

UCW Bylaws

The Mission of the UNIVERSITY COMMISSION ON WOMEN is to:

- Identify the concerns of women at the university;
- Promote gender equality throughout all areas of the university community;
- Recommend to the appropriate administrative offices ways to address the concerns of women at the university;
- Communicate and collaborate with other committees and organizations to provide support, advocacy, and information regarding women's issues;
- Raise awareness regarding behaviors, actions, issues, policies, and procedures that affect the status of women.

CHARGE

The University Commission on Women reports to the president of the University of Houston and is charged with the responsibility of informing and advising the president and the senior administrative leadership as well as the general university community on issues and concerns that have an impact on women at the University of Houston. The commission will work in consultation with the senior administration, deans, academic department chairs, and administrative department and program managers as well as the Staff Council, Student Government Association, and Faculty Senate.

MEMBERSHIP COMPOSITION

Membership on the University Commission on Women shall include men and women representing faculty, staff, and students from all levels of the academic and administrative areas of the University of Houston. All members may vote. The commission shall be composed of 17 appointed members and nine ex officio members as follows:

Voting Members

- 6 faculty—3 nominated by the Faculty Senate Committee on Committees and 3 appointed by the president
- 6 staff—3 nominated by the Staff Council and 3 appointed by the president;
- 2 students (1 graduate student and 1 undergraduate student), nominated by the Student Government Association;
- 1 liaison from the President's Cabinet, designated by the president;
- The Director of the Women's Studies Program or designee; and
- The Director of the Women's Resource Center or designee.

Commission members may recruit and recommend nominees for each of these categories through the Executive Committee of the Commission in consultation with the president, the Faculty Senate, Staff Council, and Student Government Association.

The president approves all members of the commission.

Ex Officio Members

Nine ex officio members will serve on the University Commission on Women:

- President-elect of the Faculty Senate or designee;
- Chair-elect of the Staff Council or designee;
- President of the Student Government Association or designee;
- An officer from the Equal Employment Opportunities office,
- A representative from the Athletics Department,
- A representative from the Houston Alumni Organization,
- The Director of the Childcare Center or designee, and
- Two deans or associate deans from two different colleges.

Full Term Appointments

Faculty and staff members selected to serve a full term shall be appointed for three years on a staggered basis.

Student members selected to serve a full term shall be appointed for one year. All full terms shall begin on

September 1 of the year of appointment. Members may be reappointed at the end of their first term. No member may serve more than two consecutive terms.

Interim Appointments

Interim vacancies on the commission shall be filled in the same manner as ordinary appointments. Each interim appointee shall be selected from the same constituency as the former commission member he/she is replacing, and shall serve out the balance of the former member's term.

Removal

A member shall be subject to removal for missing three consecutive meetings of the commission without just cause or for failure to carry out commission tasks assigned to that member. Removal shall be affirmed by a majority vote of the commission.

Officers

The officers of the commission consist of a chair, a vice chair and a secretary/treasurer. They shall be elected to their offices by a majority of those members present and voting at the last commission meeting of the regular academic year. Each officer shall serve one year with the possibility of being reelected one additional year.

Duties of Chair

- Convene and preside over all meetings of the commission;
- Assign members to perform needed commission tasks;
- Serve as the commission's spokesperson; and
- Be responsible for the budget.

Duties of Vice Chair

- Perform the duties of the chair when the latter is unable to do so;
- Chair the officer and ex officio member nominating committee; and
- Work with appropriate university staff and/or other commission members to ensure that the workings of the commission are communicated to the members of the university community.

Duties of Secretary/Treasurer

- Take minutes of commission meetings as well as transcribe and distribute those minutes to members on a timely basis; and
- Oversee the finances of the commission.

RESOURCES

The staff of the Women's Resource Center shall provide administrative and clerical support to the University Commission on Women, including preparing correspondence, minutes, and reports, arranging for meetings, and handling finances.

Budget: The budget will come from the Office of the President. Budgeted items and programs may include but are not limited to:

- Career development scholarships for staff
- Scholarships for students and faculty (including travel money)
- Travel for commission leadership
- Events/speakers fund
- Workshops for UH community women

PROCEDURES

Commission Meetings

- The Commission shall meet at least once per month during the academic year or more frequently on the call of the chair.
- Notice of any Commission meeting shall be provided to all members.
- One-half of the voting members of the Commission shall constitute a quorum for the transaction of business.
- Any item of business may be acted upon or adopted by a majority of those members present and voting.
- Proxy voting shall not be permitted.

Amendments

The commission may amend the bylaws at any time with a two-thirds majority vote of all members present at the meeting. Amendments will be distributed for review at least one month prior to any vote.

Rules and Regulations

The workings and operations of the University Commission on Women will conform to all rules and regulations of the University of Houston and the state of Texas.

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University Commission On Women

FY 2011 - 2012 Accomplishments

- Awarded 5 Staff Scholarships for UH tuition assistance totaling \$5,000 – worked in conjunction with Staff Council. Joint Scholarship Committee awarded a total of 15 scholarships (five from the Commission on Women and ten from Staff Council).
- Improved UCW visibility online by expanding UCW website to include more resources, pictures, information, announcements, etc - <http://www.uh.edu/ucw>
- Established and granted four new UCW awards including Distinguished Scholar Awards for Tenure-Track Faculty and Tenured Faculty and Distinguished Service to Women Award for Staff member and a student. Awards totaled \$4,000-. The faculty awards prepare UH faculty for later TARU research award submissions.
- Revised and disseminated the *UH Status of Women Report*, 2nd edition to 150 UH administration and staff people, stakeholders and decision makers. Report generously underwritten by Office of Community Relations & Institutional Access and the Women's Resource Center, in addition to using UCW funds. An article on the report was published in the *Daily Cougar*.
- Established the UCW Online Donation Account and working with the Development officer Margo Wolanin in CLASS and University Advancement office to garner contributions to support scholarships, awards, and other work of the Commission.
- Reviewing and updating UCW Bylaws to increase the effectiveness of the operations of the UCW.
- Formed a Sexual Assault Grant ad-hoc committee to explore submitting a federal grant to the Office on Violence Against Women to reduce sexual assault, domestic violence, dating violence, and stalking on campus. Goal is to submit a grant in 2013.
- Purchased UCW-branded merchandise to increase visibility of the UCW on campus and to promote our role and programs.
- Developed and co-sponsored the New Faculty Orientation Brown Bag Lunch Series (four workshops that included 30+ new faculty attendees at each event) sponsored by UH Commission on Women, Faculty Senate, and Center for Teaching Excellence, Office of Contracts and Grants, and Human Resources.
- Participated in Well Woman Expo - in October 2011 to promote Commission activities to the campus community. Had UCW booth and two commission members in attendance.
- Launched UCW Listserve (Fall 2011) to better communicate with the University community about our programs and projects. - Currently 175 members receive a monthly email update.
- Sponsored New Faculty Luncheon that included Mentoring Panel (Sept 2011). 40+ new faculty and administrators attended. Event was featured in the *Daily Cougar*.
- Appropriated \$5,000 to Equal Opportunity Services office for violence prevention projects, which included faculty, staff, and student training and the development of a dedicated website to sexual assault prevention and intervention information.
- Revised and updated UCW Mentoring Program Survey (August 2011).

- Developed and co-sponsored with Human Resources a Staff Development Brown-Bag Lunch on creating a professional portfolio.