

CHARTER
of the
University of California
SYSTEMWIDE ADVISORY COMMITTEE
ON THE STATUS OF WOMEN

EFFECTIVE OCTOBER 3, 2011

AMENDED OCTOBER 21, 2013

AMENDED OCTOBER 14, 2014

AMENDED MAY 27, 2016

Amendments

October 21, 2013	Article III. Membership	<u>When an Officer chooses not to represent her or his own location, one additional member (either an academic appointee or a non- exclusively represented career staff employee—depending on the vacancy) will be appointed from</u>
October 21, 2013	Article IV. Officers	<u>The Officers may choose to represent their home location or request a replacement representative.</u>
October 14, 2014	Article II. Establishment and Purpose	The principal purpose of SACSW is to examine issues regarding the status of women staff, students, and faculty at the campuses, medical centers, Lawrence Berkeley National Laboratory (LBNL), and the Office of the President (OP), <u>and the Division of Agriculture and Natural Resources (ANR);</u>
October 14, 2014	Article III. Membership	A. At the request of the President, Chancellors shall appoint campus representatives, LBNL representatives shall be appointed by the Lawrence Berkeley National Laboratory (LBNL) Director, <u>and ANR representatives shall be appointed by the Vice President of the Division of Agriculture and National Resources (ANR).</u> B. Two members will be appointed from each location: from the campuses one academic appointee and one non- exclusively represented career staff employee; <u>from ANR one academic appointee and one non- exclusively represented career staff employee;</u> F. Members are expected to participate in writing the annual <u>or biennial SACSW report, as requested by the Chair.</u>
October 14, 2014	Article IV. Officers	The Chair shall ... be responsible for submitting the annual <u>or biennial SACSW report to the President.</u>
May 27, 2016	Article III. Membership	N. <u>To provide continuity, the Past-Chair has the option to participate as an ex officio member, titled Chair Emerita, for up to two years after her/his chairship ends.</u>

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**EFFECTIVE OCTOBER 3, 2011
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ARTICLE I. - NAME

The name of this organization shall be the University of California (UC), Systemwide Advisory Committee on the Status of Women (SACSW).

ARTICLE II. - ESTABLISHMENT AND PURPOSE

- A. SACSW was established pursuant to direction given in a March 12, 2008 notice from Robert C. Dynes, then UC President, as an outgrowth of the “Creating Change” initiative.

- B. The principal purpose of SACSW is to examine issues regarding the status of women staff, students, and faculty at the campuses, medical centers, Lawrence Berkeley National Laboratory (LBNL), the Office of the President (OP), and the Division of Agriculture and Natural Resources (ANR); to analyze existing policies, procedures, and/or programs that affect those issues; to identify model programs or activities and support systemwide implementation; to recommend to the President changes that will continue to afford women equal and fair access to campus programs, activities, and opportunities; and to serve as the coordinating body for all University locations in order to enhance collaboration and discuss issues of mutual interest.

ARTICLE III. - MEMBERSHIP

- A. At the request of the President, Chancellors shall appoint campus representatives, LBNL representatives shall be appointed by the Lawrence Berkeley National Laboratory (LBNL) Director, and ANR representatives shall be appointed by the Vice President of the Division of Agriculture and Natural Resources (ANR). Office of the President representatives shall be appointed by the President.
- B. Two members will be appointed from each location: from the campuses one academic appointee and one non-exclusively represented career staff employee; from ANR one academic appointee and one non-exclusively represented career staff employee; from LBNL and OP two non-exclusively represented career staff employees. When an Officer chooses not to represent her or his own location, one additional member (either an academic appointee or a non-exclusively represented career staff employee—depending on the vacancy) will be appointed from the Officer's location. In accordance with the Higher Education Employer-Employee Relations Act (HEERA), employees who are represented by a union shall not be appointed to SACSWS.
- C. The period of membership normally shall be two (2) years with one additional year to serve and overlap with the incoming representative. There is no specific limit on the number of times a member may be reappointed.
- D. The term of membership shall normally be July 1 of the first year through June 30 of the second year.
- E. All members shall have voting rights, with each member being entitled to one (1) vote. Voting by proxy shall not be allowed.
- F. It is the responsibility of each member to actively serve on at least one subcommittee of their selection. Members are expected to participate in writing the annual or biennial SACSWS report, as requested by the Chair.
- G. 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 Chair before sending someone on their behalf.
- H. In the event a member misses more than two meetings a year, continuing membership will be reviewed by the Chair and Vice Chair/Co-Chair.
- I. Members shall advise SACSWS 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.

- J. Members wishing to resign their memberships prior to the completion of their terms may do so by notifying the committee Chair and their Chancellor/Laboratory Director in writing. In turn, the Chair shall notify the President as may be appropriate.
- K. Members shall serve as the liaison/conduit between SACSW and local stakeholder groups, including local status of women committees and diversity committees.
- L. The committee will be staffed by an appointee from Human Resources, Office of the President as designated by the Vice President-Human Resources.
- M. The Chair may invite consultants and guests to attend meetings and or to serve on subcommittees.
- N. To provide continuity, the Past-Chair has the option to participate as an ex officio member, titled Chair Emerita, for up to two years after her/his chairship ends.

ARTICLE IV. - OFFICERS

- A. SACSW Officers
 - 1. SACSW officers shall be comprised of a Chair, and one Vice Chair/Co-Chair, both of whom are current SACSW members. The Officers may choose to represent their home location or request a replacement representative.
 - 2. Officers shall be nominated by the general membership in an open meeting. The individuals receiving a simple majority of the votes cast by members present at the meeting for each office shall be elected. Officers shall be appointed by the President following the election by the general membership.
 - 3. The period of service as an officer shall be two (2) years.
 - 4. An officer may be elected to a specific position for a maximum of two terms of service (4 years).
 - 5. The term of service as an officer shall be July 1 of the first year through June 30 of the second year.

