History
The Washington State University President’s Commission on Gender Identity/Expression and Sexual Orientation (GIESO) was established to gather data and make policy recommendations regarding matters pertaining to all LGBTQ+ faculty and staff employed by the University and 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 LGBTQ+ individuals. In addition to gender and sexuality, the Commission promotes diversity and addresses race, class, age, ethnic origin, and disability.

Meeting Dates
The Commission meets on the third Wednesday of every month from 3:00 PM-4:00 PM.
The Executive Committee meets on the second Thursday of every month from 8:00 AM-9:00 AM.

Attendance
A member (voting or ex-officio) shall be asked to resign after three (3) consecutive absences or five (5) absences within one year. Additionally, voting members shall be asked to resign if not active on at least one subcommittee. Those who find themselves absent (in-person or virtually) from the University for an extended period of time or otherwise find themselves unable to contribute their efforts are asked to consider early resignation. The Commission acknowledges participation on GIESO is service to the institution. If a member must be absent from a general assembly meeting or subcommittee meeting because of other professional and/or personal commitments, they may still engage with GIESO’s work on their own time provided they continue to demonstrate purposeful contributions to the Commission.

The Commission does not typically meet during June and July because of the nine-month contracts of some members. The Commission may, however, have an optional meeting with the President in June.

Functions
1. The Commission on Gender Identity/Expression and Sexual Orientation, hereafter referred to as “the Commission,” reports to and advises the President on matters relating to needs and concerns of the campus communities related to gender identity/expression and sexual orientation, including advocating for the campus community to the university administration.

2. The Commission provides a forum for the coordination of activities relevant to the campus condition for gender identity, gender expression, and sexual orientation. These activities may include but are not limited to:
   a. Representing the views, needs, and concerns of the campus communities related to gender identity, gender expression, and sexual orientation (gay, lesbian,
bisexual, transgender, gender non-conforming, intersex, questioning, queer and supporting communities)
b. Identifying and advocating for policies and services in support of issues regarding gender identity, gender expression, and sexual orientation
c. Informing campus communities about the university’s policies, initiatives, priorities, plans, and services regarding issues of gender identity, gender expression, and sexual orientation
d. Acting as a forum, through monthly meetings, by which the campus community may express comments and concerns about issues pertaining to gender identity, gender expression, and sexual orientation to university administrators
e. Developing and setting priorities for action items from current reports and surveys (e.g., the Council on Campus Climate’s Homophobia Report, Office of Outreach and Education, and the university’s climate survey)
f. Collecting and disseminating data relevant to the campus functioning regarding gender identity, gender expression, and sexual orientation

3. The Commission establishes close working relationships with other groups throughout the WSU system and in the community working in areas related to gender identity, gender expression, and sexual orientation to include, but not limited to:
   a. The Office of Compliance and Civil Rights, Associated Students of WSU, Association for Faculty Women, the Faculty Senate, President’s Commission on the Status of Women, Graduate and Professional Student Association, The Associated Students of Washington State University (ASWSU), Graduate School, Human Resource Services, the Division of Student Affairs, the Office of Outreach and Education, Gender Identity/Expression and Sexual Orientation Resource Center, Women’s Resource Center, the Coalition for Women Students, and the Administrative and Professional Advisory Council.

4. The Commission prepares and submits a summary report by the end of June of each year to the Office of the President and Office of the Provost. The Commission prepares and presents a mid-year update for the President each fall. These reports advise the President and Executive Vice President of the current year’s accomplishments and courses of appropriate action to enhance the status of queer people and to address inequities in outcomes and opportunities for LGBTQ+ individuals. The reports will include input from each GEISO subcommittee provided to the Chair approximately one week in advance of the meeting with the President. 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 President and Executive Vice President over the summer one to two weeks in advance of a meeting with the GIESO leadership, as schedules allow. The report shall also be published for general membership. The Commission has a Microsoft Teams site for communication and housing documents.
Composition and Tenure

1. The Commission recommends nominees for membership to the President.
   a. In the spring and early summer of each year, the Commission publishes a general call for membership nominations, both in GIESO meetings and to the larger university community. In August 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 44 voting members with the following desired representation across the WSU system:

A. Pullman campus (desired composition from Pullman includes the following):
   a. 2 undergraduate student members  
   b. 2 graduate student/professional student members  
   c. 5 civil service/AP staff members  
   d. 5 faculty members  
   e. 2 community representatives

B. Unlimited ex-officio members

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.

