

UNIVERSITY of HOUSTON

WOMEN AND GENDER RESOURCE CENTER

Advisory Board Bylaws

Purpose

The purpose of the Women and Gender Resource Center (WGRC) Advisory Board is to foster gender equity and success at the University of Houston through research, education, strategic partnerships, and awareness about the WGRC's programs and services. The board shall provide input and recommendations in an advisory manner to carry out the mission of the Women and Gender Resource Center.

Expectations

It is expected that the board will meet periodically to provide insight and recommendations to the WGRC Director based on concerns of women and gender related issues at the university. The Board shall communicate and collaborate with other organizations, commissions, and committees to provide support, advocacy, and information regarding gender issues, and raise awareness regarding behaviors, actions, issues, policies, and procedures that support and enhance gender equity on campus.

Membership

Membership on the Women and Gender Resource Center Advisory Board shall include persons along the gender continuum that represent the University of Houston as faculty, staff, and students.

Voting Members

- Two representatives from Staff Council, to be appointed by Staff Council
- Two representatives from the Student Government Association, to be appointed by the Student Government Association
- Two representatives from the Faculty Senate to be appointed by Faculty Senate
- One Academic Affairs at Large Representative to be appointed by the Provost
- One Division of Administration and Finance representative to be appointed by the Executive Vice President for Administration and Finance
- One UH-Community at Large Student Member to be appointed by the Vice President for Student Affairs and Enrollment Services
- One UH-Community at Large Faculty Member to be appointed by the Vice President for Student Affairs and Enrollment Services
- One UH-Community at Large Staff Member to be appointed by the Vice President for Student Affairs and Enrollment Services

Ex-Officio Members

- The Associate Vice President for Student Affairs and Dean of Students
- The Director of the Women's Gender and Sexuality Studies Program or designee
- A Representative from the Office of General Council
- The Director of the Women and Gender Resource Center

The Advisory Board may choose to request colleagues to be involved in Board discussions. These representatives shall be "consultants." Consultants can provide expertise, information, and recommendations when requested and appropriate. Consultants are not official board members and therefore may not vote.

A. Terms of Membership

Faculty and staff members will serve a two-year term. Student members will serve a one-year term. Faculty, Staff, and Student members may not serve more than two consecutive terms. All terms shall begin on August 1 of each year.

B. Removal

A member and/or officer of the board shall be subject to removal if they are unable or unwilling to carry out the tasks and responsibilities of the board or officer position. Removal shall be affirmed by a majority vote.

C. Officer Positions

The officers of the Women and Gender Resource Center Advisory Board consist of a Faculty Co-Chair, a Staff Co-Chair, a Vice-Chair, a Secretary, and Committee Heads. All officers will serve a one-year term, and may serve two consecutive terms.

D. Elections

- The election process will take place at the beginning of the fall semester each year during a Board meeting
- Nominations for officer positions shall be made by current board members or by self-nomination
- Vacancies will be filled by "special elections" in which the officer will be elected by nominations, and a majority vote of members present at a designated meeting

E. Officer Responsibilities

1. Co-Chairs

- Convene and lead all Board meetings, and ensure that the Board meets its purpose and goals
- Assign members to perform tasks, projects, and duties
- Serve as the spokesperson for the Board
- Lead the annual elections process

- Oversees the *Faculty and Staff Affairs*, and *Development and Resources* Standing Committees
- Create and oversee ad-hoc committees
- Serve as the chief liaison between the Advisory Board and the WGRC Director

2. Vice-Chair

- Communicate regularly with Co-chairs on assigned tasks, projects, duties and other important information related to the functioning of the Board
- Perform duties of the co-chairs in their absence
- Oversee the *Education and Outreach* Standing Committee
- Work together with the Co-chairs as a team to help the Board meet its purpose and goals

3. Secretary

- Record, retain, and distribute all of the meeting minutes, books and records of the Board
- Prepare and disseminate communication and correspondence to all Board members at the request of the co-chairs, vice-chair, committee heads, and WGRC Director
- Maintain archives of minutes, books, photos, and records of the Board
- Communicate with third-parties on behalf of the committees, as requested by the co-chairs, vice-chair and the Board as a whole
- Creates, maintains, and disseminates calendars, and calendar requests for meetings and events

