

BYLAWS OF THE COMMISSION ON THE STATUS OF WOMEN  
KUTZTOWN UNIVERSITY  
KUTZTOWN, PENNSYLVANIA

I. Purpose

The Commission on the Status of Women is established as an official forum to address equity issues of concern to all women at Kutztown University. Gender issues will receive unrelenting attention. The Commission will recommend the conditions necessary for women students, faculty, staff, and administrators to assert their expectations of respect, recognition, and reward. Special attention will be devoted to the concerns of minority women and underutilization of the talents and perspectives of women throughout the University.

II. Membership Selection and Terms

A. The Commission will meet three times per semester throughout the academic year and report to Administrative Council. The Administrative Council reports directly to the President. The Commission will consist of twenty-seven members appointed for a two or one year term (see membership list below for terms.) There is no limit to the number of terms one can consecutively serve.

B. Composition (27 members):

- Four female faculty, one from each college, all with 2 year terms, staggered so that two are replaced each year. Should there be no one willing to serve from a specific college, the Committee on Committees shall appoint a female faculty from one of the other colleges.
- Four male faculty, one from each college, all with 2 year terms, staggered so that two are replaced each year. Should there be no one willing to serve from a specific college, the Committee on Committees shall appoint a male faculty from one of the other colleges.
- One female faculty from Administrative Faculty, the Library, or Counseling and Human Services, with a two year term.
- Two female representatives from professional staff, non-faculty. One from SCUPA and one from management, each with a 2 year term, staggered so one is replaced each year.
- Two female members from non-instructional, professional staff to be selected by AFSCME, each with a two year term, staggered so that one is replaced each year.
- Four representatives from the Kutztown University Women's Consortium (appointed by the Consortium)
- One Graduate student, male or female, named by the Graduate Council, with a one year term.
- Four undergraduate students, male or female. One each from: 1. Greek Life, 2. Association of Non-Traditional Students, 3. Residence Hall Association, and 4. Student Government Board. All have a one year term and are appointed by the organization they represent.

Permanent Positions:

- The Director of the Women's Center or Designee
- One representative from the Office of Social Equity
- Advisor to the Feminist Majority Leadership Alliance (FMLA)
- Director of Women's and Gender Studies minor or Designee
- Equal Opportunity in Sports representative

- C. Three consecutive unexcused absences (unexcused is defined as not notifying the Chair of the absence in advance) may result in the termination of the position of that Commission member. The individual will be notified and Committee on Committees and the pertinent campus group or office will be asked to appoint a new member.

### III. Voting

- A. All members of the Commission have full voting rights.
- B. Voting shall require a simple majority of those present and voting in all cases except:
  - a. Amending the Bylaws, which shall require an extraordinary majority of two-thirds, and
  - b. Those actions which normally require an extraordinary majority according to Robert's Rules of Order, e.g., to shut-off debate or suspend the rules.

### IV. Officers and Representatives

- A. The Commission shall elect a Chair and Vice Chair who shall preside in the absence of the Chair. The Commission will also elect a recording secretary and a treasurer.
- B. The initial meeting of the year will be called by the previous years' Chair who shall preside until a Chair and Vice Chair have been elected.
- C. The Chair, Vice-Chair, Secretary, and Treasurer will serve two year terms.
- D. The Chair shall:
  - a. Conduct meetings;
  - b. Determine the schedule of meetings;
  - c. Appoint subcommittees;
  - d. Coordinate with the Commission on Human Diversity and the Commission on the Status of Minorities;
  - e. Perform such other duties as the Commission may direct or as specified in Robert's Rules of Order.

### V. Agenda

- A. The agenda shall consist of the following in order of priority:
  - a. Matters considered by the Chair to be of an emergency nature
  - b. Announcements
  - c. Approval of minutes
  - d. Old business
  - e. New business
  - f. Adjournment
- B. A copy of the agenda for the meeting and minutes of the previous meeting shall be sent to the members of the Commission at least one week in advance, if possible.

### VI. Amendment of the Bylaws

The Bylaws may be amended at any time with the approval of two-thirds of the full membership of the Commission.

## VII. Rules of Order

- A. Robert's Rules of Order shall govern the Commissions procedures in all cases where applicable.
- B. A quorum shall consist of a simple majority of the members of the full Commission.
- C. Voting shall be simple majority of those present and voting in the presence of a quorum in all cases except:
  - a. Amending the Bylaws which shall require an extraordinary majority of two-thirds of the full Commission; and,
  - b. Those actions which normally require an extraordinary majority according to Robert's Rules of Order, e.g., to cut off debate or to suspend the rules.
- D. Meetings are open to the entire university community. No person will be barred from meetings, or prevented from expressing his/her views, so long as the physical facilities will accommodate him/her.

Approved by Administrative Council October 17, 2014