



The University of Toledo
University Women's Commission

CONSTITUTION & BYLAWS

As Amended June 2025

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I. Name

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

II. Purpose

- a. The University Women's Commission (UWC) was established to provide 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 of concern and/or common interest.

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

III. Membership

- a. Membership is open to all University of Toledo employees, students, full and part-time, as well as University of Toledo retirees and alum.
- b. Voting membership will include those people as stated in **section III, part a** provided they are in good standing.
- c. The membership shall have the power to levy dues.
 - i. Any alteration of dues shall be voted on by membership.
 - ii. The vote shall be taken at a regularly scheduled meeting or by means established and agreed upon by the UWC board to include the use of electronic methods such as by email or digital form.
 - iii. Passage shall be constituted by a majority vote of those present/participating.
- d. Decorum is expected at all times.
 - i. While attending UWC meetings and/or events, members will be expected to conduct themselves in a polite and controlled manner to promote a professional and civil environment. Disruptive, abusive, threatening, disrespectful, and profane behavior and/or language will not be tolerated.
- e. Removal/Suspension from membership
 - i. Any member failing to pay dues more than 30 days beyond the date they are payable will be deemed not to be in good standing and voting privileges shall be suspended until membership dues are brought current.
 - ii. If UWC becomes aware of a member who displays disruptive, abusive, threatening, disrespectful, profane behavior and/or language toward another at a UWC meeting/event will be asked to leave the meeting/event and may be subject to removal/suspension from UWC.
 1. The Board will meet to discuss the specific member's conduct and will vote on that member's UWC status.
 2. Removal from membership will require an affirmative board vote of three fourths.
 - iii. Other extraordinary situations may arise that cause the Board to consider a member's removal/suspension from UWC. Those

instances must be extraordinary in nature and will be considered on a case-by-case basis by the merits of the circumstances. An affirmative Board vote of three fourths will be required to remove/suspend the member in question.

iv. Appeals

1. Removals/suspensions can be appealed.
2. Appeals must be made in writing within 30 days of the effective removal/suspension date, explaining the reason the member believes the removal/suspension was in error.
3. After the written appeal, members may request a meeting with the Board to present their appeal.
 - a. It will be up to the Board to determine whether the meeting will be in-person or virtual.
4. The Board will discuss the appeal and vote whether to reinstate the member.
5. The Board decision will be relayed to the member in writing.

IV. Board Structure

- a. The UWC Board shall be the governing board of UWC which coordinates activities, disseminates information, and makes recommendations and appointments.
- b. The UWC Board composition is derived from UWC membership in good standing through elections.
- c. All Board members are expected to
 - i. Attend board meetings,
 - ii. Engage in UWC activities,
 - iii. Support UWC and UWC Board decisions.
- d. The UWC Board shall consist of five (5) Executive, five (5) Member-at-Large positions, and two (2) Student-at-Large positions.
 - i. The Executive positions of UWC shall consist of:
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Communications & Public Relations Officer
- e. Board members shall be responsible for overseeing/participating in various committees as appropriate to carry out the work and mission of UWC.

f. Board Position Terms:

- i. All Board positions begin on June 1 and end on May 31.
- ii. Executive positions shall be served for a term of two (2) years.
- iii. At-Large positions shall be served for a term of one (1) year.
- iv. For continuity, Executive position elections shall alternate as follows:
 - 1. Odd numbered years: President, Treasurer, Communications & Public Relations Officer
 - 2. Even numbered years: Vice President, Secretary

g. Officers, Positions, and Duties:

- i. President
 - 1. Shall preside over general membership meetings, Board meetings, and serve as the spokesperson for UWC.
- ii. Vice President
 - 1. Assumes the responsibilities of the President in their absence and serves as a representative of the President when called upon to do so.
- iii. Treasurer
 - 1. Requires someone who has experience in financial accounting. The treasurer manages UWC budget, prepares financial reports, and completes financial transactions on behalf of UWC.
- iv. Secretary
 - 1. Prepares and circulates minutes of general membership meetings and Board meetings, maintains the UWC share folder, is responsible for social correspondence of UWC, and other tasks as deemed appropriate.
- v. Communications & Public Relations Officer
 - 1. Shall be responsible for the collection and dissemination of information to the membership, maintaining the UWC web page and social media platforms, creating UWC marketing content, and serving as the Public Information Officer (PIO) as necessary.
- vi. Member-at-Large
 - 1. The UWC Board shall have five (5) Member-at-Large positions who will share in the UWC Board actions and decisions.
 - 2. For the purpose of continuity, when possible, at least one at-Large position should be filled by a Board member who's term is expiring.

vii. Student-at-Large

1. The UWC Board shall have two (2) University of Toledo students.

a. Student-at-Large Board members shall:

- i. Attend board meetings when possible
- ii. Engage in UWC activities
- iii. Serve on at least one UWC committee
- iv. Support UWC and UWC Board decisions.
- v. Students are prohibited from serving on the scholarship committee and voting on any issue where a conflict of interest exists.

h. In the event that a position becomes vacant, an appointment shall be made by the UWC Board President and voted on by the executive board to fill that position for the remainder of the term.

