

**UNIVERSITY OF SCRANTON
COMMITTEE ON GENDER EQUITY
BY-LAWS**

[AS APPROVED BY THE CGE Feb 2022]

ARTICLE I: PURPOSE AND FUNCTION

A. Mission Statement

To support the University’s “dedication to the personal development fundamental to the growth in wisdom and integrity of all who share its life,” and to meet the challenge of General Congregation 34 of the Society of Jesus “to listen carefully and courageously to the experience[s] of women,” to work in solidarity with “women in the struggle for a more just relationship between women and men,” and “to end discrimination against people based on ... gender,” the Committee promotes and pursues equitable and just treatment for women and all members of the University community.

B. The CGE seeks to accomplish this mission by:

- Raising awareness through communication with the University community regarding behaviors, actions, issues, policies, and procedures that impact gender equity, and/or have disparate impacts based on gender;
- Communicating and collaborating with other committees and organizations to provide support, advocacy, and information regarding gender issues;
- Assisting the administration in identifying gender equity concerns at the University that need study, and recommending ways to address these concerns to the appropriate administrative offices

ARTICLE II: MEMBERSHIP

A. Committee will be comprised of 11 members:

1. One full-time professional staff member selected in consultation with the Staff Senate
2. One full-time clerical staff member selected in consultation with the Staff Senate
3. One full-time service/maintenance/technical staff member selected in consultation with the Staff Senate
4. Two full-time faculty members;
 - a. one selected in consultation with the Faculty Senate
 - b. one selected from among the faculty members teaching in the Women’s Studies academic program, in consultation with the director of the Women’s Studies program
5. One traditional undergraduate student selected in consultation with the Student Senate
6. One graduate student selected in consultation with the academic deans’ offices
7. One non-traditional undergraduate student selected in consultation with the academic deans’ offices
8. Three ex officio members:
 - a. the director of the Office of Equity and Diversity, or a designate
 - b. the director of the Cross Cultural Centers, or a designate
 - c. the chief of University Police, or a designate

B. Terms and Selection of Membership

1. Terms begin in June.

- a. Student members serve a two-year term.
- b. Ex officio members do not have terms.
- c. All other members serve a three-year term with the option of reappointment
- d. Regular attendance and participation in committee activities is expected of all committee members.

2. Selection Procedures

- a. Member selection will take place as terms expire or as needed.
- b. Open positions are presented to the appropriate consultative body (as indicated in Article II.A), with a request for nominations made to the CGE by a specified deadline. Each nominee must submit a paragraph explaining their reason for wanting to serve on the committee and what knowledge, expertise, and skills they bring to the CGE.
- c. If the CGE receives no nominations from the consultative body by the CGE established deadline, then the CGE will begin its own search.
- d. The incumbent members of the CGE, through a simple majority vote, select the new members to fill open seats.
- e. If a seat opens due to an unexpired term, the CGE will go back to the most recent list of nominees for that category of membership and ask a person on the list to serve out the unexpired term. If there is no such list of nominees, then the CGE chairperson will work with the appropriate consultative body to nominate a new member.

3. Participation Requirements

Member attendance and involvement is integral to the success of the Committee. Members are expected to attend all meetings. If a member cannot attend a meeting, they are expected to contact the Chair(s) for a waiver. Members who are unable to participate and/or who miss three meetings in a row without contact, will be asked to resign unless the Chair(s) approved a leave of absence not to exceed six meetings. If the member does not resign and does not attend the next regularly scheduled meeting, the member will be terminated and a replacement will be selected within the next two meetings.

C. Officers

1. Chairperson (or co-chairpersons, if CGE members so choose)

- a. The chair(s) will be elected by committee members and must have served on the CGE for at least one year.
- b. The term of office for the chairperson(s) is two-years, with a two term limit.
- c. The duties of the chairperson(s) include:
 - convene and preside over CGE meetings
 - prepare an agenda for each meeting
 - serve as the primary point of contact
 - serve as liaison to the administration
 - prepare an end-of-the-year report for CGE member review
 - in collaboration with the CGE record keeper, maintain the membership list

- in collaboration with the CGE record keeper, update and maintain the CGE website
- make appointments to subcommittees
- represent the CGE as necessary

2. Record Keeper

- a. The record keeper will be elected by committee members
- b. The term of office for the record keeper is one-year, with no term limit.
- c. The duties of the record keeper include:
 - Record, Maintain, Prepare, circulate among members, and post on the website minutes of CGE meetings
 - Serve as the record keeper and archivist of all CGE resolutions, motions or recommendations
 - Coordinate posting the CGE meeting schedule on the CGE website
 - In collaboration with the CGE chairperson, maintain the membership list
 - In collaboration with the CGE chairperson, update and maintain the CGE Web site
 - In collaboration with the University's archivist, archive appropriate CGE records and documents

ARTICLE III: MEETINGS

The Committee shall hold monthly meetings, except during the summer months, at which time the agenda presented will be the principal order of business.

1. Monthly meeting dates and times during the academic year will be decided by the chair(s) in consultation with committee members
2. Meeting information will be distributed through email and posted on the CGE website
3. Summer meetings: Recommend one meeting during the summer (June – August), depending on preparation needed for fall semester
4. Special meetings may be called by the Chair(s) acting independently or upon written request of the members of the Committee, or upon request from the University Provost.
5. Open meetings
 - a. Anyone interested in learning about the CGE, or wishing to be put on the agenda, should contact the chairperson at least 48 hours prior to the scheduled meeting
 - b. The first part of CGE meetings will be open to University members, with the later portion of meetings for members only to conduct regular business.
6. **A Quorum** for a CGE meeting will require a simple majority (51% or more) of currently serving members, including a chairperson. Each member shall be entitled to one vote. Voting shall be by a majority voice vote except when a roll call vote is requested.

DO WE CONTINUE WITH A MEETING IF THERE IS NOT A QUORUM?

Meetings may be held when quorum is not met, but resolutions or changes to policies or procedures may not be agreed upon without a simple majority. In such cases, a vote may be held via email.

ARTICLE IV: STANDING WORKING GROUPS

A. Bylaws Working Group:

1. Will review and recommend to the CGE membership any changes it deems necessary.
2. Will review and send forward to the CGE membership any revisions proposed by other CGE members.

ARTICLE V: BYLAW AMENDMENT PROCEDURES

Amendments to these bylaws shall become effective after having been adopted by a majority of the entire members.

ARTICLE VI: REPORTING

1. In Spring 2015, the Committee on Gender Equity (formerly the Committee on the Status of Women) officially began reporting to the Provost's office.
2. The Committee will provide summary reports of activities to the Provost's Office at the end of each academic year