

West Chester University of Pennsylvania
President's Commission on the Status of Women
Revised: January 31, 2017
Ratified: April 13, 2017

These bylaws should be revised every three years or as needed. (Spring 2020, Spring 2023, etc.)
Bylaws

I. Preamble

The Commission was formed in fall 2011 by the president for a two-year appointment and charged with the following:

1. Examine the [Campus Climate Survey](#) data, including drilling down into details of responses and anecdotes not previously reported on, particularly as it relates to women and staff perceptions;
2. Collect information related to staff perceptions from the [Campus Climate Survey](#) from focus groups comprised of individuals from diverse areas, and of diverse backgrounds, ages and levels of responsibility;
3. Summarize these findings and make recommendations regarding steps to take to work toward improving the campus climate for women staff, faculty and students to President's Cabinet.

Commission submitted a report of their findings, and in fall 2014, the president approved the commission to continue its work.

The co-chairs of the previous commission and the subsequently formed planning committee propose the following bylaws for the structure and purpose of the Commission.

II. Year One Charge

These bylaws will be reviewed and revised as necessary after its first year, 2015-16. During the first year of this new committee formation, the Commission will establish the full membership, form any necessary subcommittees, and develop any additional procedures or policies.

III. Name

WCU President's Commission on the Status of Women

IV. Purpose

In support of the University's mission, Values Statement, and Vision Statement, the Commission shall function as an advisory group that recommends and advocates for the improvement of working conditions, climate, and safety for women on campus through the following activities:

- A. Study institutional and educational policies of the University and to make recommendations to the administration and the bargaining agents concerning, but not limited to the following as they impact women's success and safety on campus: academic policies, public safety policies and practices, employment and benefits information, social equity policies, student life, etc.
- B. Provide Commission-sponsored recommendations to president and cabinet on issues affecting women on campus. President shall provide a formal response to the recommendation for Commission records.
- C. Advise the President and cabinet on women's concerns across the divisions, in other informal ways as requested.
- D. Advise and, when appropriate, participate or consult (e.g., diversity consultant) on search committees, tenure and promotion cases, strategic planning, program development, climate surveys, etc. to ensure fair consideration of issues that impact women.
- E. Serve as an interface between students, staff, and faculty and the administration, bargaining agents, and the Council of Trustees on women's issues.
- F. Promote the enrichment and development of women and raise the visibility of women's contributions to the university and in larger global context.
- G. Foster women's leadership at all levels.
- H. Coordinate with or provide point of contact for other internal and external organizations for women, e.g., PASSHE Women's Leadership, AAUW, local and regional community contacts, etc.

V. Membership

A. Member Appointments

1. Members shall be nominated by their constituencies or by self-nomination, for approval and appointment by the president.
2. Official letter of appointment will come from the president.
3. Members will serve staggered three-year terms, with a maximum of 1/3 of the members being rotated off in any given year. However, rotations will not be required of constituency groups that are instrumental to the work of the commission and have a small pool of people from which to draw (These are: Diversity Officer, Frederick Douglass Institute, Frederick Douglass Society, Lesbian, Gay, Bisexual, Transgender Concerns Committee, Office of Multicultural Affairs, Office of Social Equity, Office of Services for Students with Disabilities, Women's Center, and OPEIU (Nurses Union)). Of the remaining constituencies, those designated as "A" will rotate off in Spring of 2018 and every third year thereafter. Those designated as "B" will rotate off in Spring of 2019 and every third year thereafter. Those designated as "C" will rotate off in Spring of 2020 and every third year thereafter.
4. If members choose to go off of the Commission prior to their term ending, they must find a proxy to finish the term.
5. When rotating off of the commission, the member will solicit their constituency for a replacement, and seek input from the President and/or Commission members as needed.
6. If a member is serving a term on the executive committee during the year that they are scheduled to be rotated off of the commission, they will finish their service on the executive committee as stated section VI B in the bylaws. A new member will still start to represent their constituency, thus continuing the rotation for that constituency. The executive committee member's service to the commission will end when they finish their term on the executive committee.

