

# BYLAWS

## WASHINGTON STATE UNIVERSITY PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN

Washington State University  
Adopted 1971  
Amended March 1994  
Amended March 1999  
Approved 2003  
Approved October 28, 2005  
Amended April 2009  
Amended July 2017  
Approved November 8, 2017

The Washington State University (“WSU”) President's Commission on the Status of Women (“CSW” or “Commission”) was established in 1971 to gather data and make policy recommendations regarding matters pertaining to all women employed by the University and women students; to work with other organizations on the WSU campuses and communities; and to create an awareness of attitudes and sensitivity to the practices which constitute overt and covert discrimination against women. In addition to gender, the Commission promotes diversity and addresses race, class, age, ethnic origin, disability, and sexual orientation issues.

The Commission meets on the third Friday of each month.  
The Executive Committee meets on the second Thursday of each month.

### FUNCTIONS:

1. To advise the President and Executive Vice President to gather data, and to make policy recommendations on all issues relevant to women including, but not limited to:
  - (a) Matters pertaining to all women at the University including, but not limited to, institutional climate, advancement and leadership, safety, childcare, and anti-discrimination/harassment practices.
  - (b) Matters pertaining to women employees such as job opportunities, hiring practices, career advancement, salary equity, appointments to key committees in leadership roles, family medical leave, and other benefits.
  - (c) Matters pertaining to women graduate, professional, and undergraduate students such as: admission practices, awarding of financial aid, graduation rates, fellowships and assistantships, advising practices, housing, mentorship, and professional development.

2. Establishing close working relationships with other groups on WSU's campuses and in the community, and working in areas related to the status of women to include, but not limited to: the Office for Equal Opportunity, the Office of Equity and Diversity, the Division of Student Affairs, the Faculty Senate, Graduate School, Human Resource Services, Associated Students of WSU, Graduate and Professional Student Association, Association for Faculty Women, Coalition for Women Students, Women's Resource Center, Women's Studies, Gender and Sexuality Alliance, Commission on Gender Identity and Sexual Orientation, Gender Identity/Expression and Sexual Orientation Resource Center, and the Governor's Interagency Committee of State Employed Women.
3. Preparing and disseminating a report every summer, advising the President and Executive Vice President of the current year's accomplishments, recommendations, and data collected. This report will include a brief report from each CSW subcommittee provided to the Chair no later than June 15<sup>th</sup> of each year. The final report will contain an executive summary of the subcommittee's recommendations and a chair's report. It will subsequently be submitted to the University President and Executive Vice President over the summer one to two weeks in advance of a meeting with the CSW leadership, as schedules allow. The report shall also be published for general membership and posted to the CSW sharepoint/website as a public document.
4. Recommending to the President and Executive Vice President courses of appropriate action to enhance the status of women and to address inequities in outcomes and opportunities for women.

#### COMPOSITION AND TENURE:

1. In February and March of each year, the Commission publishes a general call for membership nominations, both in CSW meetings and to the larger University community. In April of each year, the nominees are reviewed and voted on. The chosen candidates are then recommended to the President, who appoints the voting membership, for inclusion on the Commission. The membership consists of a total of 27 voting members – with a minimum of: 18 from the Pullman campus, 1 from the Tri-Cities campus, 1 from the Vancouver campus, 1 from the Spokane campus, 1 from any non-Pullman campus and the remainder from any of the previously mentioned constituencies, and/or learning centers, extension offices, or any other WSU locations – and non-voting, ex-officio members representing other WSU constituencies.

Voting Members:

Representation:

- (a) A minimum of nine (9) members, from faculty,

administrative/professional, and classified staff, with no fewer than three from each of the three categories.

- (b) A minimum of four (4) students, with no fewer than two undergraduate and two graduate students.
- (c) At least one (1) member from each of the Spokane, Tri-Cities, and Vancouver campuses and one (1) variable member from a non-Pullman campus. Each campus may assemble a committee comprised of faculty, staff, graduate and undergraduate students, and administrative/professional personnel to address women's issues on their campus. Such a committee will elect from its membership one representative (from any category) to serve as the voting CSW member.
- (d) Seven (7) variable non-student positions to be elected from available applicants in any mentioned non-student constituencies (faculty, administrative/professional, or classified staff), and/or learning centers, extension offices, or any other WSU locations.
- (e) Three (3) variable positions to be elected from available applicants in any mentioned constituencies, and/or learning centers, extension offices, or any other WSU locations.

