

**Final Draft Charter of the
University Network for Collaborative Governance
An Unincorporated Entity ¹**

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:
 - a. Advance teaching, research, and outreach in public deliberation, collaborative problem solving and multi-party conflict resolution;
 - b. Share knowledge, information, and best practices among members;
 - c. Assist universities in shaping and adapting their research, teaching, and outreach to enhance their effectiveness;
 - d. Acquaint university leaders, policymakers, and the public with the role universities can play in carrying out collaborative governance practices;
 - e. Provide linkages between university centers and programs and leaders interested in using collaborative governance practices; and
 - f. 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. 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.

¹ 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.

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 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 III: 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 IV: 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. Officer duties are as follows:
 - a. **Chair** will convene quarterly meetings of the Steering Committee and the annual Business meeting of the entire membership.
 - b. **Vice Chair** will assist the Chair and serve in the Chair's stead in his or her absence, keep record of Steering Committee Action, and assist with online resource development efforts.
 - c. **Treasurer** will coordinate, when needed, with the William D. Ruckelshaus Center Foundation 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.
 - d. **Membership Outreach Chair** will coordinate recruitment and retention efforts, lead discussions and efforts about adding value to membership, and assist with online resource development efforts.
 - e. **Past Chair** will coordinate the annual Steering Committee nomination process, provide advice to Officers regarding past practices and other matters to assist the Board in governing the Network, and support the Chair and 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 V: Committees

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

Article VI: Secretariat and Fiscal Agent Function

1. The William D. Ruckelshaus Center Foundation will serve as the Secretariat and Fiscal Agent for the Network, with responsibility for:
 - a. Administrative tasks, including fiscal management, collection of dues and maintenance of a membership directory;
 - b. Activities that facilitate networking among members, including helping plan, coordinate, and carry out meetings;
 - c. Coordinating projects of mutual interest; and
 - d. Disseminating information and research to Network members.
2. Annual UNCG conference hosts will be responsible for conference logistics, including registration, venue and catering arrangements, and any related contracts, and covering up-front costs.

Article VII: Amendments

1. This Charter may be amended when necessary by a meeting of the membership, either in person or virtually (followed by electronic voting), with support from a two-thirds majority of the responding 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.