

**BY LAW FOR THE CENTRE FOR GENDER EQUITY/EQUALITY
OF THE OPEN UNIVERSITY OF SRI LANKA**

This By-Law may be cited as the Centre for Gender Equity/Equality By-law Number ...13..... of 2017 and shall come into force on 31.03.2017 (43rd Council) as approved by the Council of the Open University of Sri Lanka.

1. Vision of the Centre for Gender Equity/Equality

"A OUSL community free from gender inequality and injustice."

2. Mission of the Centre for Gender Equity/Equality

"To work towards achieving gender equality and justice in the OUSL through institutional mechanisms, awareness and training."

3. Aims of the Centre for Gender Equity/Equality shall be:

- 3.1 A gender- equal, inclusive and secure environment in the OUSL for staff and students
- 3.2 A university environment that fosters respect for all forms of gender diversity
- 3.3 Elimination of any form of sexual harassment or gender based violence in the OUSL
- 3.4 A gender balance in students' enrolment and performance
- 3.5 An engendered University curriculum.

4. The Objectives of the Gender Centre, shall be to:

- 4.1. To advance the fundamental rights of women and men through training and sensitization of both staff and students in the University
- 4.2. To promote and advocate for the integration of gender in University research and teaching
- 4.3. To promote the integration of gender perspectives in the University's outreach programmes
- 4.4. To advocate and promote increased participation of women in decision-making at all levels in OUSL

5. Governing structure of the Gender Centre

- 5.1 The Centre for Gender Equity/Equality shall function under the direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management (hereinafter referred to as BoM), which shall comprise the following:
- i. Director
 - ii. Two permanent members of the Senate (one male and one female)
 - iii. Two representatives from each Faculty (one male and one female)
 - iv. Two representatives from among the Administrative staff (one male and one female)
 - v. Two representatives from among the non-academic staff (one male and one female)
 - vi. Director – Student Welfare
 - vii. Chief Student Counsellor
 - viii. Director - Staff Development Centre
 - ix. Director - Career Guidance Unit

The Senior Assistant Registrar / Assistant Registrar / Assistant Director Centre for Gender Equity/Equality shall be the Convenor and Secretary of the BoM.

- 5.2 Director/Centre for Gender Equity/Equality shall be a Teacher of the OUSL of Senior Lecturer or above who has a proven track record of working on gender issues and who shall be appointed by the Council of the OUSL on the recommendation of the Vice-Chancellor and shall be the Chairperson of the BoM.
- 5.3 Director/Centre for Gender Equity/Equality shall hold office for a period of three (03) years and shall be eligible for re-appointment.
- 5.4 The Director/Centre for Gender Equity/Equality shall receive a monthly allowance as determined by the Council of the OUSL.
- 5.5 Director/Centre for Gender Equity/Equality may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor. In such event the reasons for removal shall be intimated to the Director/ Centre for Gender Equity/Equality.
- 5.6 OUSL shall provide office space, support staff and logistics for the Centre for Gender Equity/Equality to enable it to function effectively.

- 5.7 The Vice-Chancellor shall appoint a Senior Assistant Registrar/Assistant Registrar/Assistant Director to the Gender Centre, who may be on a part time basis to serve as the Convenor / Secretary of the Centre for Gender Equity / Equality.
- 5.8 The BoM of the Centre for Gender Equity/Equality shall meet not less than once every two months. The quorum for such meeting shall be half of the full membership.

6. Functions, responsibilities and reporting of the Centre for Gender Equity / Equality shall be to

- 6.1 The functions of the Centre for Gender Equity/Equality shall be to
- (a) Operationalize the Gender Policy of the OUSL
 - (b) Implement any directives of the University Grants Commission in regard to gender equity/equality
 - (c) Implement the Policy against Sexual and Verbal Harassments
 - (d) Administer the redress mechanism to address sexual and verbal harassments [the procedure to administer the redress mechanism are given in a separate document]
 - (e) Implement training and education programmes on gender for staff in collaboration with the Staff Development Centre
 - (f) Implement training and education programmes on gender for students in collaboration with the Career Guidance Unit
- 6.2 The responsibilities of the Board of Management of the Centre for Gender Equity/Equality shall include the following:
- (a) The executive authority of the Centre for Gender Equity/Equality shall be vested in the Board of Management. The management of the activities of the Gender Centre, including financial matters shall be vested in the Board of Management (hereinafter referred to as "the BOM"). The BOM shall, for the purpose of administering the affairs of the BOM, exercise, discharge and perform the powers and functions conferred, assigned, on or to the BOM by this By-Laws.
 - (b) The Director, Centre for Gender Equity/Equality shall be responsible for the direction, development and management of projects and programs and other activities that further the Gender Policy of OUSL

- (c) Senior Assistant Registrar/Assistant Registrar/Assistant Director Centre for Gender Equity/Equality shall be responsible for providing high quality, confidential, administrative and executive support to the Centre for Gender Equity/Equality.
- (d) The Computer Application Assistant (CAA) shall be responsible for providing high quality, confidential clerical support to the Centre for Gender Equity/Equality.
- (e) The Office Assistant shall be responsible in providing day to day support to the Centre for Gender Equity/Equality office.
- (f) The Centre for Gender Equity/Equality shall prepare an annual work plan and submit it to the Senate and Council on the recommendation of the BoM for approval before a calendar year commences.
- (g) Representatives of faculties shall be responsible for reporting and liaising between the Centre for Gender Equity/Equality and the respective faculties.
- (h) The Director/ Centre for Gender Equity/Equality shall report activities and progress of the Centre for Gender Equity/Equality to the Senate once in two months starting from the month of January
- (i) The Director/ Centre for Gender Equity/Equality shall convene the meeting of the BoM at least once in two months starting from the month of January.

6.3 The reporting procedures of the Centre for Gender Equity/Equality shall include the following:

- (a) The Director/ Centre for Gender Equity/Equality shall report directly to the Vice-Chancellor.
- (b) At each BoM meeting the Director/ Centre for Gender Equity/Equality shall submit a report on the activities that have been undertaken during the previous two months.
- (c) Minutes of the Centre for Gender Equity/Equality BoM meeting shall be presented to the Senate and Council once in two months.
- (d) Senior Assistant Registrar/Assistant Registrar/Assistant Director Centre for Gender Equity/Equality shall report directly to the Director/ Gender Centre;

- (e) The Computer Application Assistant (CAA) shall report directly to the Senior Assistant Registrar/Assistant Registrar/Assistant Director Gender Centre.
- (f) The Office Assistant shall report directly to the Senior Assistant Registrar/Assistant Registrar/Assistant Director Gender Centre.

7. Regulations and Revisions

- 7.1 Regulations under this By-law shall be made by the Council, on the recommendation of the BoM of Centre for Gender Equity/Equality and the Senate.
- 7.2 This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BoM of the Centre for Gender Equity/Equality and the Senate.