UNIVERSITY OF MICHIGAN-DEARBORN COMMISSION FOR WOMEN
BYLAWS

ARTICLE I. NAME
The name of the organization will be the University of Michigan-Dearborn Commission for Women.

ARTICLE II. PURPOSE
The UM-D Commission for Women has the responsibility of providing an advocacy role in issues of concern to women employees of the campus. The Commission for Women will work toward recognizing and promoting women’s professional opportunities and toward providing opportunities for women’s personal growth.

ARTICLE III. MEMBERSHIP
All employees (men and women) of UM-D are considered members of the Commission for Women.

ARTICLE IV. EXECUTIVE BOARD

Section 1. Membership
The Executive Board of the Commission for Women will consist of 20 members, elected by and from the membership to serve a two year term. It is important that all job families have opportunities to be represented on the Executive Board.

Section 2. Voting
The Executive Board members will have voting privileges. The Chair will vote only when his or her vote would change the outcome of the vote.

Section 3. Elections and Vacancies

Term duration:

Duration: Terms will be two years in length. Expirations will be effective every April 30.

Seat Expiration: Approximately one-half of the Executive Board will be subject to election each calendar year.

Elections:

The Commission for Women will conduct elections for available seats during April of each year. A nominating committee will be appointed by the Executive Board in September of each year. (See Article VII Section 1.2 Nominating and Elections Committee

Method of Election: Elections will be conducted in a three-part process as follows: 1) the nominating committee will present a slate of nominees to the Executive Board no later than February. The slate will be approved by the Executive Board. 2) At the April general meeting of the Commission for Women, the slate will be presented. All nominees must be present at this meeting unless they have first requested and received an excused absence. 3) Each nominee will speak to why they wish to be elected and the Nominating committee will make available copies of the written bios/statement for all nominees. If there are more nominees than vacancies, all members present will then vote and the candidates receiving the largest number of votes will be elected. Should the number of nominees be equal to the number of vacant positions, all nominees will automatically be elected.

Vacancies:

In the event of a vacancy, the Executive Board may appoint a replacement to fill the balance of the term. The Executive Board may vote to allow the seat to remain vacant until the next election. If the Board chooses to fill the vacancy, the Nominations and Elections Committee will set up a deadline for nominations from the Board, obtain biographies and set up an election with a physical or electronic ballot for Board members. In no event should the number of seated members fall below 15.

Section 4. Duties

Approved 4/30/2015
The Executive Board of the Commission will be responsible for setting an agenda for the year, setting an annual budget, dispensing funds, and making recommendations on organizational policy, scheduling the time and place of meetings, and presenting reports to the membership. All members are expected to actively participate in as many Commission related activities as possible and to actively serve on a minimum of two standing committees.

ARTICLE V. OFFICERS

Section 1. Membership

The officers of the Commission for Women will be elected among and by the members of the Executive Board. If no one on the Executive Board is willing or has the ability to perform Treasurer duties, the Treasurer may be appointed by the Board as an ex-officio Board member. The officers will include: Chair, Vice Chair, Treasurer, Corresponding Secretary, and Recording Secretary.

Section 2. Tenure

All officers will serve for a term of one year (May 1 through April 30).

Section 3. Selection Procedures

The outgoing Chair will call the first Executive Board meeting following the election of executive board members. At this meeting an election of officers will be held. The Board will call for nominations for each office from the members of the Executive Board. Following the close of nominations, a vote will be taken.

Section 4. Duties

4.1 Chair
The Chair will be the administrative officer, call for and conduct all Commission and Executive board meetings, appoint committee Chairs, serve as ex officio member of all appointed committees, and be the primary representative of the Commission. The Chair will set the agendas for all business meetings. The Chair will be an authorized signatory for accounts. Because we feel that it is important to rotate leadership responsibilities and that it can take a year to learn the role, no person may hold this office for more than two consecutive years, although a past chair may run again for the position once a minimum of two years has passed.

4.2 Vice Chair
The Vice Chair will conduct meetings and act as a representative of the Commission in the absence of the Chair. The Vice Chair will also maintain the archives of the Commission, and serve as parliamentarian, using Robert’s Rules of Order, Newly Revised as authority.

4.3 Treasurer
The Treasurer will be responsible for the collection and disbursement of all funds, keeping accurate financial records, and preparing budgets and financial reports for the Commission. The Treasurer will be an authorized signatory for accounts.

4.4 Corresponding Secretary
The Corresponding Secretary will distribute agendas for all business meetings, reserve the meeting rooms and handle the official correspondence of the Commission.

4.5 Recording Secretary
The Recording Secretary will be responsible for taking and distribution of the minutes and taking attendance at business meetings of the Executive Board and at general meetings. He/She will also maintain an electronic record on the Commission shared drive of bylaws, minutes, committee reports and lists of Board members and standing committee memberships are retained.

Section 5. Vacancies

In the event of a vacancy, the Executive Board will elect a replacement from among its membership.

ARTICLE VI. MEETINGS

General Meetings: An annual meeting of the Commission will be held in April of each year. The meeting will be open to all members of the campus community. Other general meetings can be called by the Executive Board whenever appropriate.

