BYLAWS OF THE SAINT LOUIS UNIVERSITY
ADVISORY COMMISSION ON THE STATUS OF WOMEN

ARTICLE I. NAME

This organization shall be known as the Saint Louis University Advisory Commission on the Status of Women (hereinafter called the “Women’s Commission”).

ARTICLE II. PURPOSE

The Women’s Commission serves as a resource for faculty, staff, students and administrators, to promote the interests, issues and concerns of women at the University, specifically by

(a) sponsorship of programs designed to heighten awareness of major issues and dissemination of information to both men and women;
(b) networking opportunities to foster the personal and professional development of women at the University; and
(c) recognition of outstanding contributions by University women.
(d) maintain and support the Sister Shirley Kolmer Memorial Endowment Fund established in 1994 to continue and enhance the work of the Commission.

ARTICLE III. MEMBERSHIP

The Women’s Commission shall be composed of interested Saint Louis University faculty, staff, students and administrators as well as former members of the University community.

ARTICLE IV. PROGRAMS

Programs of the Women’s Commission shall take place at a time and place to be specified by the program committee and approved by the Executive Board. Notice stating the place, day and hour of each program shall be given by printing such notice in the Women’s Commission newsletter, on the Women’s Commission Website, and in Newslink, or other Saint Louis University publications.

ARTICLE V. EXECUTIVE BOARD OF THE WOMEN’S COMMISSION

Section 5.1. General Powers. The activities and finances of the Women’s Commission shall be managed by its Executive Board.

Section 5.2. Number. The Executive Board shall consist of the officers (President, Vice President/President Elect, Secretary, Treasurer, and Past President) and committee chairs (Communications, Awards, Issues, Member Development, Programs and Endowment) of the
Women’s Commission as well as a representative of the Saint Louis University Diversity and Affirmative Action Office, a representative of the Women’s Studies Program, and student representatives.

Section 5.3.  Ex-Officio. The Executive Board may, at its discretion, retain former Board members in an advisory capacity.

Section 5.4.  Eligibility. Faculty, staff, students and administrators of Saint Louis University are eligible to serve on the Executive Board. Candidates for the position of Vice-President/President–Elect must have served as a member of the Executive Board prior to their nomination for the position.

Section 5.5.  Nomination. The following process will be observed:

Section 5.5.a The Nominating Committee will meet and initiate a call for nominations in December.

Section 5.5.b. Nominations will be solicited via the Commission’s newsletter, from Executive Board and committee members, and other appropriate means, to ensure University-wide notification. Nominations will be sent to the Chair of the Nominating Committee with confirmation that the nominee has been notified.

Section 5.5.c. Persons nominated or interested in serving on the Board must submit a brief biographical statement. Statements will be reviewed by the Nominating Committee before the nomination can be finalized.

Section 5.5.d. Members of the Nominating Committee will conduct individual interviews with all persons nominated or interested in serving on the Board prior to finalizing a slate of candidates for presentation to the Board.

Section 5.5.e. The Nominating Committee Chair will present a slate of candidates to the Board for approval at the March meeting.

Section 5.6.  Election. The following process will be observed:

Section 5.6.a. Women’s Commission officers and committee chairs will be elected by a majority vote of the Executive Board at the March meeting. The vote will be taken vive voce.

Section 5.6.b. The Chair will notify the newly elected officers and committee chairs.

Section 5.6.c. The new board will be officially announced at the Women of the Year Luncheon.

Section 5.7.  Term. Elected members of the Executive Board shall serve a one-year term, renewable for one year in the same position. Officer transition takes place at the Women’s Commission’s May Executive Board meeting. The new Board shall begin its official duties at the June meeting.

Section 5.8.  Place and Time of Meetings. Meetings of the Executive Board shall be held at a place and time determined by the President. Notice stating the place, day and hour of each regular meeting shall be given by email to all Board members at least one week prior to such meeting.
Section 5.9. Meetings. The Executive Board shall transact its business at monthly meetings. Special meetings may be called by the President as needed. The Executive Board is a working Board; therefore, regular attendance at its meetings is expected. Unexcused absences will result in a member’s removal from the Executive Board. Executive Board meetings are closed meetings; guests may attend with the prior approval of the President.

