

Clarion University of Pennsylvania
Bylaws for the Presidential Commissions
Status of Women, LGBT+ Concerns, Sexual Harassment, Disabilities, Racial Equity and Sustainability

Mission

Clarion University's six presidential commissions lead and collaborate to create a campus community that is open, caring, nurturing, personal, fair, engaging, and respectful, inclusive and equitable. Appointed by the president; students, staff, faculty and administrators volunteer to serve as commissioners - all working towards the understanding and appreciation of identities and differences in our diverse community. In some cases, commissioners are appointed to serve as ex-officio members to ensure cross-collaboration between offices and departments.

Each Presidential Commission developed a mission statement that best represents their goals and initiatives. To view those statements please visit: www.clarion.edu/presidentialcommissions.

Membership

Section 1. Regular Members

A. Composition

The Commissions shall encourage representation from all constituencies on campus. These include:

- Athletics
- Academic Affairs (Volunteer or by appointment from the Provost/Associate Vice Provost)
- Alumni Relations
- Communications
- Community Members
- Director of Social Equity, ex-officio
- Director of Public Safety or a designee by the Director
- Human Resources
- Faculty
- Management
- Staff
- Students (Undergraduate/Graduate/Non-Traditional)
- Student Affairs Representatives, ex-officio (Volunteer or by appointment from the Vice President of Student Affairs)

B. Selection

The Presidential Commissions will notify all members of the campus community of available positions. Candidates for membership on the Commissions from academic faculty, staff, Athletics and Management will be self-nominated or selected by members of their constituents. Nominations will be sent to the President for approval. If more nominees are presented than can be accepted, the Commission will vote on membership prior to the nominees being submitted to the President.

Every effort will be made to encourage diversity of representation. No nominee will be denied membership, or discriminated against, based on gender, gender identity, race or color, ethnicity,

national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status or any protected class.

C. Membership Terms

Members from faculty and staff shall serve two-year terms. Student members shall serve one-year terms. **Members may serve consecutive terms.** Every effort will be made to alternate terms of office in order to provide continuity among Commission members.

If a member is permanently vacating a position, the Chair will appoint a person from the appropriate constituency to complete the term.

If a member's University responsibilities preclude them from attending regularly scheduled meetings during the semester but the member continues to participate in sub-committees, the member will remain on the Commission. The member must notify the Chair of the situation. If notification is not made the Chair can consider this vacating the position and appoint an appropriate replacement.

Section 2. Ex-Officio Members

The Director of Social Equity will serve as the President's ex-officio representative. The Vice President of Student Affairs may select to appoint ex-officio members as needed or warranted.

Section 3.-Duties

All members serve as liaisons for their Commission and are responsible for disseminating information and expressing concerns to the Commission. In order to facilitate this dialogue, attendance at all Commission meetings is vital. **Two unexcused absences, as determined by the Chair, may result in a request from the Commission's Chair to resign.** Members are also expected to serve on Commission committees.

Section 4. - Meetings

Each Commission will meet at least once a month during the academic year. The meeting shall be for discussion of Commission business. Each Commission may opt to have one meeting per semester as an open meeting for the campus community. Meetings in which business is discussed, the Commissions are required to have a majority vote of members present. Summer planning meetings may be necessary but are not required.

Chairs and Co-Chairs will meet once a month with the President and the Director of Social Equity. The meetings shall be for discussion on the progress of goals, initiatives and/or issues of concern.

Section 5. - Accountability

The Commission Chair, with the assistance of the Co-Chair, will prepare an independent report detailing the Commission's accomplishments. The report, encompassing the academic year, will be submitted to the Office of Social Equity prior to June 30. The Director of Social Equity will compile the reports into a comprehensive Annual Report to be submitted to the President prior to July 31. The annual report will be made available to campus community.

Section 6. - Resources

Budget monies are funded through the Office of the University President. Each Commission will be responsible for apprising the President of administrative and program needs.

Section 7. - Roles and Responsibilities

The role of the members of each Commission is to work closely with the President, Director of Social Equity and campus and community members to promote diversity, equity and inclusion and meet the needs of the University.

The Commissions advise the President on issues, policies and practices that affect the University's community. They report regularly to the President and University community on the status of issues pertaining to their Commission.

Members are expected to participate in events, when feasible, held by their Commission or their counterpart Commissions. Members are also expected to attend events such as the Student Senate Equity and Awards Dinner, New Student Orientation Resource Fair and any other applicable event.

Section 8. - Commission Decisions

If a Commission is asked to participate or vote on an issue, the Commission must first vote to determine if all members agree and that it is an issue that warrants involvement.

A simple majority is required for all Commission decisions. If a decision is required in less than 24 hours, the Chair and Co-Chair shall have the authority to render a decision. The Chair can send an email request for feedback of such requests and take into account feedback received before the deadline.

Officers

Section 1. - Titles

Each Commission will have four officers: Chair, Co-Chair and, Treasurer and Secretary.

Section 2. - Eligibility

Each officer shall come within the Commission membership of regular and ex-officio voting members.

Section 3. - Election and Term

- A. One Chair shall be elected by and from the Commission members at the last meeting of the Spring semester for a two-year term. The Chair will be elected before any required voting on membership occurs. Summer will serve as the transition period for the incoming and outgoing Chair. It is expected that both parties will work together to ensure a seamless transaction of information.
- B. The Co-Chair, Secretary and Treasurer shall be elected by and from the Commission members at the last meeting of the Spring semester for a two-year term.

Section 4. - Duties

- A. The Chair is responsible for calling and running meetings, writing agendas for the meetings, and serving as contacts for the other Commissions, where applicable, with other PASSHE University's Commissions. The Chair will write the Commission's Annual Report.

- B. The Co-Chair is responsible for running the commission at any time the Chair is not available, managing nominees/current members and submit new nominees to the President. The Co-Chair will also assist in the writing of the Commission's Annual Report.
- C. The Secretary will take notes during the meeting and will oversee the preparation and distribution of the business minutes within one week of the meeting. The notes will be shared with the members and the Director of Social Equity.
- D. The Treasurer is responsible for writing and submitting any financial requests for the Commission. The Proposal Form and Project Budget Form are available through the Office of Social Equity or the Commission Chair. The Treasurer will also track and manage monies requested and received.

Amendments

Amendments to the Bylaws must be submitted to the Office of Social Equity. These amendments will be included in regular meeting and will be incorporated with a majority vote of the Chairs/Co-Chairs.

Approved: 9/15/2016

Updated: 9/23/2019

/adapted from Mansfield University Presidential Commission on the Status of Women Bylaws