

# Women's Advisory Committee Bylaws

Adopted 9/18/2019

## **Purpose of the Committee**

The Women's Advisory Committee is responsible for the following:

1. identifying the needs of women at Columbus State University through interaction and communication with individuals, groups, administrators, and other college committees
2. formulating short- and long-term objectives concerning the needs of women at CSU
3. serving as a resource and support group in cases of complaint involving women's issues and encouraging enforcement of existing policies
4. establishing task forces to develop programs and activities promoting women and women's issues on campus
5. submitting to the president, Faculty Senate, and affirmative action officer an annual report that reviews the status of women on campus and makes recommendations for improvement—a report that would also be made available to all department heads

## **Member Composition**

The Women's Advisory Committee should be composed of the following:

1. 10-15 members of the faculty and staff including at least one from each college
2. 1-2 students, preferably one undergraduate student and one graduate student
3. the director of Human Resources and the provost as ex officio members

Members may remain on the committee indefinitely as long as the member is in good standing and fulfilling the member engagement standards.

## **Committee Officers**

Officers should include a chair, a co-chair/chair elect, a secretary, and task force chairs as necessary. Officer positions will be elected by majority vote within the committee. If none are selected, one will be appointed by the Faculty Senate.

## **Member Engagement**

Member engagement should include: attendance at meetings unless unavoidable conflict, attendance at functions, participation in email communication, and volunteering for remote tasks.

## **Meeting Calendar**

Meetings will be held on an as need basis as determined by the chair in direct relation to any ongoing charges, but preferably once a month, and no less than once a semester.

## **Meeting Content and Procedure**

Meeting topics should have a goal of improving employment, education, and/or the general welfare of women on campus. Anyone can bring ideas or issues to the committee for review by emailing the chair and/or committee members as appropriate. The committee members will vote on which current charges are most in need of review and/or support, and will then disseminate the results of this deliberation to the appropriate audience.

## **Meeting Visitors**

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

## **Revision to the Bylaws**

All revisions will to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the committee and senate prior to a vote.

## **Committees and Policy Review Process**

### **Receipt of Policy Proposal and Charge**

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

### **Role of Senate Committee in the Policy Proposal Review**

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

### **Policy Review Process**

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

### **Timeline for Initial Policy Proposal Review**

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

### **Voting on Recommendations for Faculty Senate**

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

### **Notification and Reporting to Faculty Senate**

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

### **Committee Reporting Process**

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

## **Reporting**

## **Composition of Written Supplements - Presentation and Non-Presentation**

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

## **Mandatory Committee Chair Attendance for Report**

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

## **Timeline for Submitting Committee Reports Prior to Senate Meeting**

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.