Note: Voting member representation for (a), (b), (d) and (e) can be from any WSU location as long as requirement of 18 total members from Pullman is met.

Non-Voting Members (all ex-officios):

Prior to the beginning of the academic year, the Chair will work with the Membership Coordinator to reach out to the constituent groups for ex-officio representation. These groups will select a representative from their organizations, as they see fit, to serve as an ex-officio member. Ex-officios members may renew their membership each year.

Ex-officio representation is recommended, but not limited, from the following types of organization, centers and programs:

- (a) Director or designated representative, Women Studies Program,
- (b) Director or designated representative, Women's Resource Center,
- (c) A representative from the Association for Faculty Women,
- (d) A representative from the Graduate and Professional Student Association,
- (e) A representative from the Associated Students of WSU,

- (f) A representative from the Coalition for Women Students,
- (g) Chair or designated representative, Faculty Senate,
- (h) A representative from Gender Identity/Expression and Sexual Orientation Resource Center,
- (i) Chair or designated representative, Administrative and Professional Advisory Council,
- (j) A representative from the Governor's Interagency Committee of State Employed Women,
- (k) A representative from YWCA,

as well as from these administrative offices:

- (l) A representative from the Division of Student Affairs,
- (m) A representative from the Graduate School,
- (n) A representative from Human Resource Services,
- (o) A representative from Office of Equal Opportunity, and
- (p) A representative from the Office of Equity and Diversity.

2. Terms for faculty, staff and administrative/professional members are for two (2) years. Terms for undergraduate and graduate members are for one (1) year. All standard terms begin on July 1st and end on June 30th. There is no limit to the number of sequential terms a voting member may serve.
3. Vacancies through normal expiration of term shall be filled as follows: The Membership Coordinator and each non-Pullman campus committee shall contact liaison groups and recruit interested persons to submit names for consideration for membership in March and April of each year. Recruitment shall occur during the Women's History Month activities each year. Calls for applicants shall also occur through official WSU media in February and in March of each year. Commission members may also recommend candidates at the monthly meetings in February and March. In April or early May of each year, the Membership Coordinator shall compile the nominees and prepare a vote for the general voting membership. The Membership Coordinator shall then compile the rankings of all membership nominees/candidates according to the number of votes received by the CSW voting membership, and provide results to the Chair and CSW membership. Once a final recommendation is reached, the Commission shall prepare a list of nominees to present to the President or his/her appointed representative to be considered for appointment to the voting membership. The President's Office will make the final determination on membership.
4. Vacancies that occur during the year shall be filled for the remainder of the vacant term by special election from the CSW voting membership. Members who have filled a vacant term may be considered for reappointment to a consecutive regular membership term.

5. A member (voting or ex-officio) may be asked to resign after three (3) consecutive unexcused absences, or five (5) unexcused absences within one year. Those who find themselves absent (in person or virtually) from the University for an extended period, or otherwise find themselves unable to contribute their efforts, are asked to consider early resignation.

#### DUTIES OF OFFICERS AND MEMBERS:

All officers will be elected and selected from the membership in April or May of each year. The Executive Committee shall consist of elected officers to include Past Chair (if willing to serve), Chair, Chair-Elect, Membership Coordinator, Recorder/Historian, Public Relations Liaison, and Search Committee/Affirmative Action Liaison, and a Representative At Large, usually a subcommittee chair, appointed by the Chair from a segment of the Commission that is not already represented by those on the Executive Committee. Note that the Representative At Large shall not have voting privileges on the Executive Committee. The Chair and Chair-Elect shall be elected from the current voting membership and have held a voting membership position on the CSW for at least one year prior to election. The Executive Committee members will hold their positions on the executive board for one (1) year. Those individuals may be re-elected to serve on the Executive Committee a second time if there is at least a 50% affirmative vote by a quorum of the current voting CSW membership that the same individual(s) may continue and no other current voting member is interested. Individuals may not serve five (5) consecutive terms on the Executive Committee, regardless of which position(s) they hold.

