

THE WAYNE STATE UNIVERSITY PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN



BYLAWS

I. NAME

The name of this organization shall be The Wayne State University President's Commission on the Status of Women (COSW).

II. MISSION

The COSW advises Wayne State University's Office of the President and the larger campus community on issues facing women students, staff, faculty, and alumni including gender equity and equality, social justice, and intersectionality. The Commission advocates for women through programming, university service, outreach, research, and policy recommendations.

III. COMMISSIONERS

A. Composition

The full commission of the COSW shall consist of up to thirty (30) Commissioners who demonstrate a substantial interest in and commitment to the work of the Commission. The composition of the COSW will be a balanced representation of Wayne State University faculty, staff, students and alumni. A minimum of two Commissioners shall be Wayne State University students, one undergraduate and one graduate. The COSW will invite the Wayne State University Student Dean of Students Office to recommend undergraduate students while the Graduate Student Office will be invited to recommend graduate students.

The Office of the President, the Equal Employment Opportunity Office, the Director of the Gender, Sexuality and Women's Studies Program, the Office of Multicultural Student Engagement, the Dean of Students Office, and the Office of Marketing and Communication may appoint liaisons as ex-officio commissioners of the COSW. When appropriate, additional liaisons may be invited upon a majority vote of the commissioners present at regular Commission meetings. Liaisons may attend COSW meetings and participate in the activities of the COSW in a non-voting capacity. Liaisons may not serve as chairpersons of COSW standing or ad hoc committees.

Upon recommendation of the Membership Committee, and a majority vote of the Commissioners present at a regular Commission meeting, the COSW may invite Honorary Commissioners with particular expertise of value to the Commission to join the Commission. Honorary Commissioners may attend COSW meetings and participate in the activities of the COSW in a non-voting capacity. Honorary commissioners may not serve as chairpersons of COSW standing or ad hoc committees.

B. Nominations

Each winter term, the COSW will invite Wayne State University faculty, staff, students, and alumni to submit self-nominations for service on the Commission. Current Commissioners who seek reappointment upon completion of an initial two year term shall also submit self-nominations for a second term of service on the Commission.

With the approval of the COSW, the COSW Chair shall appoint a Membership Committee consisting of the Vice Chair of the COSW, who serves as Chair of the COSW Membership Committee, the Secretary of COSW, who serves as the Vice Chair and a minimum of two Commissioners to consider self-nominations. The Membership Committee shall review and consider all self-nominations submitted in light of the needs of the COSW and make recommendations for appointment to the COSW. Upon approval of the COSW, the Chair of the COSW will send the recommendations to the Office of the President for final approval, nomination and appointment. Any commissioner member of the Membership Committee under consideration for re-appointment shall abstain from voting on his/her self-nomination.

C. Appointment

From the recommendations submitted by the COSW Membership Committee, approved by the COSW, and forwarded to the President by the COSW Chair, the Office of the President shall formally appoint Commissioners to serve on the COSW. An appointment is deemed final when the President offers a nomination and the nominee accepts the nomination and agrees to serve the COSW as directed by these Bylaws. Appointment to the Commission is at the sole discretion of the President.

D. Term of Appointment

Commissioners are initially appointed to serve a two year renewable term commencing as of July 1. However, no commissioner shall serve more than four years, or two consecutive full-length terms, in succession.

E. Standing Committee Service

Each Commissioner must serve as a member of at least one COSW standing committee. The Membership Committee, with consultation of nominated Commissioners, shall assign each newly appointed Commissioner to serve as a member of a standing committee.

F. Meeting Attendance and Active Participation Requirements

The requirements of Commissioners fall into four main categories including attendance of commissioner meetings, attendance of assigned committee meetings, attendance of 2 COSW sponsored/hosted events, and completion of service hours.

1. Attendance of General Commission meetings: The COSW conducts general commissioner meetings, which are open to the public, on a bi-monthly basis beginning in August for each academic year in addition to the New Commissioners' Luncheon in July. The COSW may conduct additional meetings as necessary. Each Commissioner is required to attend, and actively participate in, all COSW general commissioner meetings and must notify the COSW Secretary if they will miss a meeting. Two absences, excused or not, from Commission meetings per academic year may, upon written notice from the COSW Membership Chair, result in termination of the appointment of the Commissioner.