Ex-officio representation is recommended, but not limited, from the following:

(b) 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 The Office of Compliance and Civil Rights, (p) A representative from the Office of Outreach and Education, and (q) A representative from the Access Center.

Campus positions are held for Everett, Tri-Cities, Spokane, Vancouver, and Global; however, in the event of greater interest from these campuses or the pursuit of representation across the entire WSU system, positions can be reassigned from the Pullman campus on an ad hoc basis.

C. Tri-Cities campus
   a. 3 student (undergraduate or graduate) members  
   b. 3 faculty/AP/staff members

D. Vancouver campus
   a. 2 student (undergraduate or graduate) members  
   b. 3 faculty/AP/staff members
E. Spokane campus
   a. 3 student (undergraduate or graduate) members
   b. 4 faculty/AP/staff members
F. Everett campus
   a. 1 student (undergraduate or graduate) member
   b. 1 faculty/AP/staff member
G. Global campus:
   a. 1 student (undergraduate or graduate) member
   b. 1 faculty/AP/staff member
H. Any campus:
   a. 6 at-large faculty/AP/staff members

2. Terms:
   a. Students: 2-year term with the option for continuing renewal
   b. Faculty/Staff/AP: 2-year term with the option for continuing renewal

3. Note: Voting member representation for (a), (b), (d) and (e) can be from any WSU location as long as requirement of 8 total members from Pullman is met.

4. Members are expected to participate on at least one subcommittee. Current GIESO subcommittees include Visibility/Programming/Recognition, Mentoring, and Recruitment/Retention.

5. Leadership is elected annually by the membership of the Commission. Election occurs by the end of each academic year for the following academic year in April or May.
   a. Chair
   b. Chair-elect
   c. Secretary
   d. Historian
   e. Membership Coordinator
   f. Representative at-large

6. Vacancies: Recruitment occurs via the WSU Insider with a call for applicants when vacancies arise. Commission members can recommend or nominate applicants. The interested person submits an application for consideration. The voting members of the Commission accept the applicant pending a majority vote. The Chair handles the membership appointment through the President’s office.

**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, Secretary, Historian, and a Representative at-large who is usually a subcommittee co-chair appointed by the Chair from a segment of the Commission 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 GIESO 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 GIESO 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 co-chairs 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 second Thursday of each month.

2. The Chair shall be elected in the spring semester in preparation for the next academic year. Their term shall be for one year starting July 1st through June 30th. They are responsible for communicating with the Office of the President, the Chair of the Commission on the Status of Women, and providing leadership to GIESO. The Chair assembles the three GIESO subcommittees, solicits the membership for leadership roles, and supports GIESO’s pursuit of designing and implementing campus-specific and system-wide initiatives.

3. 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. The Chair-elect may co-lead the last general assembly meeting of the academic year prior to the start of their term to help assess GIESO’s progress and provide goal setting for the next term.

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 GIESO meeting each year. Voting will be completed at the monthly GIESO meeting in April or at the spring retreat. The Membership Coordinator will develop and disseminate an advertisement for new members in late spring and mid-summer requesting nominations and applications to be completed by each nominee, nominator, or interested individual. Each application packet will be forwarded to all voting GIESO members and should be voted on at the first general assembly meeting in August. After the monthly meeting in August, the new members will be invited to attend and be introduced. The Membership Coordinator and Chair shall also update the GIESO listserv, Microsoft Teams channel, GIESO website, and work to maintain an accurate list of ex-officio positions and members.