4. Committee Heads

- Appointed by the co-chairs of the Board
- Will serve a one-year term but may be reappointed to one consecutive term
- Oversees the activities and planning of assigned standing committee
- Create sub-committees and assign tasks and projects as needed
- Convene committee meetings and make regular reports to the Board. If a committee head is not present at a meeting where a report is requested, they may appoint a designee from the committee to give the report on their behalf

F. Committees

The Board shall have standing committees to ensure that the purpose, mission, goals, tasks, and responsibilities of the Board and Center are carried out. Committees shall be made up of members of the Advisory Board.

The standing committees of the Advisory Board shall be

1. Education and Outreach Committee
2. Faculty and Staff Affairs Committee
3. Development and Resources Committee

Each Committee

- Shall meet regularly in person or via phone conference outside of regular Board meetings, unless the committee has no actions or pending tasks
- Shall assist the Board in areas appropriate to their committee charge and those requested by the co-chairs or Board as a whole
- Shall make a report at each regular meeting of the Board and at other times as directed by the co-chairs or Board
- Shall serve in an advisory capacity to the Board
- The Advisory Board, WGRC Director, and co-chairs may make additional requests or assign additional tasks, and projects to its committees

The general charges to each committee are as follows:

1. Education and Outreach Committee
 - Enhance the awareness of the Women and Gender Resource Center's programs and services among students, faculty, and staff at the University of Houston
 - Benchmark educational programs and advocacy initiatives at peer and aspirational institutions and make recommendations to the Board and WGRC Director
 - Identify needs of women and gender issues as well as the engagement of men in the WGRCs programs, services and initiatives
 - Provide input on the WGRC's short-term and long-term strategic plans
2. Faculty and Staff Affairs Committee
 - Explore issues of interest to faculty and staff related to women and gender equity and issues on campus
 - Oversee any reports regarding campus community affairs
 - Examine UH campus and system policies related to women and gender interests; oversee any policy initiatives originated by the board
 - Recommend changes to current policies or the creation of new policies related to women and gender equity, gender justice, and student success
 - Establish and maintain collaborative relationships with key UH stakeholders
3. Development and Resources Committee
 - Oversees scholarship and award processes and procedures related to the Women and Gender Resource Center
 - Establishes community and campus support networks
 - Identify fundraising and advancement opportunities for the Board and Women and Gender Resource Center and assists WGRC Director with funding efforts
 - Builds and maintains relationships with key community stakeholders
 - Identify additional resources for the Center
 - Provides input on the WGRC's short-term and long-term strategic plans

Procedures

A. Meetings

The Women and Gender Resource Center Advisory Board shall meet at least twice per semester (September, November, February and April), or more frequently at the call of the co-chairs. Notice of all meetings and meeting agendas shall be provided to Board members in advance. Minutes of meetings shall be provided electronically to board members within one week of Board meetings. Board members should notify the co-chairs at least 24-hours in advance if they will miss a regular board meeting.

Committees may meet more frequently than the Board as determined by committee heads and co-chairs. Notice of committee meetings shall be provided by the committee heads to members of the committee in advance.

B. Amendments

The Board may amend the by-laws at any time with a two-thirds majority vote of all members present at the meeting. Amendments must be distributed for review at least one month prior to any vote. After voting approval of amendments, the co-secretaries will distribute a revised copy of the bylaws to all board members with the meeting minutes. Any amendments to the bylaws requires approval by the Vice President for Student Affairs and Enrollment Services.

C. External Communications

All formal reports created by the Board must be reviewed and approved by a majority vote of the members present at a regular board meeting. Reports shall be approved by a majority vote of all members present at a board meeting.

D. Adoption

The bylaws shall become effective with approval of the Vice President for Student Affairs and Enrollment Services.

E. Approval

The Women and Gender Resource Center Advisory Board bylaws are approved by Dr. Richard Walker, Vice President of Student Affairs and Enrollment Services as of August 3, 2015.