1. The Executive Committee shall serve as the governing board for the Commission. The Chair of each subcommittee shall be invited to the Executive meetings as a non-voting member of the Executive Committee. The Executive Committee shall hold regularly scheduled meetings on the 2nd Thursday of each month.
2. The Chair-Elect shall succeed to the office of Chair on July 1st following the election. The term of office for the Chair shall be from July 1st to June 30th of the year following their term as Chair Elect.
3. The Chair, if willing, may continue on for one year past the expiration of his/her term as Chair, in the role of Past Chair and advisor to the new Chair, and as an active member of the Executive Committee with voting privileges. Additionally, it is recommended that the Past Chair, where possible and appropriate, oversee to completion assignments taken on during their tenure as chair.
4. The Membership Coordinator shall maintain the nomination forms and election materials. This requires that an announcement for elections be distributed to the membership and broader WSU community base in February and no later than the

date of the March CSW meeting each year. Voting will be completed at the monthly CSW meeting in April or at the spring retreat. The Membership Coordinator will work with the Public Relations Liaison to develop and disseminate an advertisement for new members in February and March, requesting nominations and applications to be completed by each nominee, nominator, or interested individual. Each application packet will be forwarded to all voting CSW members and should be voted on in April or early May. At the monthly meeting in April or May, the Membership Coordinator will inform the membership of the voting results for new members, and the new members will be invited to attend and be introduced. The Membership Coordinator shall also update the CSW listserv, sharepoint/website, and work with the Chair to maintain an accurate list of ex-officio positions and members.

5. The Recorder/Historian shall prepare and keep the official minutes of all regular Commission meetings, in addition to any special Commission meetings, and will coordinate Commission correspondence as directed by the Chair. Minutes shall first be sent to the Executive Committee for review no later than seven (7) business days prior to the next scheduled meeting. The minutes shall then be sent to the general membership no later than five (5) business days prior to the next scheduled meeting, for review, discussion, and approval at the meeting. The Recorder/Historian will serve as keeper and manager of all relevant information for the Commission, which shall be kept on a Sharepoint with levels of access accorded to the Executive Committee, voting membership, and general public. The Historian shall also prepare and keep the official minutes of all Executive Board meetings.
6. The Public Relations (PR) Liaison's chief duty is to keep the Commission work in the forefront of the University community and to coordinate all press releases, correspondence, etc. for the Commission's work, including publicizing the Commission officers and membership through appropriate university media (WSU Today/Evergreen, social media, etc.)
7. The Search Committee/Affirmative Action (EEO/AA) Liaison's chief duty is to keep the Commission involved in, and informed of, affirmative action and search activities throughout the University, and to select ad hoc representatives from the Commission to serve on University search committees. These ad hoc representatives will represent the Commission's perspective in the evaluation and selection of job candidates by participating as active members of faculty, civil service, and administrative professional search committees (see WSU Business Policies and Procedures Manual numbers 60.11, 60.17, 60.18, Recruitment and Selection of [University] Personnel), participating as the Commission's representative during open forums with job candidates, providing input regarding the job candidate's commitment to women's issues, and assisting in determining the candidate's ability to effectively relate to and interact with women's groups.

8. Ex-officio members' primary duty is to facilitate the communication and understanding between the Commission and the group they represent by reporting during regular monthly meetings to the Commission on their constituency's issues and concerns and relaying back to their constituency the Commission's concerns and priorities. Ex-officio members are expected to attend all regular meetings of the Commission and participate in committee activities. Note that ex-officio members do not hold voting privileges within the Commission, nor may they serve on the Executive Committee (with the exception of the At Large Representative, as appointed by the Chair).

## **ELECTION OF EXECUTIVE OFFICERS**

### Qualifications

A candidate for executive office shall be a member in good standing who has demonstrated leadership qualities and who supports the objectives of the Commission on the Status of Women and the Goals of Washington State University. Note that the Chair and Chair-Elect must have served as a voting member for one year prior to their election to those positions. However, it is noted that voting members who have newly joined the Commission may be elected to the other executive positions in their first year of voting membership.

