**BYLAWS (draft proposal March 2015)**

**Mission Statement**

The mission of the Northern Arizona University’s Commission on the Status of Women is to foster a positive climate that advocates full and equal opportunity for women in the university community. The Commission’s objective is to educate the university community and make recommendations to the President about women’s issues so concerns in university policies, practices, and programs can be addressed and constructive solutions can be found.

**Purposes and Functions**

The primary purpose of the Northern Arizona University (NAU) Commission on the Status of Women (CSW) is to help create a campus environment favorable and equitable for women. In doing this, the Commission advises and reviews relevant university issues and policies that impact the status of women on campus. More specifically, Commissioners actively participate in projects that design, conduct, and/or publish studies illustrating trends or challenges relating to gender equity, career development, and campus culture for women. Members of the Commission also advocate for women by sharing their knowledge and understanding of women’s concerns and interests through forums, lectures, luncheons, and workshops. Finally, the Commission is required to report to the President of the University in the form of an Executive Summary once a year.

**Organizational Leadership and Membership**

All CSW members have voting rights on all issues. Members must be present at the monthly meeting to exercise their right to vote; however, a majority vote of all members can also be completed via the Commission’s Bb Learn shell and should be completed within five (5) working days of the poll’s posting.

The structure of CSW is as follows: Three Commission Chairs, Commissioners, Committee Chairs, and the Special Assistant to the President.

A. Commission Chair duties

a. Provide vision and leadership.

b. Conduct outreach and communication and act as representatives for the Commission to the campus, community, and state.

 i. Distribute materials and information pertaining to Commission or Committee projects.

 ii. Respond to inquiries from the press and other groups regarding CSW actions, events, and positions.

c. Assist with identifying annual goals and objectives.

d. Assist and train incoming Commission Chairs.

e. Attend and facilitate monthly Commission meetings.

f. Attend monthly All-Commission meetings.

g. Attend and assist with nominations for President’s Diversity Awards Dinner.

h. Assist with completion of Executive Report for the University President and the Arizona Board of Regents (ABOR).

i. Maintain Bb Learn shell and CSW Listserv.

B. Commissioner duties

a. Attend commission meetings, as able.

b. Serve as an active member on at least one Committee.

c. Attend Committee meetings or maintain contact with Committee, as needed.

d. Utilize and check CSW Bb Learn shell on a weekly basis.

e. Attend annual CSW events and volunteer or participate in organization of events, as needed.

f. May solicit a letter of support from CSW chairs, as needed.

C. Committee Chair duties

a. Manage and organize Committee members to accomplish research, writing, or analysis for a specific project.

b. Organize and schedule Committee meetings (in-person, via Bb Learn discussion board, or email).

c. Report and update Commission Chairs and Commissioners regularly on progress of specific projects.

d. Assist Commission Chairs with authorship of the Executive Summary for the University President.

D. Graduate Assistant duties

a. Maintaining office hours.

b. Organizing and attending CSW meetings.

c. Taking and distributing minutes within a timely manner.

d. Helping to coordinate CSW sponsored events and programs.

e. Maintaining the CSW web site.

f. Coordinating between the Co-Chairs of the CSW and the Special Asst. to the President as needed.

g. As able, joining and participating in a CSW Committee.

**How to Become a Commissioner**

All NAU employees who agree with the CSW Mission, Purposes, and Functions, and who attend monthly membership meetings on a regular basis can become regular voting members. Members, who foresee missing more than three regular monthly meetings because of scheduling or other conflicts, should excuse themselves from being a regular voting member for that semester or year, unless they have joined a CSW Committee and can attend the committee’s meetings or contribute to the committee regularly online.

**Appointment and Vacancy Process**

The process for election of the Commission Chairs is as follows. Individuals interested in becoming a Commission Chair must write a brief personal statement about why they want to Chair CSW and provide a list of relevant service or experience. These statements will be posted on the CSW Bb Learn shell in a discussion board. Voting will be via Bb Learn poll. In case of a tie, the current Commission Chairs will cast the deciding vote. The Commission Chairs may serve a term of two to three years.

A vacancy in Commission Chair can result from voluntary resignation. If an office of Commission Chair becomes vacant, the Commissioners may solicit a call for Commission Chairs or nominate an individual from the current Commissioners.

If a Chair for a CSW Committee becomes vacant, members of that Committee will elect a new Chair from either the Committee or the CSW Commissioners at large. The Committee is expected to notify the Commission Chairs of the change and their decision as soon as possible.

**Commission Projects and Committees**

Each spring, Commissioners, with guidance of the Commission Chairs, will identify issues or themes of importance (i.e. health, careers, politics, family, etc.) for the following year’s Commission focused Committees. Some Committees may carry over from the previous year if the Commission deems their work unfinished or continuously necessary. Additionally, Committee Chairs will be identified. At the first Commission meeting in the fall, the Committee Chair will report their ideal goals and solicit Commissioners to join the Committee.

Project Committees will formally communicate their undertakings via the Committee Chair to the Commission Chairs by written summaries and reports. The Commission will report to the University President at least once each semester and a formal report, Executive Summary will be submitted to the University President and ABOR, once per academic year.

**Rules of Procedure**

The Commission will hold at least four monthly meetings per-semester. Project Committee meetings should be held as often as necessary to complete the project. A Tri-University Commission meeting may be held annually.

Voting will be conducted either in-person by voice or via the Bb Learn shell as a poll. A simple majority of those members who participate is required to pass a motion.

**Amendment of Bylaws**

The Bylaws shall be amended by a majority vote of the Commission Chairs and Commissioners of CSW and approved by the Office of the University President.