5. The Secretary 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 Secretary shall also prepare and keep the official minutes of all Executive Board meetings. The Chair and Secretary are responsible for arranging the virtual meeting space for Commission meetings.

6. The Historian will serve as keeper and manager of all relevant information for the Commission, which shall be kept on Microsoft Teams with levels of access accorded to the Executive Committee, voting membership, and general public.
7. Ex-officio members report on relevant topics from their respective groups on their constituency’s issues and concerns and relaying back to their constituency the Commission’s concerns and priorities. Ex-officio members are non-voting members who are invited to attend all regular meetings of the Commission and participate in committee activities. They may hold any office on the Commission except for the positions of Chair or Chair-elect.

    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 organization, as they see fit, to serve as an ex-officio member. Ex-officio members may renew their membership each year.

8. The Members at-large will select a subcommittee to join and attend a once per month subcommittee meeting in addition to the member meetings every third Wednesday of the month. Members at-large will be responsible for carrying out subcommittee tasks, providing subcommittee updates at all member meetings, collaborating on the subcommittee end of year reports, voting on GEISO decisions, and communicating with fellow members.

    Note that the representative at-large shall not have voting privileges on the Executive Committee.

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 GIESO 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 their 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 their successor has taken office.

PROCEDURES:

1. The Commission shall hold regularly scheduled meetings on the third Wednesday of each month. The Chair or Secretary 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 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 electronic agenda.
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 (3) 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 Secretary. Official Commission records, to include minutes, shall be housed on Microsoft Teams.

6. The Commission requests that the Office of the President provide the following services to support GIESO:

(a) Preparation of budget reports for the Commission

(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 a finance officer located in the Office of the President. Signature authority on the GIESO budget shall be passed to the incoming Chair each fall in consultation with the President’s Office finance officer.

7. All Commission subcommittees shall be designated by the Commission membership, shall include a mix of representation of the GIESO membership, and can include non-Commission members. All such subcommittees shall report to the Commission at each general membership meeting.

8. All subcommittees are required to submit a formal summary 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 1. The subcommittee reports will be included in GIESO’s annual report presented to the President and Executive Vice President during the summer. Meeting minutes and subcommittee documents should be given to the Historian for filing with the GIESO 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 GIESO webpage, distributed to the general membership, and published on Microsoft Teams.

10. GIESO 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.

Helpful information

GIESO website and list of members:
https://president.wsu.edu/gender-identity-sexual-orientation/

WSU contact person to update website with member names and any other items:
Kristi Tattershall (Krisiti.tattershall@wsu.edu)

GIESO Listserv:
Address: giesocommission@lists.wsu.edu
Login: https://lists.wsu.edu/mailman/admin/giesocommission/

WSU contact person to help with troubleshooting listserv:
Wendy Thomas at crimsonservicedesk@wsu.edu

GIESO Microsoft Teams: “SA GIESO”

WSU contact people to help with channel: Matthew Jeffries (matthew.jeffries@wsu.edu)

GIESO membership application can be found here:
https://wsu.co1.qualtrics.com/jfe/form/SV_3waWI2vqcm1JWgR

Contact person for the Qualtrics is Rocky Lucas (rocky.lucas@wsu.edu)

Contact person to manage calendar invitations with President Schulz:
Ginger K. Druffel (gkdruffel@wsu.edu)

Contact person to manage our spending and budget:
Joel Thomas McChesney (jmcchesney@wsu.edu)

Contact person for ASWSU representative:
Brian Shuffield (shuffield@wsu.edu)
Joel Aleman (aswsu.university@wsu.edu)
Jhordin Prescott (aswsu.chief@wsu.edu)

Helpful website – statement from the Office of the President on work time for faculty/staff serving on GIESO:
https://president.wsu.edu/staff-and-faculty-release-time-for-committee-participation/