**PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN**

**Mansfield University of Pennsylvania**

**CONSTITUTION**

**ARTICLE I – NAME**

1.1 The name of this organization shall be the Mansfield University President’s Commission on the Status of Women.

1.2 The organization will hereinafter be referred to as PCSW.

**ARTICLE II – PURPOSE AND MISSION**

2.1 PCSW formed in 1990 with the purpose of working together to educate the campus community in the area of women’s issues.

2.2 The mission of PCSW is to advocate on behalf of women and to keep the President advised of women’s issues relevant to Mansfield University.

**ARTICLE III – MEMBERSHIP**

3.1 PCSW is open to any interested member of the Mansfield University community and encourages a diverse representation from all constituencies on campus.

3.2 Gender will not be a consideration when selecting members; however, any individual should be supportive of and have a genuine interest in women’s issues.

**ARTICLE IV – OFFICERS**

4.1 The officers of PCSW shall be a CHAIR, VICE CHAIR, SECRETARY, TREASURER, and WEBMASTER.

4.2 In order to run for office, you must have served within PCSW membership for at least one (1) semester.

**ARTICLE V – MEETINGS**

5.1 Regular meetings shall be held at least once a month throughout the academic year to discuss PCSW business. One (1) meeting per semester may be open to the campus community at large to provide an update and to encourage involvement.

5.2 Officer meetings may be held as deemed necessary with appropriate notification to all respective participants.

**ARTICLE VII – AMENDMENTS**

7.1 Amendments to this Constitution may be proposed by any member and shall be voted upon at the next meeting of the organization following notice of such proposed amendment to the voting members, such notice shall be given within one (1) week of the time any such amendment is proposed.

7.2 Amendments to this Constitution shall be the affirmative vote of the majority of all voting members in attendance at the meeting.

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**BYLAWS**

**SECTION 1 – OFFICER COMPOSITION AND RESPONSIBILITIES**

1(1) The Chair shall be the Executive Officer of PCSW and is responsible for calling and running meetings, writing agendas for the meetings, and serving as contacts to other women’s commissions within the State System.

1(2) The Vice Chair, in the absence of the Chair shall be responsible for calling and running meetings. The Vice Chair will oversee and run the elections for PCSW.

1(3) The Treasurer will prepare annual budget reports for the University President, report to PCSW on the status of the budget and complete requisitions as needed.

1(4) The Secretary will keep the records of the membership and oversee the preparation and distribution of the business meetings’ minutes within one week of the meeting.

1(5) The Webmaster will maintain the organization website and update any information needed to ensure it is up to date.

**SECTION 2 – OFFICER ELECTIONS**

2(1) Elections will be held approximately one month before the end of the academic year.

2(2) All nominees must be able to provide a statement that they possess the eligibility requirements in Article IV Section 4.2 of the Constitution to the Vice Chair.

2(3) All officers shall be elected by a majority vote of those persons casting ballots.

2(4) Officers will take office the following fall semester.

2(5) All officers serve for a term of two (2) years or until their successors shall be duly elected and qualified.

**SECTION 3 – MEMBER COMPOSITION AND RESPONSIBILITIES**

3(1) PCSW membership shall be composed of the following:

* At-large faculty/staff/management members (up to 8)
* At-large student members (up to 6)
* Athletics Representative (1)
* Campus Police Representative (1)
* Faculty Representative – APSCUF (1)
* HAVEN Representative (1)
* Management Representative (1)
* Social Equity Representative (1)
* Staff Representative – AFSCME (1)
* Staff Representative – SCUPA (1)
* Student Life & Living Representative (1)
* Women’s Center Representative (1)
* Women’s Studies Representative (1)

3(2) At-large faculty/staff/management members shall serve two-year terms. Student representatives shall serve one-year terms. Representatives may serve consecutive terms.

3(3) Individuals selected for PCSW membership will have voting privileges, except for the Chair – they will be non-voting except for a tiebreaker or unless there is no other member of their constituency present at the meeting

3(4) Attendance at PCSW meetings is vital; therefore, if there are two (2) or more absences, as determined by the Chair, the member may be requested to resign. Members are also expected to serve on Special Committees, as needed.

3(5) If a member's University responsibilities preclude them from attending regular business meetings during a semester, but the member continues to participate on committees, the member will remain on PCSW. The member will notify the Chair of the situation.

**SECTION 4 – MEMBER SELECTION**

4(1) PCSW will notify all members of the University community of available positions at least two (2) weeks prior to selections being held. Candidates for membership can either be self-nominated or nominated by members of the University community.

4(2) If more nominees are presented than can be accepted, PCSW will vote on the membership.

4(3) Selections will occur at the end of the spring semester for the upcoming academic year. If any positions remain unfilled, an attempt will be made to fill them at the beginning of the fall semester.

4(4) Anyone who ends a term as an officer and does not want to run for another term as an officer must run for a position to represent their constituency.

4(5) The University President or President’s representative will serve as an ex-officio member of the Commission. A member of the Council of Trustees will serve at the direction of the Trustees as an ex-officio non-voting member of the Commission.

**SECTION 5 – SPECIAL COMMITTEES**

5(1) Special Committees may be established to carry out programs or projects of PCSW.

5(2) Special Committees shall be authorized by the Executive Board or PCSW membership and shall perform such duties as defined in their establishment.

5(3) The Executive Board or PCSW membership shall appoint, and may remove, committee members and a Chairperson for each committee.

**SECTION 6 – MEETINGS**

6(1) Meetings shall be held at such places as determined by the Chair/officers.

6(2) PCSW membership shall be given at least one (1) week notice of the location of the meetings.

6(3) All matters coming before PCSW, which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present.

**SECTION 7 – RESOURCES**

7(1) Budget monies are funded through the Office of the President. PCSW will be responsible for apprising the President of administrative and program needs on an ongoing basis.

7(2) The disbursement of said resources shall be determined by the members of PCSW and in accordance with University policies.

7(3) The Treasurer shall be responsible for the accountability of PCSW’s monies, and shall report to the membership.

**SECTION 8 – AMENDMENTS OF BYLAWS**

8(1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the organization following notice of such proposed amendment to the voting members, such notice shall be given within one (1) week of the time any such amendment is proposed.

8(2) The By-Laws of the PCSW will be reviewed by a Special Committee every five (5) years or as needed.

8(3) Amendments to these Bylaws shall be the affirmative vote of the majority of all voting members in attendance at the meeting.

Reviewed: April 4, 2018

Approved: