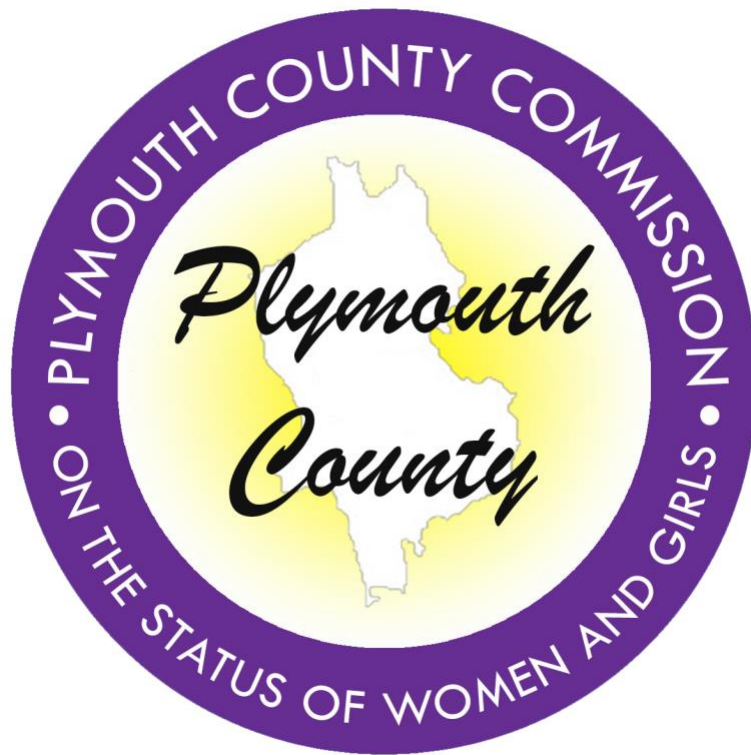


Bylaws of the Plymouth County Commission on the Status of Women and Girls



Approved on X-X-2018

PREAMBLE

The Plymouth County Commission on the Status of Women and Girls (“PCCSW”) was established by House Bill 1110, signed into law on March 15, 2018 as Chapter 45 of the Acts of 2018.

The organization and rules of procedure of the PCCSW shall be as follows:

ARTICLE I: NAME

The name of this organization shall be the Plymouth County Commission on the Status of Women and Girls.

ARTICLE II: PURPOSE

The purpose of the PCCSW shall be to assess and advance the women and girls of Plymouth County toward full equity in all areas of life and to promote rights and opportunities for all women and girls. The mission of the PCCSW is to provide a permanent, effective voice for women and girls in Plymouth County.

ARTICLE III: MEMBERSHIP AND TERMS OF COMMISSIONERS

Members of the PCCSW shall be referred to as “Commissioners.”

Section 1. FOUNDING MEMBERS

The Inaugural PCCSW shall consist of nine (9) persons, to be appointed by the Massachusetts Commission on the Status of Women (“MCSW”) for staggered terms of one (1), two (2), and three (3) years.

Section 2. MEMBERS

The PCCSW shall consist of nine (9) persons, to be appointed by the MCSW, with the input of the PCCSW. The MCSW shall make appointments from a pool of applicants who reside in Plymouth County communities, which for purposes of this bylaw shall mean each City and Town within Plymouth County.

Nominations shall be solicited annually, from June 1 through July 15, through an open application process that is circulated widely through Plymouth County.

Commissioners of the PCCSM shall be diverse and represent different Plymouth County communities.

Section 3. TERM

Commissioners shall serve for three-year terms, and shall continue in office until their successors are appointed.

Commissioners shall not be reappointed for more than two (2) consecutive terms, provided that former members may reapply to serve on the PCCSW, after one (1) year has passed since their last term.

Commissioners shall serve on the PCCSM as volunteers and shall not be compensated.

Commissioners shall be subject to the provisions of chapter 268A of the General Laws as they apply to special state employees.

No person who is now or who later becomes a member of this Commission shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this Commission shall look to the assets of this Commission for payment.