2. Attendance of Committee Meetings: Each Commissioner is expected to actively participate with an ad hoc or standing COSW committee and attend committee meetings as scheduled. If unable to attend a meeting, Commissioners must request an excused absence from their committees' Chair.
3. Each Commissioner is required to devote a minimum of 7 hours to COSW sponsored/hosted events/projects per year.

Examples of proposed service work include but are not limited to:

- Volunteer to assist with a COSW sponsored event in person (help at a table, assist with event set up, take down or during event, etc.)
- Volunteer to assist with different ad hoc events/activities as available and deemed appropriate by the Committee Chair ("behind the scene" preparation for events, advertising, etc).
- Volunteer to assist with representing COSW tables at non-COSW sponsored events such as Festifall.

Hours spent in meetings or working in the capacity of the executive board does

NOT count towards these hours.

4. Each Commissioner is required to attend a minimum of 2 COSW sponsored/hosted events per year. One of these events MUST be hosted or sponsored by a committee of which the Commissioner is not a member. The second event can be an event you volunteer to assist at **above** the 7 hour volunteer requirement. In other words, you can volunteer while attending an event, but these hours cannot count toward the 7 hour requirement.

Semi-annually the Membership Committee will review commissioners' compliance with these requirements. The Membership Chair will send each commissioner a summary of their self-reported progress semi-annually. If, at the conclusion of the first year of a two year appointment, a commissioner remains noncompliant, his/her appointment as a Commissioner will be terminated. Please consult the document "Commissioner Service Requirement Policy and Procedures" found in the COSW Administrative Manual on blackboard for more details regarding these requirements.

G. Terminations, Resignations, Leaves of Absence

Upon termination, resignation or leave of absence of a Commissioner, the position shall remain vacant until the next commissioner self-nomination period. However, the Chairperson retains discretion to recommend consideration of a replacement. Upon the Commission's approval of the recommendation, the Membership Committee shall present one or more candidates from among previous self-nominations to the Commission.

IV. OFFICERS AND STANDING COMMITTEES

A. Officers & Executive Committee

The Officers of the COSW shall be Chairperson, Vice Chairperson, Secretary and Treasurer. The Officers along with the Chairpersons (or Co-Chairs, if applicable) of each Standing Committee shall constitute the COSW Executive Committee. The Executive Committee shall meet at least once per month to prepare for the next COSW meeting and discuss other COSW business as appropriate.

1. Chair

It is the responsibility of the Chair to oversee the official functions and activities of the Commission, and assist and advise Officers and Standing Committees in the accomplishment of Commission objectives. The duties of the Chair include the following:

- Determine the schedule and location of COSW meetings
- Preside at and conduct COSW meetings and meetings of the COSW Executive Committee
- Submit COSW approved self-nominations for the consideration of the President
- Provide an annual report to the Office of the President
- With consultation of the Commissioners on their interests, and input from the Membership Committee, appoint each Commissioner to one or more standing and/or ad hoc committees as needed
- Serve as non-voting committee member of the Membership Committee
- Serve as point of contact for appointed liaisons from listed offices

2. Vice Chair

In the absence of the Chair, the Vice Chair will preside at Commission meetings and/or meetings of the Executive Committee, perform other responsibilities delegated by the Chair, and fulfill other obligations appropriate to this position. The Vice Chair will serve as the Chair of the Membership Committee.

3. Secretary

The Secretary will produce and distribute the official minutes for all Commission meetings and file copies of all revised/amended minutes in the Commission office at the end of the Commission year. The Secretary will record and maintain records of commissioners' meeting attendance and committee service. The Secretary will serve as the Vice Chair of the Membership Committee.

4. Treasurer

The Treasurer will monitor and process all Commission financial expenditures upon submission of the appropriate paperwork, and after appropriate approvals the Treasurer and Chair will countersign all financial documents. The treasurer will provide a financial report at each COSW regular meeting and upon special request of the Chair.

The Chair, Vice Chair, Secretary and Treasurer along with the Chairpersons of the standing committees shall constitute the Executive Committee.

B. Election of Officers

Each year, prior to the April COSW meeting the Chair shall invite nominations for the offices of Chair, Vice Chair, Secretary and Treasurer. The Chair shall present the resulting slate of candidates at the April COSW meeting. At the May COSW meeting, the COSW shall elect by majority vote the following officers: Chairperson, Vice Chairperson, Secretary and Treasurer for a two-year renewable term commencing on July 1st.

