

**UC BERKELEY CHANCELLOR'S ADVISORY COMMITTEE
ON THE STATUS OF WOMEN CHARTER and BYLAWS**

Effective February 28, 2019

I. NAME

- A. The name of this organization shall be the University of California (UC) Berkeley Chancellor's Advisory Committee on the Status of Women (CACSW).

II. ESTABLISHMENT AND PURPOSE

- A. CACSW was established pursuant to direction given in a notice dated September 18, 2018 from Carol Christ, then UC Berkeley Chancellor.
- B. The principal purpose of CACSW is to examine issues regarding the status of women in UC Berkeley's workplace; to analyze existing policies, procedures, and/or programs that affect those issues to propose modifications or new initiatives; to identify model programs or activities for implementation; to recommend to the Chancellor changes that will to afford women equal and fair access to campus programs, activities, and opportunities; and to serve as a member of the UC Systemwide Advisory Committee on the Status of Women (SACSW) through representation of the two co-Chairs.

III. MEMBERSHIP

- A. Membership shall consist of faculty, staff, postdoc, and graduate student representatives that comprise a reasonably proportional ratio.
1. One faculty Co-Chair
 2. One staff Co-Chair
 3. One member from the Academic Senate Committee Diversity, Equity, Campus Climate (DECC)
 4. One member from the Chancellor's Advisory Committee on Work & Family (CACWF)
 5. One member from Academic Senate Committee Faculty Welfare (FWEL)
 6. One member from Cal Women's Network (CWN)
 7. Additional faculty, staff, postdocs, and/or graduate students to provide a balanced representation
- B. In anticipation of the term end dates of members, a call for membership nominations shall be disseminated in April by current members as widely as possible, including to the Academic Senate's Committee on Committees, Council of Staff Organizations, Graduate Assembly and additional venues pertinent to each constituency group.
1. The deadline for receipt of nominations/self-nominations will be in May.
 2. The Co-Chairs will organize submissions for review by Committee members so that selections will be made no later than in June.
 3. New members will be chosen by at least a majority vote of the Committee.
- C. Members shall be appointed by the Co-Chairs on behalf of the UC Berkeley Chancellor.
- D. The period of membership shall be for two years and may be renewable per the

recommendation of the Co-Chairs and appointment by the Chancellor.

- E. Additional members during the term may be recommended by the general membership in an open meeting. The recommendations shall be discussed and then decided by a majority of a quorum (a quorum is 50% of members present). The committee shall consider broad representation of UC Berkeley units by current members.
- F. The term of membership shall begin on July 1 of the first year through June 30 of the second year.

IV. MEMBER RESPONSIBILITIES

- A. All members shall have voting rights, with each member being entitled to one vote. Voting by proxy shall be allowed but with advance notification to the Co-Chairs about who will be the proxy representative.
 - 1. When possible, decisions shall be reached by consensus among all members using “fist to five”¹ or a similar method of deliberation as needed. If consensus cannot be reached, votes shall be carried by the majority.
- B. Each member is responsible for serving on at least one subcommittee of their selection or as assigned to complete CACSW priorities.
- C. Members are expected to be fully engaged as participants. This includes reading materials in advance of meetings and decision-making; providing input to Committee deliberations; sharing timely information or developments relevant to the Committee’s understanding and activities; and communicating the work of the Committee to the member’s constituencies while exercising confidentiality and discretion as appropriate.
- D. Members are expected to participate in writing the annual CACSW report, as requested by the Co-Chairs.
- E. Barring unexpected circumstances, members are expected to participate in all meetings, in person or via conference call. If the member is unable to attend, representatives should consult with the Co-Chairs before sending someone on their behalf. No more than two meetings shall be missed per academic year.
- F. Members shall advise CACSW of any matter or decision in which they have or could have a conflict of interest or the appearance of a conflict, and if appropriate, shall then recuse themselves from discussion or voting on the matter.
- G. Members who must resign from the Committee during their term should alert the Co-Chairs as soon as possible and in writing. Further, the member should suggest an alternative who could serve the remaining portion of their term.

¹ Fist to Five is a technique used to poll members and help achieve consensus. A closed fist up to two fingers constitutes complete disagreement to serious concerns that require discussion. Three to five fingers constitutes consensus.