V. Committees

- a. UWC carries out its mission and work using committees.
- b. Committees are established by the Board as deemed necessary to complete a specific function or task to meet the goals of the organization.
- c. Each committee should be chaired by a member of the Board.
- d. Committees can consist of as many people as necessary to complete the specified function/task.
- e. Only UWC members are eligible to serve on a committee unless otherwise approved by the Board.
- f. Some committees are ongoing while others are short-term or temporary.
 - i. Ongoing committees include:
 - 1. Membership committee
 - a. Responsible for recruiting and welcoming new members to UWC, maintains the current membership mailing list.
 - 2. Programming & Engagement Committee
 - a. Responsible for coordinating programs for membership meetings and special functions (i.e. workshops, retreats, seminars, and speakers).
 - 3. Scholarship Committee
 - a. Provides the Communications & Public Relations Officer with timely information to keep the UWC website up to date with each new fund agreement.

- b. Works with Financial Aid to screen scholarship candidates based on that year's fund agreement, then coordinates for scholarship committee members to view and rank the applications through Scholarship Manager.
 - c. Assigns the number of applications for each committee member to review and any additional guidance, sets up training for Scholarship Manager, etc.
 - d. Reaches out to scholarship recipients to find out which semesters they want their scholarships applied to and then awards them through scholarship manager.
 - e. Requests bios and headshots from recipients to utilize at the Fall Luncheon.
 - f. Creates remarks for Fall Luncheon based on recipient applications and bios provided.
- 4. Policy Review Committee
 - a. Responsible for staying up to date on university and public policy that impacts women at The University of Toledo to include personnel policies and practices.
- 5. Mentorship & Career Development Committee
 - a. Responsible for developing and maintaining a mentorship program for women and seeking out ways to support career development and growth for women at The University of Toledo.

VI. Nominations and Elections

- a. Nominations and elections will be held annually via paper, electronic communication, or digital form as deemed appropriate by the Board.
- b. Board members will be elected by a simple majority of votes cast.
- c. Absentee ballots will be accepted.
- d. Nominations:
 - i. Prior to nominations being accepted, a call for nominations for the upcoming board vacancies shall be distributed to the UWC general membership along with an announcement as to when and how nominations can be made.
 - ii. Nominations will be accepted annually by ballot, whether in paper form or cast electronically, April 15 through May 1.
 - iii. Self-nominations will be accepted.

- iv. Between May 2 and May 9 annually, nominees will be contacted to confirm their agreement with the nomination and to request a bio and photo to distribute ahead of elections.
- e. Elections:
 - i. Prior to elections beginning, a list of candidates with bios/photos will be distributed to the UWC general membership along with an announcement as to when and how votes can be cast.
 - ii. Elections will take place annually during the third or fourth week of May.
 - iii. All Board positions begin on June 1 and end on May 31.
 - 1. Executive positions shall be served for a term of two (2) years.
 - 2. At-Large positions shall be served for a term of one (1) year.
 - iv. For continuity, Executive position elections shall alternate as follows:
 - 1. Odd numbered years: President, Treasurer, Marketing & Communications.
 - 2. Even numbered years: Vice President, Secretary

VII. Meetings

- a. There shall be at least two (2) in-person full membership meetings per year, typically once in the fall and once in the spring.
 - i. Fall meeting & luncheon focus:
 - 1. Membership drive
 - 2. Recognize UWC Scholarship recipients
 - ii. Spring meeting & luncheon focus:
 - 1. Elections
 - 2. Recognize Alice Skeens Outstanding Woman awardees
- b. Board meetings should be held at least monthly or as necessary to meet the mission/goals of the organization and can be held in person or virtually.
- c. UWC Board meetings may be called by the President or upon request of a majority of the Board.
- d. Board meetings should be semi-structured to include:
 - i. Agenda
 - ii. Minutes
 - iii. Usage of rules of order such as Robert's Rules of Order or Martha's Rules of Order as agreed upon by the Board.
- e. Meetings are open to membership with at least 24-hour notification to the membership.
- f. Agenda items must be presented in writing to the Board in advance.

- g. Quorum will be defined as a majority (50% +1) of Board members.
- h. Committee meetings should meet at least monthly depending on the needs of the committee.
- i. Special committee meetings may be called by the committee chairperson.
- j. Special meetings of the Board or general membership may be called by the President.

VIII. Amendments

- a. Amendments to the constitution may be proposed in writing by any voting member.
- b. Proposed amendments shall be distributed to the UWC general membership along with an announcement as to when and how votes can be cast.
- c. Votes may be cast via paper, electronic communication, or digital form as deemed appropriate by the Board.
- d. Amendments to the constitution shall be ratified by an affirmative vote of three fourths of votes cast.

IX. Ratification

This constitution was ratified by the general UWC membership on _____
with _____ affirmative votes out of _____ votes cast.

UWC Board:

Jeni Gerber, UWC Chair

Christina Careatti, Communications &
Public Relations

Sheila Willis, Vice-Chair/Treasurer

Danielle Lutman, Member-at-Large

Kari Dilworth, Secretary

Jewel Mundoe, Member-at-Large

Melissa Oddo, Membership