### Terms of Office

- a. The Chair is filled by the succession of the Chair-Elect to the position. The Chair shall serve for a term of one (1) fiscal year and until his/her successor has taken office.
- b. The Chair, Chair-Elect, and all other Executive Committee positions shall be elected for a term of one (1) fiscal year and each shall serve until his/her successor has taken office.

## **PROCEDURES:**

1. The Commission shall hold regularly scheduled meetings at least once a month, to be scheduled for the 3<sup>rd</sup> Friday of each month, and will distribute in advance of the meeting an agenda and the previous month's meeting minutes for review. The Chair, as necessary, may call other meetings and/or Executive Meetings, with seven days prior notification to all applicable members.
2. A quorum shall consist of:
  - (a) Fifty (50) percent of current voting members plus one, or
  - (b) A minimum of five (5) voting members present (either virtually or personally) at a meeting provided five (5) days prior notice of the meeting has been given.

3. Persons wishing to present items for consideration shall request, in advance, that such items be placed on the agenda at least seven (7) days prior to the regularly scheduled meeting. Agenda items shall be submitted to the Chair or members of the Executive Committee for consideration prior to inclusion.
4. Interested groups and individuals are invited to recommend persons to attend meetings. The following two principles apply:
  - (a) Guests may speak at meetings when recognized by the Chair but have no voting rights.
  - (b) Guests may submit agenda items in writing to the Chair at least two (2) days prior to the regularly scheduled meeting.
5. All correspondence and meetings on behalf of the Commission shall be logged in the minutes of the next regular meeting. These, along with a complete file of the Commission correspondence and business, shall be kept with the Chair and/or Recorder. Official Commission records, to include minutes, shall be housed on a designated website or Sharepoint.
6. The Commission requests that the Office of the President provide the following services to support the Commission on the Status of Women: (a) preparation of budget reports for the Commission; and (b) preparation of university forms as needed for special events, travel and other services. All budgetary expenditures shall be approved by the Executive Committee of the commission and processed through the finance officer located in the Office of Equity and Diversity. Signature authority on the CSW budget shall be passed to the incoming Chair, Chair-Elect and Past Chair each fall by using the following BPPM 70.02 found at: [http://www.wsu.edu/~forms/HTML/BPPM/70\\_Purchasing/70.02\\_Expenditure\\_Authority.htm](http://www.wsu.edu/~forms/HTML/BPPM/70_Purchasing/70.02_Expenditure_Authority.htm)
7. All Commission subcommittees shall be designated by the Commission membership, shall include a mix of representation of the CSW membership, and can include non-Commission members. All such subcommittees shall report to the Commission as a whole at each general membership meeting.
8. All subcommittees are required to submit a formal, written summary report of activities that have taken place during the academic year, or following completion of a designated charge, and shall submit minutes of their scheduled meetings, all to become part of the permanent record no later than June 15th. The subcommittee reports will be included in CSW's annual report that is presented to the President and Executive Vice President during the summer. Meeting minutes and subcommittee documents should be given to the Recorder/Historian for filing with the CSW archives.
9. These bylaws may be amended by an affirmative vote of fifty (50) percent of current voting members plus one. Approved amendments shall then be sent to the

President and Executive Vice President for review and official approval. Bylaws, once approved, should be forwarded to the President's Office to update the CSW webpage; distributed to the general membership; and published to the listserv so as to reach the general University community.

10. CSW Endorsement Request Procedures: Any person or group requesting public support, sponsorship or endorsement from the Commission shall follow the following procedures before attaching the Commission name.
  - a. The requestor shall attend the appropriate subcommittee meeting
  - b. Put forth request for support
  - c. Obtain feedback from the subcommittee
  - d. Make appropriate changes, if required
  - e. Resubmit request for feedback from subcommittee.
  - f. After subcommittee approval the request shall be put to the entire voting membership at the next regular meeting of the Commission.

\*Voting members may request additional time to review request and supporting documents.

\*The Commission name may be published as a supporter, sponsor, or endorser ONLY AFTER receiving an affirming vote from a quorum of voting members.

\*The University name, brand, or logo(s) may only be used by non-WSU entities with prior written approval from a duly authorized representative in the WSU Licensing and Trademarks office.