



President's Commission on the Status of Women
University of Rhode Island

Structure and Procedures

Draft, January 26, 2009

MEMBERSHIP

Members of the President's Commission on the Status of Women are appointed by the University President upon recommendation of Commission members and the membership committee.

Three-year terms, renewable for one term. Upon completion of two consecutive terms, a member must remain off the Commission for at least the length of one term before possibly returning.

Exception 1: If a past or incoming chair would normally be required to leave the Commission because of the six-year limit, the individual will be allowed to continue as a Commission member until the past-chair role has been completed.

Exception 2: Student members are appointed for one-year terms, renewable for two terms.

Any members departing prior to the end of their terms are replaced by the Commission as soon as possible.

The departing member is encouraged to nominate a replacement, and the Subcommittee on PCOSW Functioning makes the final decision regarding who will serve.

If the departing member is leaving permanently, the new member serves out the rest of the departing member's term.

Members away for an extended time (eg, sabbatical, sick leave) are replaced by someone on an interim basis.

Once the regular member returns, the substitute is encouraged to continue as a member of the Commission's subcommittees.

Membership includes students, staff, and faculty. Membership should include as broad a range as possible of traditionally underrepresented groups – such as, but not limited to, people of color, people with disabilities, people of various sexual orientations. Because the Commission could easily be composed of women only, the membership should also include men.

Former members of the Commission, retired faculty and staff, URI graduates, other members of the URI community, and members of the non-URI community are welcome to attend meetings and to work with the Commission's subcommittees on ad hoc basis.

CHAIRS

Chairpersons are appointed by the University President or the President's designee upon recommendation of the Subcommittee on PCOSW Functioning and the Commission's members.

Past, present and in-coming chairs function together as a leadership team, serving for one year in each of those roles.

Candidate for incoming chair is nominated by April 1 and is appointed by President to begin serving in the incoming chair role by June 1.

MEETINGS

Full Commission meetings are held every other month during the academic year, with the schedule of meetings announced at the beginning of each semester.

Additional meetings of the full Commission can be held during the summer, and as needed during the academic year, when called by the chairs. Members can call for additional meetings if deemed necessary.

Between meetings of the full Commission, subcommittees meet to carry out their work, consulting with and reporting to the Commission during full PCOSW meetings.

Any interested individuals who are not members of the Commission are welcome to attend the meetings.

Any individual who would like to bring an issue to the Commission for consideration is asked to communicate with the Commission chair, who will decide whether the most appropriate presentation of the issue is to the full Commission or to a particular subcommittee.

MEMBER RESPONSIBILITIES, EXPECTATIONS

Members are expected to attend all meetings, with notification of the current chair if unable to attend.

Members are expected to participate in at least one of the Commission's subcommittees, and/or make contributions in some other capacity (eg, maintaining website, orienting new members)

Any member who misses frequently (eg, three consecutive meetings) or does not carry out tasks related to the Commission's work will meet with one of the chairs to discuss whether there is need for the person's responsibilities to be reassigned and/or for the person to resign her/his position.

ORIENTATION

New members will be given information orienting them to the work and history of the PCOSW. They will also meet with one or more leaders of the Commission to discuss possible roles for them in the organization.

COMMUNICATION AND ARCHIVING

Important Commission documents (completed and in process) will be circulated to the members via email, with the expectation that the members will bring their own copies to meetings. All documents will be placed in Commission archives, and made available to PCOSW members through the Commission's support person and on the PCOSW website.

RELATIONSHIP WITH UNIVERSITY PRESIDENT

The Commission will meet with the President at least twice a year for updates and consultation regarding the PCOSW's work.

When appropriate, the Commission will seek the President's support and approval for PCOSW plans and actions.

The Commission will provide the President with yearly summaries of their activities.

RETREATS

The Commission will normally hold a retreat before the end of the academic year to evaluate PCOSW activities and functioning, institute any needed changes, and set goals for the next year.

Approved Sections I and I: April 16, 2013

**Prepared by Sub-Committee on PCOSW Structure and Guidelines
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President's Commission on the Status of Women
University of Rhode Island

Structure and General Guidelines

(Approval Date Here)

SECTION I

Membership

1. Members of the President's Commission on the Status of Women (PCOSW) are appointed by the University President upon recommendation of Commission members.
2. The membership shall comprise individuals who represent a variety of staff, administration and student perspectives on the status of women at URI. The membership shall recruit new members that represent diverse groups across the University campus.
3. Former members of the Commission are invited to attend meetings and work with the Commission's subcommittees on an ad hoc basis.
4. Members serve three-year terms, renewable for one term. After serving two consecutive terms, an individual becomes eligible for reappointment to PCOSW after the lapse of at least two years.

Exception 1: If a past or incoming co-chair would normally be required to leave the Commission because of the six-year limit, the individual will be allowed to continue as a Commission member until the past-chair role has been completed.

Exception 2: Student members are appointed for one-year terms, renewable for two terms.

Exception 3: If necessary, the Leadership Team, with the approval of the Commission may change the term limit provisions stipulated in #4 above, on an individual basis.

