



President's Commission on the Status of Women
Oregon State University, Corvallis, Oregon 97331-2503
<http://oregonstate.edu/groups/pcosw/>

Oregon State University
President's Commission on the Status of Women
Bylaws
Revised September 2014

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). By building partnerships and collaborating with others from historically underrepresented groups, 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.

In collaboration with existing organizations connected to the university community and by developing new alliances, 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 eliminating 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.

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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 organizations and units that have similar goals and can assist PCOSW in furthering its mission. Ex-officio members 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 C) .

c. No annual dues are required.

2. Appointment of Members

a. General Members

New members are recruited and volunteer from a variety of entry points. In all cases, names are forwarded to the President's office and the President makes the final selection and then mails a formal letter inviting the individuals to serve on PCOSW.

i. Faculty (professional and academic) and classified staff members are appointed by the President of OSU. This is handled through a call for volunteers sent out by the OSU Faculty Senate Office. Those interested may indicate their wish to serve on PCOSW by submitting the Faculty Senate Committee Interest Form during Spring Term of the previous year.

ii Student members shall be appointed by the Associated Students of OSU (ASOSU) through the Committee Interest forms available in Student Involvement.

iii Other members of the OSU Community who would otherwise not be reached by these methods (e.g. post-docs) will also be appointed by the President. PCOSW will solicit interest through an annual notice through OSU Today. Those interested can then contact the leadership team.

3. Replacing members midterm

If a general member leaves the Commission prior to the end of the term of appointment, a new general member will not be replaced unless they are a chair or leadership team Member or a committee liaison.

4. Term of Office

a. General Members

Faculty (academic and professional), staff and student members serve for one three-year term. Student Members may be appointed for a one-year, renewable term.

b. Officers and Chair(s)

Term of office for the Chair or Co-Chairs shall be two years. The Chair or Co-Chairs may serve only one consecutive term. Terms of office for the other officers shall be one year and each officer may serve no more than four consecutive terms in the same office.

5. Beginning of term

The term of office begins and ends in August for both general Members and ex-officio members.

Members joining the Commission midterm will end their terms in August. It is understood that student members and 9-month faculty and staff members may be unavailable over the summer .

6. Reappointment

General Members may serve two (2) consecutive three -year terms by completing the spring committee interest form. If an officer is unable to complete a term, the Chair or Co-Chairs may appoint an interim officer to serve the remainder of the term.

ARTICLE IV. OFFICERS

1. The Commission will be governed by a Leadership Team consisting of: a Chair or Co-Chairs, a Public Relations Officer, a Membership Officer, a Secretary, a Treasurer, and a Website Officer. 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 chairs of all standing and special committees; and facilitate communication with the OSU President.

b. Membership Officer – The Membership Officer shall establish means to build membership incentives; keep a current membership roster; maintain mailing lists; and distribute notices to the Members as needed.

c. Public Relations Officer – The Public Relations Officer shall assist each officer in determining marketing and communication needs of the Commission. They shall manage publicity with assistance and input from the membership. The Public Relations Officer will assist the Chair or Co-Chairs in planning, recommending, and implementing programs, professional training, and development experiences.

d. 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 Blackboard site, recording approved changes to the Bylaws; and assist the Chair or Co-Chairs in conducting all correspondence relating to the Commission.

e. Treasurer – The Treasurer shall disburse all moneys payable by the Commission; give a financial report at the monthly meetings; and report in writing annually to the President.

f. Web Officer – The Web Officer shall maintain the Commission’s website and be responsible for the upkeep of the site, including the website design; adding and deleting content on the site; and maintaining current links from the site. The Web Officer shall update and maintain PCOSW’s Blackboard site. The Web Officer works closely with the Public Relations Officer. The Commission Members are responsible for developing the content for the website.

2. Elections.

Commission Members shall form an ad-hoc elections committee to solicit nominations for vacancies within the Leadership Team. This committee shall be selected by request for volunteers at the February meeting. Volunteers shall submit their names or a list of candidates to the ad-hoc elections committee to be voted on at the April meeting. Elections shall be by closed ballot and the candidates receiving the most votes shall be named in their respective offices.

Article V. COMMISSION PERSONNEL

1. Graduate student/Student worker

a. Appointment

This person is hired by the Leadership Team the Spring prior to formation of the new Leadership Team. This person can work for as long as there is money. Should the person leave, 2 weeks notice is requested. The Leadership Team may hire a replacement.

b. Responsibilities

Work is normally conducted August-May. The responsibilities include but are not limited to facilitating and organizing the work of the Commission and administering the daily business of the Commission.