SECTION 4. VACANCIES

Any Commissioner may resign by delivering her written resignation to the MCSW at its principal office, or to the Chair of the PCCSW, who shall deliver such resignation to the MCSW. The MCSW will be requested to fill the vacancy with a new Commissioner for the balance of the unexpired term.

Vacancies on the PCCSW shall be filled by the MCSW for the balance of the unexpired term.

ARTICLE IV: OFFICERS

SECTION 1. Annually, after re-appointment, and no later than September 15, the PCCSW shall elect from its Commissioners the following officers whose term shall be one year:

1. A Chair
2. Two Vice-Chairs, for Communications and for Programs and Planning. These Vice-Chair positions may be combined if the PCCSW so chooses
3. A Secretary
4. A Treasurer

Only members of the Commission shall be eligible for nomination and election as officers of the Commission. If an officer of this Commission shall, during her term of office, no longer be a member of the Commission, she shall automatically cease to be an officer of the Commission.

SECTION 2. OFFICERS' TERM OF OFFICE

The elected officers shall serve for a term of one year. The elected officers shall not serve more than two successive terms in any particular office. However, through a majority vote of the currently appointed Commissioners, the PCCSW’s Chair may serve an additional one-year terms until a successor Chair is elected and qualified, or until the existing Chair sooner dies, resigns, is removed or becomes disqualified.

SECTION 3. OFFICER VACANCIES

A vacancy in the Chair’s office shall be filled until the next annual election by the Vice-Chair. All other vacancies shall be filled by a majority vote of the members of the PCCSW . In the event the Chair and Vice-Chair are both unable to preside, a quorum of the Commission shall elect a temporary Chair.

ARTICLE V: DUTIES OF THE OFFICERS

The duties of the officers are as follows:

SECTION 1. CHAIR

The Chair shall be entrusted to act and carry out policies and decisions of the PCCSW between meetings of the PCCSW.

The Chair shall:

- a) Call and preside at all meetings of the PCCSW and conduct these in accordance with parliamentary rules;
- b) Call special meetings when deemed necessary or desirable;
- c) Set the agenda for PCCSW meetings;
- d) Serve as spokesperson for the PCCSW or direct such representation before the public and governmental bodies;
- e) Act as liason, or designate such liason, with the MCSW;
- f) Oversee all recommendations and reports to the MCSW;
- g) Perform such other duties as the Commission may prescribe from time to time.

SECTION 2. VICE-CHAIR

The Vice-Chairs shall perform all duties of the Chair in the event of the Chair’s absence or inability to serve, or in the event of a vacancy in that office until it is filled and shall perform other duties as are designated by the Commission.

In addition:

- a) The Vice-Chair for Communications shall establish, coordinate, maintain, and be in charge of posting content to the social media accounts of the PCCSW, and shall undertake other duties as assigned by the Chair.

- b) The Vice Chair for Programs and Planning shall be in charge of coordinating meetings and meeting locations, insuring meetings notices and agenda are properly posted, and shall undertake other duties as assigned by the Chair.

SECTION 3. SECRETARY

The Secretary shall:

- a) Be responsible for taking and preparing the minutes of all regular and special meetings of the PCCSW;
- b) Assure that an attendance roster is maintained for each PCCSW meeting;
- c) Act as historian to the PCCSW by assuring that all general correspondence, records of meetings, and business before the PCCSW is maintained;
- d) Sign such instruments as shall be authorized by the PCCSW;
- e) Perform all other duties necessary for the maintenance of adequate records, files and communications of the PCCSW.

SECTION 4. TREASURER

The Treasurer shall:

- a) Ensure that all financial records are maintained and shall oversee budget preparation and reporting;
- b) Monitor the budget and financial records on an ongoing basis and in accordance with the provisions and requirements of the law and state agencies;
- c) Present the Treasurer’s report at regular PCCSW meetings;
- d) Strategize with the Executive Director of the MCSW and the PCCSW on how to apply for and receive state, local, private and/or individual grants, appropriations and/or gifts in compliance with applicable state laws and regulations in order to further the purposes of the commission;
- e) Present an annual financial report to the PCCSW;
- f) Perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned.