Section 5.10. Quorum and Procedure. At all meetings of the Executive Board, the presence of a simple majority of the board shall be necessary and sufficient to constitute a quorum for the transaction of business. A member may vote in person, by email, or by written proxy received by the President or the Secretary. Ex-officio members and guests do not vote.

Section 5.11. Filling of Vacancies. A vacancy on the Executive Board shall be filled by presidential appointment.

Section 5.12. Removal. A member of the Executive Board may be removed by the vote of a majority of its members due to unexcused absences or whenever, in their judgement, the best interests of the Women’s Commission will be served thereby. A member of the Executive Board may initiate the removal of another Board member by notifying the President or Vice President of the reasons for pursuing this action. The President/Vice President will inform the Board member against whom this action is taken.

Section 5.13. Consent of Officers. In the event an action is required prior to a scheduled meeting of the Executive Board, the President shall individually poll the officers of the Board. If there is insufficient time to do this, the President may act and inform the Board of the decision.

ARTICLE VI. DUTIES OF THE OFFICERS OF THE WOMEN’S COMMISSION

Section 6.1. President. Supervises the activities of the Commission; determines place and time, sets the agenda for, and presides at the Executive Board meetings; with input from other Board members, plans budgetary allocations in cooperation with the Treasurer; serves as a second signatory on the Women’s Commission account and purchasing card (P-Card); provides general orientation to the new Executive Board members at the May meeting; serves as advisor to the Communications Committee; and appoints ad hoc committees as needed.

Section 6.2. Vice President/President Elect. Presides at Executive Board meetings and other functions in the President’s absence; serves on the Award Selection, the Nominating and the Member Development Committees; and performs other tasks at the request of the President.

Section 6.3. Secretary. Arranges meeting place for Executive Board meetings; sends monthly Executive Board meeting reminders; records and distributes the minutes of the Executive Board meetings; posts approved minutes on the shared Google site; and handles correspondence.
Section 6.4. Treasurer. Maintains accurate records of income and expenditures; reviews monthly financial statements; prepares and submits all requisitions for cash, checks, purchase orders and interdepartmental orders; presents monthly budget reports to the Executive Board; tracks and reports on the status of the Kolmer Fund; prepares an annual budget request for submission to the University; and determines the Commission budget with input from the President. The treasurer also serves on the Endowment Committee.

Section 6.5. Past-President. Chairs the Nominating Committee, serves on the Endowment Committee, and performs other tasks at the request of the President.

ARTICLE VII. STANDING COMMITTEES OF THE WOMEN’S COMMISSION

Section 7.1 Standing Committees. There shall be the following Standing Committees: Communications, Awards, Issues, Member Development, Programs and Endowment.

Section 7.2 Appointment. Committee members will be appointed by respective committee chairs and to the extent possible, the composition of all committees should reflect the University’s diversity.

Section 7.3 Duties. Standing committees may only recommend action to the Executive Board and implement any instructions or policies, plans and programs approved by the Board. All committees are expected to maintain documentation of their activity for the Women’s Commission files and succeeding Chairs.

Section 7.3.a. Communications Committee. Under the leadership of the Chair and in consultation with the Executive Board, this committee: coordinates the writing, formatting and distribution of Commission announcements and news releases; coordinates the writing, design and distribution of the Commission’s Newsletter and arranges access to the Women’s Commission listserv; maintains the Commission’s website, including posting, and managing the online program reservation form; and with the permission of the president, give Executive Board members access to the shared Google site. The chair also serves on the Endowment Committee.

Section 7.3.b. Awards Selection Committee. This committee is chaired by the nonvoting Awards Chair and includes the Vice President/President Elect and at least four other members chosen from the University community at large. The Chair solicits nominations for the YWCA Leader Lunch and Women of the Year (WOY) awards. The committee reviews nominations and selects the honorees for these awards; coordinates YWCA Leader Lunch and WOY event details; and Coordinates RSVPs for the WOY event with the Secretary.

