



President's Commission on the Status of Women
Oregon State University
<https://leadership.oregonstate.edu/pcosw>

Oregon State University
President's Commission on the Status of Women
Bylaws
Revised May 2023

Article I. NAME

The name of the commission is the Oregon State University (OSU) President's Commission on the Status of Women (PCOSW).

Article II. MISSION AND PURPOSE

The mission of PCOSW is to actively advocate for, support, and promote the well-being, development, and advancement of all OSU women.

The Commission is an independent commission that advises the president on the status of women. Established in 1972, PCOSW gives voice to women's experiences and perspectives by advocating for gender equity. Rooted in feminist principles, the Commission works to identify and address the changing needs of all women in our university community. PCOSW recognizes that the status of women is affected by social location (including but not limited to ability, age, class, ethnicity, gender, language, nation of origin, race, religion, sexual, and other identities). PCOSW seeks to improve the collective status of all who have been limited, silenced, excluded, or otherwise disadvantaged by unexamined norms, beliefs, and practices of the OSU community. To this end, PCOSW aspires to build solidarity with other campus entities to work for change.

Specifically, the Commission pursues its mission by:

- holding the OSU community accountable to the stated institutional mission of assuring equity for all those affiliated with OSU by working to eliminate bias and by recommending and promoting policies and resources that improve the status of women and ensure an environment of equal education and employment opportunities;
- championing evidence-based initiatives to enhance diversity in recruitment, employment, salary equity, promotion and retention of students, faculty, staff and administrators;
- advancing educational opportunities and professional development for all women affiliated with OSU by initiating and supporting educational outreach programs and materials that help women develop their skills, continue their education, and increase their networking opportunities;

- recognizing OSU community members who excel in mentoring, supporting, and encouraging OSU employees, especially women and those from under-represented groups or non-traditional careers;
- promoting a safe and healthy environment for all women in the OSU community by recommending policy and programs as well as supporting other community efforts and initiatives to reduce all forms of physical, sexual, and emotional violence (including harassment and bullying);
- advocating for work-life balance as a university priority through initiatives and best practices that support the flourishing of health and wellness, as well as professional and personal well-being, for OSU faculty, staff, students, and administrators.

Article III. MEMBERSHIP

1. Membership

a. General Members

General membership shall consist of representatives from the entire OSU community.

b. Ex-officio Members

Ex-Officio Members are standing members representing other campus functional areas that have similar goals and can assist PCOSW in furthering its mission.

c. Other Members

Students and community members are welcome but not required for regular PCOSW business.

2. Membership Expectations

a. General Members

It is expected that general members are attending the monthly PCOSW meetings as often as possible, actively participating on a sub-committee, and attending PCOSW planned or sponsored events. Ideally, general members hold a leadership role sometime during their second or third year of their appointment. General members have voting rights on all PCOSW matters that call for a vote.

b. Ex-officio Members

It is expected that ex-officio members present at least once per year on their functional area and how it ties to PCOSW and attend the monthly PCOSW meetings as often as possible. Ex-officio members have voting rights on all PCOSW matters that call for a vote.

c. Other Members

It is expected that other members are attending monthly PCOSW meetings as often as possible, participating in sub-committee work as they are able, and attending PCOSW planned or sponsored events as they are able.

3. Appointment of Members

a. General Members

New members are recruited and volunteer from a variety of entry points. Those interested may indicate their interest in serving on the commission in one of two ways. The first is by completing the University/Faculty Senate Committee Interest Form. The second is by completing the web form available on the PCOSW website. In all cases, potential general members are forwarded to the President's Office and the President emails a formal letter inviting the individuals to serve on PCOSW.

b. Ex-officio Members

Ex-officio are invited by the Leadership Team, not appointed by the President. Each year, PCOSW and OSU organizations and units confirm continued interest in being represented by an ex-officio member. The PCOSW leadership team also identifies new OSU organizations and units to invite as ex-officio members. Appendix A lists our current Ex-officio connections.

c. Other Members

Other members are invited by the Leadership Team, not appointed by the President. Each year, PCOSW and the member will confirm continued interest in continued membership. Those interested can then contact the leadership team or fill out the web form available on the PCOSW website.