ARTICLE VI: COMMITTEES

The PCCSW may create such committees as it deems necessary to carry out its mission, purpose, and powers. Any such committees created shall be deemed ad hoc committees unless the PCCSW amends these bylaws to create a standing committee or committees.

All such committees are subject to the Open Meeting Law, as if they were the full PCCSW.

ARTICLE VII: MEETINGS

SECTION 1. FREQUENCY

The PCCSW shall meet monthly, from September through June. Additional meetings may be called at the discretion of the Chair.

Members of the MCSW may attend the meetings of the PCCSW.

SECTION 2. QUORUM

A majority of Commissioners currently holding office shall constitute a quorum for the transaction of Commission business.

SECTION 3. OPEN MEETING LAW

All meetings shall be conducted in compliance with the Open Meeting Law. Executive sessions may be conducted, as per the law.

SECTION 4. ATTENDANCE

All Commissioners are expected to maintain regular attendance at meetings of the full PCCSW, and to participate fully and effectively in such committees or task forces as are necessary and appropriate to conduct the business of the Commission. The Secretary of the PCCSW shall maintain a record of attendance at each PCCSW meeting. After a commissioner's fourth unexcused absence from regularly scheduled meetings of the full PCCSW the chair will notify the appropriate appointing authority. The PCCSW policy on attendance expectations shall be distributed to each new Commissioner upon appointment.

ARTICLE VIII: VOTING PRIVILEGES

At any Commission meeting or committee meeting, each member of the Commission shall be entitled to one vote. There shall be no proxy voting.

ARTICLE IX: REPORTING REQUIREMENTS

The PCCSW shall annually, on or before June 2, report the results of its findings and activities of the preceding year to the MCSW.

ARTICLE X: POWERS OF THE PCCSW

The powers of the PCCSW shall include but not be limited to the following:

To accept and solicit funds, including any gifts, donations, grants or bequests and federal funds for any of the purposes of this act. The funds shall be deposited in a separate

account to be expended at the discretion of the commission.

(i) The PCCSW may: (i) use voluntary and uncompensated services of private individuals, agencies and organizations as may, from time to time, be offered or required; (ii) recommend policies and make recommendations to state and local agencies and officers to effectuate the purposes of the commission; (iii) enact by-laws for its own governance; (iv) hold regular public meetings, conduct fact-finding hearings and hold other public forums as it deems necessary; and (v) take other actions as it deems necessary to effectuate its purposes.

ARTICLE XI: FINANCES

SECTION. FISCAL YEAR

The fiscal year of the PCCSW shall be July 1 through June 30.

SECTION 2. FUNDING

The PCCSW may accept and solicit funds, including any gifts, donations, grants, or bequests, or any federal funds for any of the purposes of the enabling legislation.

SECTION 3. ACCOUNTS

Such funds shall be deposited in a separate account with the state Treasurer, be received by said Treasurer on behalf of the Commonwealth, and expended by the PCCSW in accordance with the law and the donor or grantors intent.

ARTICLE XII: AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any regular meeting of the PCCSW by a two-thirds vote of the Commissioners present and voting provided that the proposed amendment has been submitted to the PCCSW in writing, by no later than the regular monthly meeting prior to the regular monthly meeting at which the proposed amendment is to be discussed, considered, and voted.

ARTICLE XIII: POLICY ADOPTION AND AMENDMENTS

The PCCSW, as needed, shall adopt policies. Policies may be adopted, amended, or repealed by a majority of all votes cast by the PCCSW present and voting, provided that the proposed material has been submitted in writing by no later than the regular monthly meeting prior to the regular monthly meeting at which the proposed policy is to be discussed, considered, and voted.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

When not in conflict with these bylaws, Robert’s Rules of Order shall govern the actions of the Commission.

ARTICLE XV: COMMISSIONER EMERITA

Any Commissioner who serves out three years is eligible to become a Commissioner Emerita. To become a Commissioner Emerita, such Commissioners whose terms have expired may request such title from the PCCSW, which shall be approved at the PCCSW’s discretion.

The purpose of a Commissioner Emerita is to remain connected to the work of the PCCSW and to continue to participate and have a voice. Commissioner Emeritae may participate in all meetings of the PCCSW but shall have no voting privileges.