6. Officers shall advise SACSWS 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.
7. Officers wishing to resign their positions prior to completion of their terms of service may do so by notifying the President in writing.
8. The unanticipated vacancy of an officer position shall be filled for the remainder of the term by a simple majority vote of the SACSWS members present at the meeting.

B. Duties of Officers

1. The Chair shall:
 - a. Determine the agenda for, convene, and preside over all meetings. The Chair shall take appropriate steps to assure that reasonable notice of meetings is provided to the general membership.
 - b. Have the power to appoint the chairs and members of all subcommittees established within SACSWS.
 - c. Serve as a voting member of all subcommittees.
 - d. Authorize the disbursement of funds allocated to SACSWS as provided for in the SACSWS budget, except when disbursements are to the Chair. In that event, the Vice Chair/Co-Chair shall authorize the distribution. Disbursements shall be reported to the general membership at the next regular meeting.
 - e. Assure that SACSWS is operating in conformity with its mission and charter.
 - f. Represent SACSWS to the President, to the greater UC community, and/or to the public at large. The Chair may choose to appoint another member of SACSWS to act as spokesperson for the organization on particular topics.
 - g. Assure that necessary communications are timely, clear, and positively focused on SACSWS's mission and immediate goals.
 - h. Be responsible for submitting the annual or biennial SACSWS report to the President.
2. The Vice Chair/Co-Chair shall:
 - a. Assume the duties of the Chair in the Chair's absence.

- b. Assume the office of the Chair should it become vacant between elections.

ARTICLE V. - MEETINGS

- A. Regular meetings shall:
 - 1. Generally be held three times per year.
 - 2. Meetings shall rotate between campuses, LBNL and OP.
- B. Special Meetings shall be held on an as needed basis as determined by the Chair with such advance notice to the general membership as reasonably can be provided.

ARTICLE VI. - PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern meetings of SACSW in all cases to which they are applicable and in which they are not inconsistent with this charter and any special rules of order the organization may adopt.
- B. With the exception of business involving amendment of this charter, at any meeting the Chair may propose or entertain a motion to conduct SACSW by consensus and the meeting shall be so conducted if the motion is approved by a majority of those present.

ARTICLE VII. - AMENDMENTS

This charter may be amended as follows.

- A. Any SACSW member may propose an amendment to this charter at any regular meeting.
- B. The proposed amendment shall be formally announced to the membership at the following regularly scheduled meeting but not subjected to a vote at that time.
- C. 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 proposal.
- D. Amendments receiving a two-thirds (2/3) vote of the membership voting at the meeting described in paragraph (C) above will be adopted.

ARTICLE VIII. - WAIVER

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

ARTICLE IX. - FINANCIAL AND OPERATING PRACTICES

- A. The financial activities of SACSW shall be administered in accordance with UC policy and generally accepted accounting principles.
- B. SACSW shall operate on a fiscal-year basis commencing each July 1 and ending each June 30.
- C. All funds attributable to SACSW shall be vested wholly with UC in departmental or agency accounts under the administrative purview of UC.
- D. All funds attributable to SACSW shall be used in a manner consistent with the SACSW mission; and consistent with the terms of the funding allocation, if any such terms are specified.

ARTICLE X. - UC NAME AND EMBLEM

SACSW shall ensure that all use of the UC name and emblem is consistent with UC policy, as well as with the mission of SACSW. In the context of SACSW, the Chair is the final authority for authorization of the use of the UC name and/or emblem.

ARTICLE XI. - ADOPTION

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

ARTICLE XII. - TERM

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

This charter was adopted at a meeting of the members of the Systemwide Advisory Committee on the Status of Women on 5/6/11 and approved by the President on October 4, 2011.

Attest,

Mary Croughan
Mary Croughan
Chair, Systemwide Advisory Committee on the
Status of Women

10/6/11
Date

Mark G. Yudof
Mark G. Yudof
President, University of California

10/4/11
Date

Amendments to Articles III.B and IV.A. 1. of this Charter were voted upon and approved at a regularly scheduled meeting of the members of the Systemwide Advisory Committee on the Status of Women on October 21, 2013.

Attest:

Tricia Bertram Gallant
Tricia Bertram Gallant
Chair, Systemwide Advisory Committee on the
Status of Women

12-19-14
Date

Amendments to Articles II.B and III.A. and B.; III.F.; and IV.B.1.h. of this Charter were voted upon and approved at a regularly scheduled meeting of the members of the Systemwide Advisory Committee on the Status of Women on October 14, 2014.

Attest:

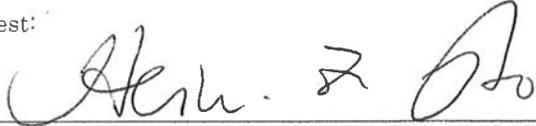
Hsiu-Zu Ho
Hsiu-Zu Ho
Chair, Systemwide Advisory Committee on the
Status of Women

12-18-14
Date

*Charter of the Systemwide Advisory Committee on the Status of Women
University of California. (cont.)*

Amendment to Article III.N of this Charter were voted upon and approved at a regularly scheduled meeting of the members of the Systemwide Advisory Committee on the Status of Women on May 27, 2016.

Attest:



Hsiu-Zu Ho
Chair, Systemwide Advisory Committee on the Status
Of Women

8/29/17
Date

Amendment to Article III.N of this Charter were voted upon and approved at a regularly scheduled meeting of the members of the Systemwide Advisory Committee on the Status of Women on May 27, 2016.

Attest:



Elizabeth Ozel
Chair, Systemwide Advisory Committee on the Status
Of Women

9/8/2017
Date