

Procedures

I NAME: Commission on the Status of Women

II PURPOSE: The purposes of the Commission on the Status of Women are to provide a supportive campus climate for female students, faculty, staff and administrators, to promote an awareness of women's issues, to oversee the TTU Women's Center, and to initiate programs of interest to the TTU community.

In pursuing this purpose the Commission will endeavor to:

1. Promote the hiring and promotion of women through the use of and improvement of the TTU Affirmative Action Plan and other employment and promotion programs.
2. Improve opportunities for women in faculty, administrative, and staff positions.
3. Support a positive campus climate.
4. Promote awareness of women's issues.
5. Determine policies for the Women's Center and further its development.
6. Promote educational offerings that pertain to women's issues.
7. Promote appreciation of the diversity within the lives of women and men.

III MEMBERSHIP: The Commission on the Status of Women shall consist of a maximum of twenty-one (21) members appointed by the President of the University and *exofficio* members in accordance with the following procedures:

A. MEMBERSHIP OF THE COMMISSION:

1. FACULTY: A minimum of eight (8) faculty members representing a broad spectrum of faculty disciplines.

2. ADMINISTRATIVE: A minimum of three (3) administrators.
3. STUDENTS: A minimum of three (3) students.
4. STAFF: A minimum of four (4) staff members.
5. The Director of the Women's Center will be an *exofficio* member of the Commission.
6. The Coordinator of the Curriculum Committee for the Women and Gender Studies Program will be an *exofficio* member of the Commission.
7. Additional members may be recommended by the Commission to the President as needed.

B. TERMS OF OFFICE:

1. Members will serve three-year terms on a rotating basis. Student members will serve a one-year term.
2. The chairperson will be appointed for an additional one-year term if she or he serves as chairperson in the last year of her or his three-year term.

C. FILLING UNEXPIRED TERMS:

If a member of the Commission is unable to serve for the term appointed or misses three (3) meetings in an academic year, a replacement may be recommended by the Executive Committee to the President for appointment.

IV OFFICERS: A. The OFFICERS of the Commission will include the chairperson, the chair-elect, and the previous year's chairperson. Additionally, one (1) student will be elected to the Executive Committee by the membership at the beginning of the academic year. (Responsibilities of the Executive Committee are presented in section V. A.)

B. CHAIRPERSON: The Chairperson, after serving as chair-elect, will take office at the beginning of the academic year.

The responsibilities of the chairperson are to:

1. Preside at all meetings or designate another member to preside.

2. Oversee preparation of a tentative agenda for each meeting, to be distributed at least three (3) working days prior to the meeting.
3. Oversee preparation of the minutes of the meetings to be distributed to the Commission members for approval.
4. Approve purchases of \$50 or less prior to expenditure of funds.
5. Appoint a Nominating Committee to recommend nominees for membership to the University President. The Nominating Committee will also present a candidate for Chair-elect to be voted upon by the Commission.
6. Call special meetings as needed.
7. Appoint *ad hoc* committees as needed.
8. Execute policies and actions of the Commission.
9. Prepare and present annual report to the Administrative Council.

C. CHAIRPERSON-ELECT: The Chairperson-elect shall be elected annually from the Commission membership at the last scheduled meeting of the spring term. The Chairperson-elect shall:

1. Carry out the specified duties of the Chairperson in the absence of the elected Chairperson.
2. Upon succeeding the previous Chairperson, assume the office of chairperson.

D. PREVIOUS YEAR'S CHAIRPERSON shall:

Carry out the specified duties of the Chairperson in the absence of chair-elect.

V EXECUTIVE COMMITTEE:

A. The Executive Committee will:

1. Be responsible for decision making between regularly scheduled meetings.
2. Serve as chief advisory group to the Director of the Women's Center.

3. Provide a written evaluation of the Women's Center Director each spring during the designated faculty evaluation period.

VI STANDING COMMITTEES:

- A. The standing committees of the Commission shall be:
 1. University Policy Committee
 2. Public Programming and Publicity Committee
 3. Safety Committee
- B. Membership of each standing committee may include interested individuals not on the Commission. The Chair of each Committee must be on the Commission.
- C. Each member of the Commission, except the Chairperson, will serve on a standing committee of the Commission. Newly appointed members to the Commission should make their standing committee selection soon after appointment.
- D. At the beginning of each academic year, every committee's remaining membership will form the nucleus to develop goals for that year to be reported at the October Commission meeting.
- E. Standing committees will bring items to the entire Commission for approval by a quorum of the membership if significant action is required.

VII MEETINGS:

- A. One regular meeting of the Commission shall be held during the months of September, October, November, January, February, March and April. The date and time for such meeting shall be included in the Administrative Calendar.
- B. The Chairperson or a quorum of the membership may call a special meeting when such action is deemed necessary.
- C. Any member may submit items to the Chairperson for inclusion on the agenda.
- D. The agenda shall be agreed upon at the beginning of each meeting by a majority of those members present.
- E. All expenditures over \$50 must be approved by a quorum.

- F. One third of the members of the Commission will constitute a quorum. A majority vote by a quorum of the membership is needed for an item to pass.
- G. Votes may be taken via e-mail on all business matters except amendment of the Procedures. A majority vote by a quorum of the membership is needed for an item to pass via e-mail.
- H. Staff support will be provided by the Women's Center.
- I. MEETING ATTENDANCE: If a member of the Commission must be absent, she/he should notify the Chairperson. She/he may send a replacement with full voting privileges to represent the interest of the member. With the Executive Committee's approval, the Chairperson may recommend a member's termination from the Commission if that member misses three (3) meetings during the academic year. Notification will be made to the University President and the appropriate supervisor.

VIII PARLIAMENTARY AUTHORITY:

The rules contained in the most recent edition of *Robert's Rule of Order* shall govern the Commission in all cases in which they are applicable and consistent with these procedures.

IX AMENDMENT OF PROCEDURES:

These Procedures can be amended when a quorum of the Commission is present by a vote of two-thirds (2/3) of those present, provided that the proposed changes have been submitted in writing to each member at least one (1) week prior to the meeting. After amendment by the Commission, Procedure amendment must be approved by the University Administrative Council.

X EFFECTIVE DATE OF IMPLEMENTATION:

These procedures shall become effective February 01, 2005 and replace those procedures that were effective from February 27, 2002.