



TEXAS TECH UNIVERSITY
Office of the President

Gender Equity Council™

BYLAWS

Article I: Name and Purpose

Section 1. *Name.* The name of the Council shall be the GENDER EQUITY COUNCIL (the “Council” or “GEC”).

Section 2. *Purpose.* The Council was established to advise the President of Texas Tech University on matters related to gender equity at the University and to make recommendations to the President to ensure an equitable and inclusive environment for all members of the University community. In addition to the Council’s advisory role, the Council may plan and implement activities that promote gender equity or otherwise serve the interests of the Council.

Article II: Membership

Section 1. *Regular Members.* The Council will consist of thirteen (13) regular voting members. The regular members will include the following: (1) Five full-time faculty members who hold the status of associate professor or full professor, and when possible, one of the five members should be a member of the Faculty Senate, (2) Five full-time staff members, and when possible, one of the five members should be a member of the Staff Senate, (3) One full-time undergraduate student, with preference given to the Chair of the Women’s Leadership Initiative, (4) One full-time graduate or professional school student, and (5) One member of the Lubbock community.

Section 2. *Term of Regular Members.*

- A. Non-student regular members of the Council will be appointed by the President for a term of two years, with the term beginning the first day of the fall semester or as soon as practicable thereafter. Non-student regular members may be appointed for up to three consecutive two-year terms.
- B. Student members of the Council will be appointed by the President for one, one-year term, beginning the first day of the fall semester or as soon as practicable thereafter. They may be reappointed for a second one-year term.

C. The President has discretion to extend any regular members' term on the Council.

Section 3. *Council Vacancies.* In the event a regular member of the Council resigns or is removed from the Council and the remainder of that member's term is more than one semester, the Chair will make a recommendation to the President to fill the vacancy on the Council for the remainder of the unexpired term.

Section 4. *Removal of Regular Members.* Any regular member of the Council may be removed from the Council at the discretion of the President.

Section 5. *Ex Officio Members.*

A. Ex officio members of the Council include the following:

- (1) Senior Vice Provost,
- (2) Chief of Staff and Associate Vice President for Administration,
- (3) Assistant Vice Chancellor for Administration, Managing Director of the Office of Equal Opportunity (EEO),
- (4) Vice President for Division of Diversity, Equity & Inclusion,
- (5) Assistant Vice President for Human Resources,
- (6) Lead Administrator for the Office of Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LBGTQIA),
- (7) Director of Women's and Gender Studies,
- (8) Senior Women's Administrator for the Department of Intercollegiate Athletics, and
- (9) Title IX Administrator.

B. Ex officio members are non-voting members of the Council, and they may designate another person to attend meetings on their behalf. They are eligible to serve on any Council committee, but they do not have voting rights on any committee.

Article III: Chair, Vice Chair, and Committees

Section 1. *Appointment and Term.* A Chair and Vice Chair must be appointed by the President. The term of the Chair and Vice Chair is one year, and they may be reappointed at the discretion of the President.

Section 2. *Chair Duties.* The Chair will provide recommendations to the President to fill open positions on the Council, will preside at all meetings of the Council, and will submit an annual report to the President with the Council's advisory recommendations. The Chair also will offer to address the Faculty, Staff, and Student

Senates once each academic year to inform these groups of the activities of the Council. The Chair may designate a member of the GEC to address these groups.

Section 3. *Vice Chair Duties.* The Vice Chair will assist the Chair with his or her duties, as needed. The Vice Chair also will preside over Council meetings when the Chair is unable to attend.

Section 4. *Standing Committees.* The standing Committees of the Council will consist of the following committees, and the Committee Chairs and members will be appointed by the Council Chair.

- A. *Climate Committee.* The Climate Committee is charged with analyzing issues related to climate of the University and how they affect faculty, staff, and students, and to seek solutions to address climate needs.
- B. *Employment Committee.* The Employment Committee is charged with examining conditions of employment such as compensation and work environment and to provide opportunities for the upward mobility of women and underrepresented populations on campus.
- C. *Family Support Committee.* The Family Support Committee is charged with identifying needs on campus related to the support of University employees, staff, and students with families and to seek solutions.
- D. *Outreach Committee.* The Outreach Committee is charged with increasing the visibility and accessibility of the Council on campus and to identify equity issues that might need to be addressed by the Council.
- E. *Title IX Committee.* The Title IX Committee is charged with identifying resources to increase awareness of issues related to Title IX to promote a safer campus environment.

Section 4. *Ad Hoc Committees.* The Chair may establish ad hoc committees as may be deemed necessary to perform special duties.

Section 5. *Annual Report.* Unless otherwise directed by the Chair, each standing committee is required to submit an annual written report to the Chair to summarize its activity during the academic year and to make recommendations to the President. Committee reports are due to the Chair by June 1. The Chair will compile all committee reports and submit an annual GEC Report to the President by July 15.

Article IV: Meetings

Section 1. *Regular Meetings.* Regular meetings of the Council will be held twice during the fall semester and twice during the spring semester.

Section 2. *Special Meetings.* Special meetings of the Council may be called at any time by the Chair or by the request of four (4) or more regular Council members. All members of the Council must receive written notice of the special meeting not less than forty-eight (48) hours before the meeting.

Section 3. *Quorum.* A majority of the voting members of the Council will constitute quorum for the transaction of business.

Section 4. *Interim Council Action.* At the discretion of the Chair, matters which arise between regular meetings of the Council, and which are not of exigent circumstances requiring a special meeting, may be presented to the members of the Council for interim action. Such action may be addressed by any reasonable means, including electronic mail using official University email addresses.

Article V: Amending the Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of the regular members of the Council present at any meeting, provided that written notice has been given to the voting members at least then (10) days prior to the meeting. All amendments to these Bylaws must be approved by the President.