Article VI. MEETINGS

1. Types of Meetings

a. Regular

Regular meetings of the Commission membership will be held monthly from October until May on a day and time established by the membership. The Secretary is responsible for distribution of an annual schedule of regular meeting dates to all commission members and for distribution of all regular meeting agendas prior to each meeting. Leadership team members will rotate facilitation of regular meetings. A quorum for a regular meeting consists of attending members.

All Commission Members are expected to attend and participate in all regular and special meetings of the Commission. A Member who cannot attend a regular or special meeting is responsible for notifying the chair(s), or Commission support staff of absence and for learning what transpired at the meeting.

b. Annual Retreat

The Leadership Team will plan the annual retreat in September for all members. At the annual retreat in

September, the Commission membership will begin developing goals and objectives for the next academic year. These goals and objectives will take into consideration the results of the Commission's work during the year just ending, the commission's mission, and feedback on our annual report from the President.

c. Leadership Team

The Leadership Team will meet monthly during October through May to plan regular Commission meetings and to plan the Commission's work for the year. The Leadership may choose to begin meeting sooner, especially for planning purposes. Other Commission Members may be asked to attend. Minutes will be recorded and kept. The Leadership Team will decide dates and times for meetings and chair(s) will distribute agendas prior to meetings. Binding decisions will be communicated to the full Commission in a timely manner. Quorum for a Leadership Team meeting will be a majority of the Leadership Team. The Leadership Team will meet with the President in Spring term to discuss agenda, focus, and results of the Commission's work. The Annual Report will be sent to the President in advance of the spring meeting.

d. Special meetings

Special meetings may be called by the Commission officers or upon the written request of five Members of the Commission to the Chair(s) of the Commission. The purpose of the meeting shall be stated in the call. Except in the case of an emergency, at least seven day's notice shall be given. The Chair(s) is responsible for notifying all Commission Members of special meeting times and for distributing an agenda prior to the meeting. A quorum for a special meeting consists of one-fourth of the Members of the Commission. Should a quorum of Members not be present at a special Commission meeting, a binding decision cannot be made.

2. Decision Making- Consensus model

Decisions of the Commission will be made by a consensus of a quorum. Consensus is defined as reaching a decision that is most beneficial for the group as a whole through considering all the many viewpoints and concerns of the group. Consensus implies that each individual within the group respects differences and is willing to reconsider their own position to move toward a position that everyone in the group can support. (See Appendix B for an outline of consensus decision-making.)

Article VII. COMMITTEES

1. Member Participation

a. Selection

Commission Members are expected to work on an action project or to join a standing committee and to further its work. Members will select their project, group and/or committee, at the retreat in the fall or at the first meeting of the year. All standing and ad hoc committees will file a report of work accomplished each May with the Commission's Secretary.

b. Project Leadership

Members will select the leadership of each group. General Commission Members are encouraged to

take on leadership roles.

2. Standing Committees

There are several standing committees and membership is decided at the Fall Retreat or first fall meeting. Each shall have a liaison to the Leadership Team. Each committee contributes to the annual report submitted to the president. In general the work of the standing committees consists of:

a. Speaker Series

The Speaker Series Committee will

- Plan and promote meaningful lectures on topics decided on by PCOSW or established collaboratively with Office of Equity and Inclusion, organizations within Student Affairs, and/or academic units;
- Support programs, speakers, and events that further the mission of PCOSW.

b. Mentoring and Career Advancement

The Mentoring and Career Advancement committee will

- Support the development of mentoring programs in the OSU community;
- Oversee the development of administrative internships for women students, faculty and staff;
- Raise awareness of salary inequities via the P & T study, public events & informative material distribution;
- Identify barriers to women's advancement.

c. Scholarships and Awards

- The Scholarships and Awards committee will
- Distribute scholarships;
- Provide co-sponsorship for events and talks;
- Award a member of the OSU community with the University Mentoring and Professional Development Award;
- Provide opportunities for women in higher education to attend relevant conferences and other events. Review and update guidelines for funding requests relevant to the advancement and/or education of women;
- Post professional development opportunities and awards on the PCOSW website and other venues, such as OSU Today, and the Barometer.

d. Status of Women

The Status of Women committee will

- Collect, summarize, and provide easy and public access to current data related to the status of women at OSU;
- Assist departments, colleges, or other units in the incorporation of gender issues into their Diversity Action Plans;
- Promote PCOSW projects by raising awareness at relevant campus events and in classrooms;

