**NAU Commission on The Status of Women (CSW) - BYLAWS (draft May 3, 2023**

1. **Mission Statement**

The mission of Northern Arizona University’s (NAU) Commission on the Status of Women is to foster a positive climate that advocates full and equal opportunity for all 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 that concerns regarding university policies, practices, and programs can be addressed and constructive solutions can be found.

1. **Purposes and Functions**

The primary purpose of Northern Arizona University’s Commission on the Status of Women (CSW) is to help create an inclusive campus environment favorable and equitable for all 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 designing, conducting, and/or publishing studies illustrating trends or challenges relating to gender equity, career development, and campus culture for women. Members of the Commission also advocate for all 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.

1. **Organizational Leadership and Membership**

All NAU employees and students who agree are eligible for CSW membership. Membership is requested by submitting an email indicating the desire to become a member to one of the current co-chairs. Members are expected to attend the monthly membership meetings on a regular basis. Members who attend no meetings in one calendar year may be removed from membership by a vote of the full Commission. 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 through electronic communications and should be completed within five (5) working days of the poll’s posting unless otherwise noted.

The structure of CSW is as follows: Two Commission Co-Chairs, Commissioners, and Sub-committee Chairs (as necessary). The Commission works through the Vice President for Inclusion, Equity, and Diversity and directly advises the President of the University.

1. **Commission Co-Chair duties**
2. Provide vision and leadership.
3. Conduct outreach and communication and act as representatives for the Commission to the campus, community, and state.
	1. Distribute materials and information pertaining to Commission or Committee projects.
	2. Respond to inquiries from the press after confirmation with University Communication and other groups regarding CSW actions, events, and positions.
4. Assist with identifying annual goals and objectives.
5. Assist and train incoming Commission Co-Chairs.
6. Attend and facilitate monthly Commission meetings.
7. Attend monthly Commission on Commissions (CoCom) meetings as representatives of CSW interests.
8. Attend and oversee the CSW award nomination and selection process for the annual President’s Diversity Awards Celebration.
9. Assist with completion of Executive Report for the President of the University and the Arizona Board of Regents (ABOR).
10. **Commissioner duties**
11. Attend commission meetings, as able.
12. Serve as an active member on at least one Sub-committee, when needed.
13. Attend Sub-committee meetings or maintain contact with Sub-committee, as needed.
14. Respond to action items, including votes, diversity awards nominations, and requests for volunteers, as stated in the listserv emails.
15. Attend annual CSW events and volunteer or participate in organization of events, as needed.
16. May solicit a letter of support from CSW chairs, as needed.

1. **Sub-committee Chair duties**
2. Manage and organize Sub-committee members to accomplish research, writing, or analysis for a specific project.
3. Organize and schedule Sub-committee meetings (in-person, remote, or email).
4. Report and update Commission Co-Chairs and Commissioners regularly on progress of specific projects.
5. Assist Commission Co-Chairs with authorship of the Executive Summary for the President of the University as needed.
6. **How to Become a Commissioner**

All NAU faculty, staff, and students and members of the wider Flagstaff community who agree with the CSW Mission, Purpose, and Function, and who attend monthly membership meetings on a regular basis can become regular voting members. The aim is to have a broad range of representation from the larger university community including faculty, staff, and students across departments and from diverse communities. Interested individuals can contact the commissioner Co-Chairs to officially become members and be added to the listserv.

1. **Appointment of Co-Chairs and Vacancy Process**

The process for election of the Commission Co-Chairs is as follows. Faculty or staff of NAU who are interested in becoming a Commission Co-Chair must write a brief personal statement about why they want to Co-Chair CSW and provide a list of relevant service or experience. These statements will be shared with commissioners. Voting will occur. In case of a tie, the current Commission Co-Chairs will cast the deciding vote. Each Commission Co-Chair will serve a term of two years, with the option for additional terms if they are willing to serve, and/or if new Co-Chairs are not nominated. Commission Co-Chair appointments are staggered to assist in the transition of leadership.

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

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

1. **Commission Projects and Sub-committees**

Each year, Commissioners, with guidance of the Commission Co-Chairs, will identify issues or themes of importance (i.e., health, careers, politics, family, etc.) for the following year’s Commission focused Sub-committees. Some Sub-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 Sub-committee Chair will report their ideal goals and solicit Commissioners to join the Sub-committee.

Sub-committees will formally communicate their undertakings via the Committee Chair to the Commission during monthly meetings.

The Commission will submit an Executive Summary to the President of the University, once per academic year.

1. **Rules of Procedure**

The Commission will hold at least four monthly meetings per semester. Sub-committee meetings should be held as often as necessary to complete their proposed undertakings. A Tri-University Commission meeting may be held annually.

Voting will be conducted either in-person or electronically as a poll. A simple majority of those members who participate is required to pass a motion.

1. **Amendment of Bylaws**

The Bylaws shall be amended by a majority vote of the Commission Co-Chairs and Commissioners of CSW and approved by the Office of the University President. The bylaws shall be reviewed at least every three years by the Commission.