5. A suggested list of Offices, Programs or groups to be represented on the Commission is given in Section III. There should be at least one representative from each of the following

offices each year: Affirmative Action, Human Resource, Gender and Women's Studies Program, and the Women's Center.

6. Members who leave prior to the end of their term shall be replaced as soon as possible. The Chairs shall solicit nominations of possible replacement members from Commission members and other appropriate resources. The selection of the replacement shall rest with the Leadership Team and be approved by the Commission.
7. If a member is leaving permanently, the replacement shall serve out the remainder of the original member's term. Members away for an extended time (e.g., sabbatical, sick leave) shall be replaced on an interim basis. Once the regular member returns, the substitute is encouraged to continue working on the Commission's subcommittees.

CHAIRS

1. Co-Chairpersons are appointed by the University President upon recommendation of the Commission's members. One Co-Chair should be a staff member, whereas the other Co-Chair should be from faculty.
2. Chairs serve a two-year term. Co-Chairs shall serve staggered terms.
3. Past, present and in-coming Co-Chairs function together as the PCOSW Leadership Team. Consequently, co-chairs should plan to serve in a leadership capacity for at least 3 years.

MEETINGS

1. Commission meetings are held approximately monthly during the academic year, with the schedule of meetings announced at the beginning of each semester.
2. Additional meetings of the Commission may be held during the summer, and as needed during the academic year, when called by the chairs. Members may call for additional meetings if needed.
3. Between meetings of the Commission, subcommittees shall meet to carry out their work, consulting with and reporting to the Commission during PCOSW meetings.
4. The Commission will normally hold a retreat once annually to evaluate PCOSW activities and functioning, institute any needed changes, and set goals for the next year.
5. Interested individuals who are not members of the Commission are welcome to attend Commission meetings.

6. Individuals who would like to bring an issue to the Commission for consideration should communicate with the Commission Co-Chairs, who will consider whether the most appropriate presentation of the issue is to the Commission or to a particular subcommittee.

MEMBER RESPONSIBILITIES

1. Members are expected to attend all Commission meetings.
2. Members are expected to participate in the workload of at least one of the Commission's subcommittees, and/or make contributions in some other capacity (e.g., maintain website, orient new members, supervise interns).
3. Members who are absent frequently (e.g., three consecutive Commission meetings) should meet with one of the chairs to discuss their continued membership on the Commission.

COMMUNICATION AND ARCHIVING

1. The Commission shall maintain updated lists of e-mail and telephone numbers of all members of the Commission and its sub-committees.
2. Important Commission documents (completed and in process) will be circulated to all Commission members via email.
3. All important documents will be placed in Commission archives and made available to PCOSW members through the Commission's support person and on the PCOSW website.

RELATIONSHIP WITH UNIVERSITY PRESIDENT

1. The Commission shall meet with the President once a year for updates and consultation regarding the PCOSW's work.
2. When appropriate, the Commission will seek the President's support for PCOSW plans and actions.
3. The Commission will provide the President with yearly summaries of their activities and plans.

SECTION II

GENERAL GUIDELINES

Leadership Roles for PCOSW

Leadership Team Members

- Current Co-Chairs
- Past Chairs or Co-Chairs
- Incoming Co-Chair

Leadership Responsibilities

- Keep track of issues
- Ensure that assignments are carried out in timely fashion
- Confer with consultant (e.g., Ann Morrissey) about strategies and protocols
- When necessary, meet with the President or Chief Diversity Officer to discuss issues related to the PCOSW. Leadership Team shall provide a full report to the Commission on any such meetings.
- Represent PCOSW on Equity Council and other Diversity related meetings or events.

Meetings (Commission)

- Create agendas
- Chair meetings
- Schedule meetings
- Take attendance
- Appoint individual to take and write minutes
- Review minutes prior to distribution
- Make copies of materials for meetings

Maintain Membership

- Replace members who leave temporarily or permanently
- Carry out necessary procedures for appointing new temporary or permanent members
- Compile information packets to distribute to new members orienting them to the work and history of the PCOSW
- Meet with new members to discuss possible roles for them as a member of PCOSW.

Maintain Records

- Create and edit documents
- Maintain a library of the Committee's diversity documents (in hard and electronic versions) for use by the PCOSW and the University community.

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SECTION III

GENERAL GUIDELINES

PCOSW Membership

Historically, the membership of the PCOSW have represented the following Offices, Programs or Groups.

#	Office, Program or group (sorted alphabetically)
1	AAUP
2	ACT
3	Affirmative Action
4	Association of Academic and Professional Women
5	Campus Security
6	Chaplains Association
7	Continuing Education
8	Counseling
9	Faculty Member
10	Faculty Member
11	Faculty Member
12	Faculty Senate
13	Graduate Student
14	Graduate Student Association
15	Health Services
16	Housing & Residential Life
17	Human Resources
18	Liaison to the President & Provost
19	Local 528
20	Multicultural Center
21	Non-Union
22	PSA
23	PTAA
24	Talent Development
25	Top Level Administration
26	Undergraduate Student
27	Undergraduate Student
28	University College
29	Women of Color Network of Faculty and Staff