Approved 4/30/2015
Executive Board Meetings: The Executive Board will meet not less than six times a year. The meetings will be open to all members of the campus community. Only members of the Board may vote at Board meetings.
ARTICLE VII. COMMITTEES

Section 1. Standing Committees

The Standing Committees will be: Luncheon Program, Nominating and Elections, Publicity, Susan B. Anthony Award Program, Susan B. Anthony Award Selection, Professional Development, and General Meeting Planning. The Chair of each committee is to be appointed from the Executive Board by the Executive Board Chair. Each committee should have not less than four members. Committee members can be selected from the entire campus community. Standing committee members will serve a term of one year.

1.1 Luncheon Program Committee
The Luncheon Program Committee, in conjunction with the Executive Board Chair, will plan and coordinate the series of luncheon programs for the Commission for Women. The programs must be approved by the Board.

1.2 Nominating and Elections Committee
The Nominating and Elections Committee will be appointed in September of each year. Their duties are to select a slate of nominees for the Executive Board and conduct elections at the April General meeting as described in Article IV, Section 3. In the process of putting together a slate of candidates, the Nominating and Elections Committee will contact all Board members whose term is due to expire and determine their interest in seeking reelection. The committee will also solicit nominations from the campus. Each interested nominee, including current Board members, must submit a short bio and statement of why they want to serve on the Commission for Women. The Committee will make copies of those bios/statements available at the April general meeting.

1.3 Publicity Committee
It will be the function of the Publicity Committee to publicize all program activities of the Commission through newsletters, announcements in campus publications, mailings, posters, etc. This excludes the Susan B. Anthony Event.

1.4 Susan B. Anthony Award Program Committee
The Susan B. Anthony Award Program Committee will plan and coordinate all facets of the annual Susan B. Anthony Award Program, including publicity.

1.5 Susan B. Anthony Award Selection Committee
The Susan B. Anthony Award Selection Committee will handle the nominations for the award and selection of the recipient. The Committee will be composed of not less than four voting members and should include an equal number of both faculty, staff and if possible the prior years award recipient. Committee members should be either past and/or current members of the Executive Board. A member of the Executive Board who will serve as a non-voting member except in the event of a tie vote will chair the Committee. However, if the Committee Chair is a past winner of the award, he or she will be eligible to vote. An individual selected to receive the award will be eligible for re-nomination after ten years have passed.

1.6 Supplemental Professional Development Committee
The Commission for Women Supplemental Professional Development Fund supports professional development activities of UM-Dearborn staff and faculty that promote the advancement of women and girls. The Committee will consist of no more than six members, including the Treasurer and will meet at regular intervals throughout the year to award stipends on a competitive basis according to criteria agreed upon by the Commission.

1.7 General Meeting Planning Committee
The General Meeting Planning Committee will plan the General Meeting and will coordinate such activities with the Nominations and Elections Committee.

Section 2. Special Committees and Appointments

2.1 The Chair with the approval of the Executive Board may appoint special Committees (i.e., audit, bylaws, annual report, special programs, etc.). Such committees will serve concurrently with the Commission Chair who appointed them or until the task assigned to them has been completed.

2.2 It is recommended that appointees shall be made each year for:

Liaison to American Association for University Women (AAUW) – a member of the board shall be designated to represent the Commission at AAUW events as necessary. If funds allow, the Commission will pay the AAUW membership dues for the Liaison.

Approved 4/30/2015
Liaison for Agenda for Women – a member of the board shall be designated as the liaison between the Commission and the Agenda for Women.

Website Coordinator -- this person will obtain access to the Commission’s website and coordinate having the website updated as necessary.

Section 3. Committee Reports

Chairs of standing and special committees will give reports on the progress of the assignments at all business meetings and annual meetings of the Commission. At the end of their tenure of office, they will submit written reports to the Recording Secretary and to the Vice Chair.

ARTICLE VIII. QUORUM

Section 1. General Meeting

The quorum for the general meeting is the number of persons present at the meeting.

Section 2. Executive Board Meeting

The quorum for Executive Board meetings is 51 percent of currently seated Executive Board members. A quorum must be present to conduct business.

ARTICLE IX. ORGANIZATIONAL DISCIPLINE

Executive Board members are expected to attend all Board meetings. Members who plan to be absent should notify the Recording Secretary prior to a scheduled meeting.

Attendance records will be maintained by the Recording Secretary.

As the first action item on the agenda of an Executive Board Meeting, the Board may entertain a Removal Action. Three unexcused absences will be grounds for removal from the Executive Board. The procedure for removal is as follows: (1) 3/24/2017 at least one week prior to the next scheduled meeting, (2) a copy of the removal notification will be included with the agenda, (3) formal removal will require a two-thirds (2/3) vote of the members present (the person being considered for removal may be present, and state his/her case, but may not vote in this action.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised will govern all proceedings, except in cases where they are inconsistent with these bylaws.

ARTICLE XI. PROCEDURE FOR AMENDING BYLAWS

These bylaws may be amended by a majority vote of the members in attendance at a general meeting, provided the amendment has been previously discussed by the board and submitted in writing or via campus e-mail to the membership at least one week prior to the general meeting. In addition, copies of proposed bylaw changes will be available in the Chair’s office.

Last bylaws change: 4/30/2015