

BYLAWS FOR THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN

Article I. Name

The name of this organization shall be the Mansfield University President's Commission on the Status of Women (PCSW).

Article II. Mission

Our Mission is to advocate on behalf of women and to keep the President advised of women's issues relevant to Mansfield University.

Article III. Membership

Section 1. Regular Members

A. Composition

The Commission shall encourage representation from all constituencies on campus. These include:

- Athletics (1 member)
- At-large members (up to 2)
- Director of Multicultural Affairs or other diversity representative
- Director of Police Services & Safety or a replacement designated by the Director
- Director of Women's Center/Advocacy Program Coordinator
- Faculty (up to 4 members)
- Management (up to 2 members)
- Staff Unions (up to 4 members from SUA/AFSCME/UPGWA)
- Students (up to 5 from graduate students/non-traditional students/SGA member/equity group student/student advocate)
- Women's Studies Program Director or a replacement designated by the Director

B. Selection

The PCSW will notify all members of the campus community of available positions at least 30 days before elections are held. Candidates for membership on the Commission from academic faculty, staff unions, Athletics, and Management will be self-nominated or selected by members of their constituencies.

Students will be selected in the following manner:

- Graduate student will be selected by a graduate student organization or recommended by the Director of Graduate Programs.
- Non-traditional student will be selected or approved by the Non-traditional Student Organization.
- SGA member will be selected by the SGA.
- Equity member will be selected by an equity group on campus or recommended by the Diversity Representative.
- Student advocate will be selected by the Advocacy Program and the Advocacy Association.

At large members will be selected from the University community.

If more nominees are presented than can be accepted, the Commission will vote on the membership.

Every effort will be made to encourage diversity of representation. Gender will not be a consideration in the s/election criteria; however, s/elected individuals should be supportive of and have a genuine interest in women's issues.

S/elections will occur at the end of the Spring semester for the upcoming academic year. If any positions remain unfilled, an attempt will be made to fill them at the beginning of the Fall semester.

C. Representative's Terms

Representatives from faculty and staff shall serve two-year terms. Student representatives shall serve one-year terms. Representatives may serve consecutive terms. Every effort will be made to alternate terms of office in order to provide continuity among Commission members.

If a member is permanently vacating a position, the Chair will appoint a person from the appropriate constituency to complete the term.

If a member's University responsibilities preclude them from attending regular business meetings during a semester but the member continues to participate on committees, the member will remain on the Commission. The member will notify the Chair of the situation.

Section 2. Ex-Officio Members

The University President or President's representative will serve as an ex-officio member of the Commission. A member of the Council of Trustees will serve at the direction of the Trustees as an ex-officio non-voting member of the Commission.

Section 3. Duties

All members serve as liaisons for their constituencies and are responsible for disseminating information as well as expressing concerns to the Commission. In order to do this, attendance at all Commission meetings is vital. **Two unexcused absences, as determined by the Chair**, may result in a request from the Commission's Chair to resign. Members are also expected to serve on Commission committees.

Section 4. Meetings

The Commission will meet at least once a month throughout the academic year. This meeting each month shall be for the discussion of Commission business. One meeting per semester may be open to the campus community at large. In September, the Commission will hold two business meetings in order to facilitate the resumption of Commission business. The Commission requires a majority vote of members present. Additional meetings may be held on less frequent basis over the summer by a Summer Planning Committee, and may include any members on the campus or in the community for the purpose of initiating planning for the coming academic year.

Section 5. Accountability

The Commission's Chair will prepare an independent annual report detailing the Commission's accomplishments for the University President.

Section 6. Resources

Budget monies are funded through the Office of the University President. The Commission will be responsible for apprising the President of administrative and program needs on an ongoing basis.

Article IV. Officers

Section 1. Enumeration

The four officers of the Commission shall be a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 2. Eligibility

Each officer shall come from within the Commission membership of regular and ex-officio voting members.

Section 3. Election and term

A. One Chair shall be elected by and from the Commission members at the last meeting of the Spring semester for a two-year term. The Chair will be elected before any required voting on membership occurs. When Chairs are elected, they shall have their terms on the Commission automatically extended for a special two year term where they are not representing their constituency; they will be non-voting except for a tiebreaker or unless there is no other member of their constituency present at the meeting. If, after all membership positions have been filled, the vacancy created by the Chair remains unfilled, the affected constituency will need to s/elect another representative.

B. The Vice Chair, Secretary, and Treasurer shall be elected by and from the Commission members for a two year term.

C. Elections for officers will take place at the last meeting of the Spring semester.

D. Members elected as officers will retain their voting privileges, with the exception of the Chair.

E. Anyone who ends a term as an officer and does not want to run for another term as an officer must run for a position to represent their constituency.

Section 4. Duties

A. The Commission's Chair is responsible for calling and running meetings, writing agendas for the meetings, and serving as contacts to other women's commissions in the PASSHE System. The Chair will write the Commission's Annual Report to the President.

B. The Vice Chair shall be responsible for running the commission at any time that the Chair is not available. The Vice Chair will run the elections for the PCSW and chair the Budget Committee.

C. The Secretary will oversee the preparation and distribution of the business meetings' minutes **within one week of the meeting**.

D. The Treasurer will prepare annual budget reports for the University President, report to the Commission on the status of the budget and serve on the standing Budget Committee.

E. Committee Chairs must submit committee reports to the Chair by the Friday prior to the business meeting.

Article V. Committees

Section 1. Standing Committees

The Chairs of the Advocacy and Programming and Publicity Committee shall be appointed by the Commission membership. Committee Chairs may serve consecutive terms and are responsible for reporting on the activities of their committee at monthly business meetings.

List of standing committees:

- **Programming and Publicity Committee:** reviews programming in conjunction with the Women's Center, promotes the programming decided upon at the summer planning meeting. The Chair is appointed by the Commission.

- **Advocacy Committee:** comprised of at least 3 members, including the Advocacy Program Coordinator and the Affirmative Action Officer. The committee reviews the University's policies regarding sexual harassment and assault; monitors the university's responses to complaints from members of the University community through anonymous reporting; and serves as the overseeing agent of the Commission in matters related to improving the University climate for women. The committee provides a written summary of their monitoring to the Commission Chair at the end of the academic year.
- **Budget Committee:** The committee is chaired by the Vice Chair. The Vice Chair or her designee proposes a budget by the second meeting of the fall semester and notifies the Programming Committee of available funds for the year. The Treasurer serves as a standing member of the committee.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be authorized by the Chair to carry out programs or projects of the Commission. The Chair and members of such committees shall be appointed by the Commission Chair. Serving on an Ad Hoc committee does not constitute voting rights in the Commission.

- **Assessment Committee on the Status of Women:** reviews, researches, collects data when necessary, and reports to the Commission. The Chair is appointed by the Commission.

Article VI. Amendments

The By-Laws may be amended at any regular meeting of Commission by a two-thirds vote of the membership when the proposed amendment has been submitted at a previous meeting.

Article VII. Parliamentary Authority

Robert's Rules of Order, latest edition, shall govern all deliberations of the Commission when not inconsistent with the Commission's By-Laws.

Article VIII. By-Law Review

The By-Laws of the PCSW will be reviewed by an ad-hoc committee every five years or as needed.

Reviewed Fall 2006

Approved January 24, 2007