

The University of Toledo
University Women's Commission

CONSTITUTION
AS AMENDED JANUARY 1996

I. Name

The official name of the organization will be University Women's Commission.

II. Purpose

The University Women's Commission (UWC) was established in the interest of providing a support system for all women at The University of Toledo. UWC serves as a network of alliances for all women on campus.

Specifically, this organization offers women a forum for providing and obtaining assistance in career advancement and serves as a locale where women may meet to discuss and share information on issues and concerns of common interest.

UWC is committed to improving the status of women at The University of Toledo. In order to accomplish this goal, UWC attempts to reduce role conflicts, furnish women with role models and mentors, and increase the visibility of women at The University of Toledo.

III. Membership

A. Membership is open to all University of Toledo employees and students, full and part-time.

B. Voting membership will include those people as stated in III-A who have paid current dues to the UWC.

C. The membership shall have power to levy dues. Any alteration of dues shall be voted on by the membership. The vote shall be taken at a regularly scheduled meeting, passage constituted by a majority vote of those present. Any member failing to pay dues one month after dues are payable is deemed to no longer have voting privileges.

IV. Officers and Duties

A. Chairperson: Shall preside at the general membership meetings, Board of Directors meetings, and serve as spokesperson for UWC.

B. Vice-Chairperson/Treasurer: Assumes the responsibilities of the Chairperson in the absence of the elected Chairperson and serves as a representative of the Chairperson when called upon to do so; operates in the role of treasurer in financial transactions.

C. Secretary: Prepares and circulates minutes of general membership meetings and Board of Directors meetings, and is responsible for social correspondence of UWC.

D. Members of the Board of Directors: Shall be the governing board of UWC which coordinates activities, disseminates information, and makes recommendations and appointments.

1. Chairperson
2. Vice-Chairperson/Treasurer
3. Secretary
4. Communications and Public Relations Committee Chairperson
5. Membership Committee Chairperson
6. Personnel Policies Committee Chairperson
7. Programming Committee Chairperson
8. Women's Issues Committee Chairperson
9. Members-at-Large (explained in next item)

E. The Chairperson and at least one other member of the Board of Directors as designated by the existing Board of Directors will serve on the Board the year following their term of office as members-at-large, for the purpose of continuity. If two or more current members of the Board are returning, the second member-at-large may be selected from the membership.

F. Elections will be held at the general membership meeting during the month of May. Officers will be elected by plurality of votes cast. Absentee ballots will be accepted. Term of office will be from June 1 through May 31. Vacancies on the Board will be filled by an appointment of the Board, subject to approval of the general membership. Each office will be a term of one year. No person may serve more than two consecutive terms in the same office.

V. Meetings

A. General membership shall be held at least twice a quarter.

B. Board of Director's meetings may be called by the Chairperson or upon request of a majority of the Committee Board meetings are open to the membership with 24 hours notification to the Chairperson. Agenda items must be presented in writing to the Chairperson one week in advance. Quorum will be defined as a majority of Board members present

C. Standing committee meetings may be called by the committee chairperson in response to the needs of the committee.

D. Special meetings of the Board of Directors or the general membership may be called by the Chairperson.

E. Committees will meet a minimum of once a month.

VI. Committees

A. Membership Committee shall recruit members, maintain a current mailing list, and establish a mentors program.

B. Communications and Public Relations Committee shall be responsible for the collection and dissemination of information to the membership and the establishment of a communications network.

C. Programming Committee shall be responsible for planning and coordinating programs for membership meetings and special meetings, i.e., workshops, retreats, seminars, and professional lecturers.

D. Women's Issues Committee shall address issues and policies affecting women employed at the University.

E. Ad Hoc Committee shall be established by the Chairperson in response to the needs of the organization.

F. Personnel Policies Committee shall examine personnel policies, procedures and practices at The University of Toledo.

G. Nominations Committee shall be composed of four members of the membership committee and three members from the Board. The purpose of the Nominations Committee will be to present a slate of candidates to the general membership.

VII. Amendments

A. Amendments to the constitution may be proposed in writing by any voting member.

B. This constitution may be amended by an affirmative vote of three-fourths of the voting membership

C. Amendments to the constitution shall be presented in writing to the Board two weeks prior to the general membership meetings.