C. Committees

The Committees of the Commission are: Career Development, Gender and Equity, Health and Wellness, Information and Research, Membership, Outreach, Public Relations and Marketing, and Scholarship. The committees are organized to meet the objectives of the Commission as outlined in these Bylaws. Membership on standing committees is not restricted to members of the Commission. Committee Chairs, however, must be members of the Commission and shall report to the Executive Committee on a monthly basis.

1. Assigned Committees:

The **Career Development Committee** concerns itself with developing projects and presenting programs that enhance women's professional development and career advancement.

The **Gender and Equity Committee** addresses issues related to the current status of gender and equity in the campus community.

The **Health and Wellness Committee** mission is to provide education and support pertaining to physical and mental health issues affecting women.

The **Information and Research Committee** examines women's standing in the university community and provides informational support for issues of concern.

The **Outreach Committee** collaborates with the campus community and local Detroit area organizations to host events that support the Commission's work.

The **Public Relations and Marketing Committee** maintains the Commission's website and markets the COSW, its projects and events to the Wayne State University community and the community at large.

Assigned committees have regular meetings to discuss activities and meeting the goals of the strategic plan. The Career Development, Gender and Equity, Health and Wellness, and Outreach Committees must each host or sponsor a minimum of one event per fall and per winter semester.

2. Additional Committees:

The **Scholarship Committee** solicits and reviews applications for scholarships offered by the COSW and makes recommendations to the COSW for the award of such scholarships.

The **Membership Committee** coordinates the efforts to recruit and retain commissioners who have demonstrated an interest and support for women's issues and the work of the Commission.

Additional committees meet on an as needed basis and do not have assigned commissioners. Commissioners are nominated and appointed to the Membership Committee by the Chair and commissioners may volunteer for the Scholarship Committee. These duties are in addition to their general commission and assigned committee duties.

V. UNIVERSITY SUPPORT

The University is the primary source of financial support and space allocation for the Commission. The offices of the Vice Presidents of the University will be available to the Commission members as resources for information, data collection, and consultation.

VI. APPOINTMENTS AND RECOMMENDATIONS TO RELATED GROUPS

As appropriate, the President of the University may appoint a Commissioner as COSW representative to relevant University ad hoc committees and commissions.

VII. QUESTIONNAIRES, SURVEYS AND RESEARCH AS PART OF THE COSW

From time to time, in order to assess the success of meeting the purpose and function of the COSW and to guide future COSW efforts, it may be necessary to contact members of the WSU community. Upon identification of a valid research question(s), the following steps shall be taken in order to ensure that the data is collected, interpreted, and disseminated in an appropriate manner:

1. The COSW General Membership shall vote on whether or not the specific hypothesis to be tested and/or the proposed information to be gathered is of great enough interest and importance to allocate COSW resources towards support of the project. These resources may be tangible (i.e. money) or intangible (i.e. use of COSW logo).

2. Upon approval by the Commission, a Research Team should be identified and the Principal Investigator and Co-Investigators should be named. At least one of the Co-Investigators must be from the President's Office. This ensures the data will be available to future Commissioners for COSW-related needs.

3. The Research Team should present a timeline outlining the expected timeframe for data collection, analysis, and dissemination to the COSW General Membership. This timeline must be approved by the Chair and Vice Chair of the Commission, and shared with the COSW General Membership. Significant (greater than one quarter-3 months) deviations from the timeline, reasons for the deviation, and efforts to remedy the deviation should be shared with the COSW General Membership.

4. A Research Protocol should be submitted to the Wayne State University Human Investigation Committee. All research (including but not limited to questionnaires, surveys or other research tools) involving human subjects must follow the guidelines set forth by the Wayne State University's Human Investigation Committee. Anyone involved in the project should complete Responsible Conduct of Research Training, provided by Wayne State University Division of Research.

5. The overall purpose of the research should be to further the mission of the COSW. Any personal benefits (i.e. publications, presentations) to the PI or CO-PIs should be secondary and take place after the dissemination of the research findings to the COSW General Membership.

VIII. AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time with the approval of two thirds of the full voting membership of the COSW.