4. Term of Office

a. Officers

Term of office for the Chair or Co-Chairs shall be two years. The Chair or Co-Chairs may serve only one term. Terms of office for the other officers shall be one year and each officer may serve additional terms pending reelection.

b. General Members

Faculty (academic and professional), staff and student members serve for one three-year term. All members may be reappointed pending a review of the member's engagement in PCOSW.

c. Ex-officio Members

Ex-officio members are one year appointments to be reviewed annually by the leadership team and the organization/functional area they represent.

d. Other Members

Other members are one year appointments to be reviewed annually by the leadership team and that member.

5. Beginning of Term

Potential members will be invited to the fall term meetings to fully understand what being a member of PCOSW entails. Afterwards, if the potential member is still interested a formal invitation may be extended from the President. The term of office for officers begins as soon as election results are announced and ends on June 30th the following year. Until the current officer completes their term, the current and newly elected officer will serve as co-officers during this transition period. The term of office begins and ends in January for both general members, ex-officio, and other members. It is understood that student members and 9-month faculty and staff members may be unavailable over the summer.

Article IV. OFFICERS

1. Leadership Team

The Commission will be governed by a Leadership Team consisting of: a Chair or Co-Chairs, a Membership Coordinator, a Secretary, a Treasurer, and a Communications Coordinator. The Leadership Team will serve as formal liaisons to various OSU offices and organizations as appropriate.

a. Chair or Co-Chairs

The Chair(s) shall enforce all rules and regulations relating to the administration of the Commission and its officers; appoint conveners of all standing and special committees; and facilitate communication with the OSU President and the Vice President and Chief Diversity Officer. Co-Chairs should have at least one calendar year of PCOSW experience before being nominated or selected for the position. Co-chairs shall work with the leadership team and conveners to develop agendas for retreats, general meetings, and leadership team meetings; will lead monthly general meetings, monthly leadership meetings and monthly co-chair meetings; will secure guest speakers for meetings or events as appropriate; and will speak at annual commission events or meetings. Additional duties may be requested of this position to meet commission needs.

b. Membership Coordinator

The Membership Coordinator shall recruit new members by working with the faculty senate office for a list of interested commission members and through campus publicity; maintain and manage current membership and committee roster and listserv mailing lists; distribute notices to the

Members or potential Members as needed. Additional duties may be requested of this position to meet commission needs.

c. Secretary

The Secretary shall record all resolutions and proceedings of the monthly meetings; perform secretarial duties on behalf of the Commission, including keeping meeting minutes, posting meeting minutes to PCOSW's Box site, recording approved changes to the Bylaws; will send meeting invites, calendar requests and relevant agendas or other materials; and is responsible for monitoring and organizing the PCOSW email inbox by checking the inbox at least two to three times a week; replying to basic inquiries and forwarding messages as appropriate; and the tracking of and following up on outstanding email business, which may include sending reminders to appropriate leadership team members as needed. The Secretary will work with the Content Coordinator to provide any commission related business to post to the commission website. Additional duties may be requested of this position to meet commission needs.

d. Treasurer

The Treasurer shall disburse and track all moneys payable by the Commission; maintain a budget spreadsheet; give a financial report at the monthly meetings; and report in writing annually to the OSU President. The Treasurer shall provide insight and guidance to the leadership team and conveners when determining the allocation of funds and fund balances for the fiscal year. Additional duties may be requested of this position to meet commission needs.

e. Content Coordinator

The Content Coordinator shall maintain the Commission's website and be responsible for the upkeep of the site, including the website design; Routine assessment of website, including addition and deletion of content; maintaining current links from the site; and seeking assistance from UIT to handle technical issues with the site; and managing the organization of the PCOSW Box folders. The Commission Members are responsible for developing and providing the content for the website. The Content Coordinator shall assist each officer in determining marketing and communication needs of the Commission. The Content Coordinator may be asked to provide limited graphic design work for Commission events.

Additional duties may be requested of this position to meet commission needs.

2. Elections

The first year co-chair will coordinate the annual elections process. Elected positions include: Chair or Co-Chairs, Membership Coordinator, Secretary, Treasurer, and Communications Coordinator. Officer appointments follow the academic year calendar. Elections shall be by electronic voting. Voting needs to be open for at least 1 week. Remaining vacant positions can be selected by the Leadership Team.

