws may be amended provided they are in compliance with the purpose and objective of IWSAW. Any amendments to these Bylaws will be recommended by the President and approved by two-thirds of the voting members of the Board and approved by the Board of Trustees of LAU.

VIII. EFFECTIVE DATE

The foregoing By-laws of the Institute for Women's Studies in the Arab World at the Lebanese American University are effective as of March 31, 2017.