- Provide liaison to OSU's News and Research Communications.

e. Work-Life Balance

The Work-Life Balance Committee will

- Advocate for availability of affordable dependent care for OSU faculty, staff, students, and administrators;
- Promote lactation spaces, work-life flexibility, and other issues relating to work-life balance through initiatives and best practices that support the flourishing of health and wellness, as well as professional and personal well-being;
- Maintain strong connections with the OSU Office of Childcare and Family Resources ,Office of Work-Life, and Office of Human Resources (Life Balance);

3. Ad Hoc Committees and Working Groups

a. General policy

Ad Hoc Committees or working groups will be established to accomplish specific Commission actions, to plan strategy, program, or to conduct research in project areas chosen by the Commission. Working groups will be established at the Annual Retreat, or as necessary. Members may join these committees or working groups during the annual retreat, regular or special meetings. 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 filing a report on their activities with the Commission's Secretary in May.

ARTICLE VIII. MEMBERSHIP EQUITY

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

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting of the Commission in accordance with Article VI Item 2, provided the amendment has been submitted in writing at the previous regular or special meeting.

APPENDICES

APPENDIX A. THE PLANNING PROCESS

1. The Leadership Team will meet with the president in spring term to present the annual report. The Leadership Team will plan the annual retreat in September for all members. At the annual retreat in September, the Commission membership will begin developing goals and objectives for the next academic year. These goals and objectives will take into consideration the results of the Commission's work during the year just ending, the commission's mission, and feedback on our annual report from the President. Depending on the goals and objectives developed and the availability of Members, Standing and Working committees may begin activities during the summer. Early in the fall semester, the Commission membership will reconvene. The membership will review summer activity by committees, and goals and objectives set at the annual retreat. Commission membership will develop an overall plan of action for the current academic year, including a time-line and committee responsibilities. Midway through the academic year, the action plan will be reviewed and revised as needed. Standing and Ad Hoc Committees will present their progress to date, problems, and alternative strategies to the membership. Revisions to the action plan will be approved by the Commission membership.

APPENDIX B. CONSENSUS DECISION MAKING

This framework is to be used as a tool for understanding and employing consensus. Consensus values the ideas and understanding of all participants. Consensus offers the possibility to work through differences to reach mutually satisfactory decisions. For this to happen, the input of all Members needs to be heard so the ideas and values of individual Members are not lost in the process. The fundamental essence of consensus allows all Members the right and obligation to express their ideas and feelings and assures the right of all Members to speak and to be heard.

During discussion, a proposal is put forward. Amendments and modifications are made to the proposal through discussion by the group. Open exchange of ideas is critical for the success of the consensus process. Members need to express their opinions and reservations clearly. It is the responsibility of those who are troubled by the proposal to provide alternative suggestions. The proposal should be modified to address the stated reservations if at all possible. When a proposal appears to be understood by everyone, and no new modifications have been proposed, the facilitator should ask if there are any further reservations with or objections to the proposal. If none are voiced, the facilitator calls for consensus by asking once more if there are any objections. After a moment of silence, if no one objects, consensus has been reached. If it appears that consensus cannot be reached, there are several ways to proceed. The proposal could be withdrawn. Those with reservations could:

- a. Express non-support ("I don't see the need for this, but I'll go along.")
- b. Express reservations ("I think this may be a mistake but I can live with it.")
- c. Stand aside ("I personally can't support this, but I won't stop it.")
- d. Block ("I cannot support this or allow the group to support this.")

If the group feels that the proposal merits action and cannot achieve consensus, the membership can agree to vote. Refer to Article VI.2.b. The role of the facilitator is to aid the group in defining the

decisions that need to be made. The facilitator helps to direct the process of the meeting, not its content. The facilitator: keeps the meeting moving; focuses the discussion on the proposal; ensures that everyone has the opportunity to participate in the discussion; and tests to discover if consensus has been reached.

APPENDIX C. EX-OFFICIO MEMBERS

Organizations the Commission has identified as those with which it would like to have a formal relationship include, but are not limited to:

ASOSU Saferide

ASOSU Women's Affairs

Association of Faculty for the Advancement of People of Color

Counseling and Psychological Services (CAPS)

Intercollegiate Athletics

Intercultural Student Services

International Program including Student, Scholar, and Faculty Services

Office of Equity and Inclusion

Oregon Women's Network

OSU Women's Center

Women, Gender, and Sexuality Studies Program