Article VI. MEETINGS

1. Meeting Attendance and Types

All Commission Members are expected to attend and participate in all regular meetings, sub-committee meetings, and special events of the Commission. The Membership Coordinator will reach out to members following persistent absences.

a. Regular

Regular meetings of the Commission membership will be held monthly from October until May. Meetings outside of October to May, including summer, may occur. The Leadership Team is responsible for setting and distributing an annual schedule of regular meeting dates to all commission members. Leadership team members will develop agendas and facilitate meetings.

b. Annual Retreat

The Leadership Team will plan the annual retreat for all members. At the annual retreat, the Commission will welcome new members, identify priority areas, and charge subcommittees. These priority areas will take into consideration the results of the Commission's work in prior years, the commission's mission, and feedback on our annual report from the President.

c. Leadership Team

The Leadership Team will meet regularly throughout the calendar year to support the work of the Commission, including setting and coordinating regular membership meetings. Other Commission Members may be asked to attend, specifically subcommittee co-chairs. The Leadership Team will meet with the President in Spring term to discuss the results and challenges of the Commission's work. The Annual Report will be sent to the President in advance of the spring meeting.

d. Special Meetings/Events

Throughout the year, PCOSW will support campus events (speakers, celebrations, receptions, etc.). Membership is expected to attend as able and to assist with promotion as requested.

2. Decision Making Model

As a feminist organization PCOSW strives to be collaborative in our decision-making process. We seek to consider the many viewpoints, perspectives and potential impacts of all decisions we make. However, upon taking these factors into account, decisions will be made by a simple majority. The Commission will provide electronic voting for all voting matters in order to include voices that cannot attend a meeting where a vote is taking place.

Article VII. COMMITTEES

1. Membership Participation

Commission Members are expected to join a standing committee and to further its work. Members will select their committee(s) at the retreat. Each spring, all subcommittees will submit report of work accomplished to the Leadership Team for inclusion in the annual report to the President.

2. Committee Leadership

Members will select the leadership of each committee. General Commission members are encouraged to take on leadership roles in their second and third year on the commission.

3. Standing Committees

Standing subcommittees fit into the following two categories.

a. Operational

i. Speaker Series

- Plan and promote meaningful speakers on topics decided on by PCOSW or established collaboratively with campus entities;
- Support programs, speakers, and events that further the mission of PCOSW;
- Collaborate with OID and campus partners on annual Breaking Barriers event.

ii. Scholarship and Awards

- Promote, review, and award scholarships;
- Review and award co-sponsorship for events and talks;
- Award a member of the OSU community with the University Mentoring and Professional Development Award;
- Collaborate with OID and campus partners on annual Breaking Barriers awards.

- b. Campus Climate and Institutional Change
 - i. Status of Gender Equity
 - Synthesize, highlight, and share data related to gender inequity at OSU, peer institutions and higher education;
 - Identify areas of concern and bring together key stakeholders to develop action plans.
 - ii. Work-Life Fit
 - Maintain strong connections with the OSU Office of Family Resource Center and Office of Human Resources;
 - Identify issues related to work-life fit and promote work-life flexibility through the development of initiatives and implementing best practices (i.e. lactation rooms, flexible work schedule, dependent care).
4. Ad Hoc Committees and Working Groups

Ad Hoc Committees or working groups will be established to address specific Commission needs. Ad hoc committees and working groups will be established at the Annual Retreat, or as necessary. These groups are responsible for informing the Commission Membership of plans, progress, events and assistance needed relative to their project areas. They are also responsible for submitting a report on their activities with the Commission's Leadership Team to include in our annual report to the President.

Article VIII. MEMBERSHIP EQUITY

The Commission is committed to and promotes equal opportunity for all members regardless of faculty/staff classification, student status, race, color, ethnicity, national origin, gender, gender identity or expression, marital status, sexual identity, ability, age, religion, language origin, citizenship status, or veteran status in the conduct of its work and its governance.

Article IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the Commission in accordance with Article VI Item 2, any member may propose and bylaw change provided the amendment has been shared with the Commission at least 48 hours prior to the vote.

APPENDIX A. EX-OFFICIO MEMBERS

Organizations (Offices, departments, units, topical partners) the Commission has identified as those with which it would like to have a formal relationship include, but are not limited to:

- Association of Faculty for the Advancement of People of Color
- Counseling and Psychological Services
- Diversity & Cultural Engagement (HRWGC; other CRCs)
- Employment Resources (EOA, HR, University Ombuds)
- Family Resource Center
- Office of Institutional Diversity (CDO)
- Oregon Women in Higher Education
- OSU Athletics
- Queer Pros
- Sexual Violence (SARC, IVSC, CARDV)
- Women, Gender, and Sexuality Studies Program