V. OFFICERS

- A. CACSW officers shall be comprised of two Co-Chairs, one staff and one faculty appointed by the Chancellor.
- B. The period of service as Co-Chair shall be two (2) years. A Co-Chair may serve for a maximum of two terms of service (4 years).
- C. The outgoing Co-Chairs will propose members to the Chancellor to serve as the Co-Chairs.
 - 1. One of the Co-Chairs will further serve an additional year as the Past Chair to provide continuity to the new membership and to offer counsel and mentoring to the incoming Co-Chairs.
- D. The term of service as an officer shall be July 1 of the first year through June 30 of the second year.
- E. Officers needing to resign their positions prior to completion of their term of service may do so by notifying the Chancellor in writing at least 30 days in advance.
- F. The unanticipated vacancy of an officer position shall be filled for the remainder of the term by a simple majority vote of the members present at the meeting.
- G. Duties of Officers
 - 1. Determine the agenda for, convene, and preside over all meetings. The Co-Chairs shall take appropriate steps to ensure that reasonable notice of meetings is provided to the general membership.
 - 2. Consult with one another to promote effective collaboration and division of labor.
 - 3. Ensure that meetings are run efficiently and productively.
 - a. Prepare and disseminate in advance meeting agendas and supplementary material.
 - b. Poll members for input, informal decisions, and formal votes.
 - c. Invite consultants and/or guests to attend meetings and/or to serve on subcommittees.
 - d. Record minutes of all meetings and distribute as appropriate.
 - 4. Have the power to appoint the chairs and members of subcommittees established within CACSW.
 - 5. Serve as a voting member of all subcommittees.
 - 6. Assure that CACSW is operating in conformity with its mission and charter.
 - 7. Represent CACSW to the UC Systemwide Advisory Committee on the Status of Women, greater UC community, Campus administration, and/or to the public at large.
 - 8. Coordinate with allied efforts Systemwide and on Campus.
 - 9. Assure that communications are timely, clear, and positively focused on CACSW's mission and immediate goals.
 - 10. Ensure that CACSW members are kept up-to-date about current issues and priorities by sharing relevant information from the Chancellor and other campus units.
 - 11. Submit an Annual Report, to include recommendations by the Committee with rationale and background information, to the Chancellor via the Chancellor's Office by September 30 of each following year.

12. Sign official correspondence on behalf of the Committee.
13. Be the office of record for maintenance of this charter and bylaws (including any future amendments that may be approved) and making a copy available to others upon request.

VI. SUBCOMMITTEES

- A. Subcommittees are identified as necessary by the general membership and then appointed by the Co-Chairs

VII. MEETINGS

- A. Regular meetings shall:
 1. Generally be held once a month during the academic year (September through May), but in no event shall be held less frequently than once every two months. Meetings in June through August will be convened as needed.
 2. Occasionally during the academic year, additional meetings or retreats may be convened.
 3. A regular meeting quorum shall consist of a minimum of half the general members.
- B. Special Meetings shall be held on an as-needed basis as determined by the Co-Chairs with such advance notice to the general membership as reasonably can be provided.

VIII. AMENDMENTS

- A. Any CACSW member may propose an amendment to this charter at any regular meeting or via e-mail. If by e-mail, the proposal will be presented and discussed by the general membership at the next earliest meeting.
- B. The proposed amendment shall then be voted upon at the following regularly scheduled meeting. Such vote shall be held no less than one (1) month in advance of the planned effective date of the amendment.
- C. Amendments must receive a two-thirds (2/3) vote of the quorum to be adopted.

IX. WAIVER

- A. As needed, a provision in the charter can be waived for a meeting upon a motion and two-thirds (2/3) affirmative vote of the quorum.

X. OPERATING PRACTICES

- A. CACSW shall operate on a fiscal-year basis commencing each July 1 and ending each June 30.

XI. UC NAME AND EMBLEM/LOGO

- A. CACSW shall ensure that all use of the UC name and emblem is consistent with UC policy, as well as with the mission of CACSW. In the context of CACSW, either Co-Chair is authorized to use the UC name and/or emblem/logo under the guidance of the Chancellor and Office of Brand Protection and Business Contracts.

XII. ADOPTION

- A. The effective date of the adoption of this charter of CACSW shall be upon the month, day and year first written above.

XIII. TERM

- A. Once effectuated, this charter, as well as any approved amendments to this charter, shall remain in effect until such time as CACSW may be dissolved.