Section 7.3.c. Issues Committee. This committee serves as a liaison to other University and community organizations to identify issues relevant to the University community; and, in consultation with the Executive Board, coordinates the planning and event details to implement programs or events addressing identified issues.
Section 7.3.d. Member Development Committee. In consultation with the Executive Board, this committee: (1) plans, coordinates event details and implements biannual receptions (fall and spring) for women employees hired in the previous six months; (2) coordinates with Human Resources to compile a list of recently hired women employees for submission to the Women’s Commission Newsletter and to send to each new hire, within one month of hire date, a welcome packet including letter, Women’s Commission brochure and information about upcoming programs; (3) for one year after hire, tracks event and meeting attendance and recognizes participation through thank you notes; (4) compiles a list of women employees receiving distinguished and presidential service award recognition and prepares congratulatory letters for signature by the Women’s Commission president; (5) monitors Newslink to compile a list of women achieving significant awards and prepares congratulatory letters for signature by the Women’s Commission president; (6) maintains a file of women interested in serving on the Commission board or committees.

Section 7.3.e. Programs Committee. In consultation with the Executive Board, this committee coordinates the themes and speakers and event details to implement a minimum of three programs to be held during the academic year, with dates and times for all programs to be finalized by September 1; coordinates RSVPs and maintains attendance records of all events; arranges presentation of gifts to presenters; and coordinates “Thank you” notes for programs.

Section 7.3.f Endowment Committee. Under the direction of the chair, in coordination with the Executive Board, and in compliance with Saint Louis University Advancement directives, plans and implements an annual fund-raising project, the proceeds of which shall support the Sister Shirley Kolmer Memorial Endowment Fund.

ARTICLE VIII. OTHER COMMITTEES OF THE WOMEN’S COMMISSION

Section 8.1. Nominating Committee. This committee prepares a slate of nominees for all positions on the Executive Board (see Article V. Section 5.2). The slate of nominees shall be presented at the March Executive Board meeting. The committee is composed of the Past President (chair), the Vice President/President Elect, an additional Past President, an active Committee member, and the representative of the Diversity and Affirmative Action Office.

Section 8.2. Other Committees. The Executive Board may, by an affirmative vote of a majority of its members, constitute committees or task forces for any purpose.

ARTICLE IX. REPRESENTATIVE MEMBERS OF THE EXECUTIVE BOARD

Section 9.1. Representative of the Saint Louis University Diversity and Affirmative Action Office acts as a resource for the Commission on matters of Affirmative Action; helps identify issues pertinent to University women; may make policy recommendations to the appropriate University Administrators on behalf of the Women’s Commission; and serves on the Nominating Committee.
Section 9.2. Representative of the Women’s Studies Program. Acts as a liaison between the Commission and the Women’s Studies Program; informs the Executive Board of Women’s Studies programs and activities; and suggests ways in which the Commission can support the Women’s Studies Program.

Section 9.3. Student Representative(s). Represent and communicate student interests to the Board.

ARTICLE X. LIAISON RELATIONSHIPS

The Women’s Commission will maintain informal relationships with University Vice Presidents and professional organizations and programs whose activities support the mission of the Women’s Commission. (See Article VII, Section 7.3c Issues Committee)

ARTICLE XI. FISCAL YEAR

The fiscal year of the Women’s Commission shall be from July 1 to June 30 inclusive, concurrent with that of the University.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended at any meeting of the Executive Board by the affirmative vote of two-thirds of its members, provided the amendment has been submitted for review at the previous regular meeting of the Executive Board.

ARTICLE XIII. ADOPTIONS

These Bylaws shall become effective immediately upon their adoption by a vote of two-thirds majority of the Executive Board of the Women’s Commission.

Adopted: April 8, 1991
Amended: December 1991
February 1993
January 1994
February 1995
January 1996
September 2003

December 2010
December 2011
March 13, 2013
March 12, 2014
September 9, 2015