B. Members

1. Members of all genders who support the mission of the Commission are welcome to serve on the Commission.
2. Members shall reflect the diverse cross-section of women faculty, staff, and students at WCU, and shall represent diversity in race, ethnicity, sexual orientation, gender identity, socio-economic class, ability, rank, age, and other.
3. Members shall represent the concerns and interests of their constituencies and are charged with providing information and facilitating communication between the Commission and their units.
4. The commission shall have representatives from each of the following entities:
 - a) *AFSCME: secretarial staff and custodial/grounds staff (A)*
 - b) *APSCUF leadership (B)*
 - c) *Campus Climate Intervention Team (C)*
 - d) *Diversity Officer*
 - e) *Faculty Senate: up to 3 members representing different colleges and ranks (A) (B,C for additional members)*
 - f) *Graduate Student Association (B)*
 - g) *Frederick Douglass Institute*
 - h) *Frederick Douglass Society*
 - i) *HERS alumna (C)*
 - j) *Human Resources (A)*
 - k) *Lesbian, Gay, Bisexual, Transgender Concerns Committee*
 - l) *Manager/Upper Administration (appointed by president) (B)*
 - m) *Multicultural Faculty Commission (C)*
 - n) *Office of Multicultural Affairs*
 - o) *Office of Social Equity*
 - p) *OPEIU (Nurses Union)*
 - q) *Office of Services for Students with Disabilities*
 - r) *Public Safety (A)*
 - s) *SCUPA (B)*
 - t) *Student Affairs (C)*
 - u) *Student Government Association (A)*
 - v) *Women's Athletics (B)*
 - w) *Women's Center*
 - x) *Women's and Gender Studies Program (C)*

5. At large members should be drawn from the more general population, if not already represented above, including but not limited to the following:
- a) *Students (A, B, C)*
 - 3 members, at least one non-traditional student, from different ranks
 - Students of color
 - LGBT students
 - b) *Faculty (A, B, C)*
 - 3 members, at least one non-tenure track faculty, from different disciplines and ranks
 - c) *Staff (A, B, C)*
 - 3 members, in different positions, ranks, and years of service

C. Member Duties

1. Members are expected to attend meetings or provide a proxy.
2. Members and/or proxy are expected to take information back to their constituencies.
3. Members must be willing to stay informed about committee priorities and participate in discussions, elections, etc. (alternate arrangements will be provided whenever possible: video chat, conference call, online surveys, etc.).
4. Members shall bring constituency concerns to the Commission's attention.
5. Members may suggest agenda items at least one week prior to the scheduled meeting by contacting the executive committee.
6. Members will serve on a sub-committee for the duration of their term.
7. Members who do not attend meetings, respond to emails, or participate in decisions or in committee or subcommittee business will have their membership revoked, and the position will be re-appointed. Members who miss more than one Commission meeting without sending a proxy per academic year will be replaced.

VI. Committee Organization

A. Officers, Duties, Terms

1. The chair shall be nominated by the Commission members and approved and appointed by president. Chair and shall serve a two-year term, after which he/she will move to the executive committee to serve as past chair for at least one year.
2. The co-chair shall be selected by the chairperson with the approval of commission members, then he or she shall be approved and appointed by the president. The co-chair shall serve a two-year term before moving into the chair position for a 2-year term. (In other words, co-chairs must serve a minimum of 5 years on the Commission).
3. The recording secretary shall be selected by the chair(s) with the approval of commission members. The secretary will manage the committee membership list, minutes, and communications. The secretary shall serve a two-year term.
4. Officers will convene an executive committee to provide leadership for sub-committees and support for committee business, and advise on yearly priorities, meeting agendas, etc.

B. Executive Committee Terms

1. The officers above will serve on the Executive Committee (EC).

2. The EC shall be comprised of no more than 7 members, and shall include additional members of the broader committee, and at least one student.
3. The non-officer members of the EC will be nominated by the broader Commission body. (An ad-hoc nominating committee may be formed to manage these internal appointments).
4. EC member terms and appointments shall mirror those of the other members.

C. Executive Committee Duties

1. The EC's role is to engage the larger membership on issues and concerns, solicit their feedback, and use the feedback to formulate recommendations on those issues to present to the president and cabinet for consideration.
2. EC is responsible for providing an annual report to the president and to the Commission member body.
3. EC shall convene meetings of the larger membership, at least annually.
4. EC shall provide the larger membership with communications and updates on activities, events, decisions throughout the year as necessary.
5. EC shall appoint, with input from the membership, any necessary subcommittees.

D. Commission Meetings

1. Entire body will meet once a semester or year for discussion of issues.
2. Executive committee will meet as necessary to discuss activities and initiatives.
3. Subcommittees will be convened as needed to address committee business and initiatives.
4. Subcommittees should provide regular updates and reports to the executive committee.

E. Decision Making:

1. Decisions will be made at the sub-committee level.
2. Decisions will be brought back to the larger committee for deliberation.
3. A vote of $\frac{3}{4}$ of the membership is needed to move forward.

VII. Amendments to Bylaws

Any amendments to the bylaws must be discussed by executive committee and passed by 2/3 vote of the entire Commission body.

VIII. Regulations

Nothing in this document may override or contradict any established policies or regulations set by WCU, PASSHE, Board of Governors, or the Commonwealth of Pennsylvania.