

The University of Arizona

**Commission on the Status of Women**

BYLAWS

Instituted September, 2007

The University of Arizona  
 Commission on the Status of Women  
 BYLAWS

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Revision Date September, 2007

**CSW MISSION STATEMENT**

The Commission on the Status of Women strengthens the University of Arizona by advocating for an inclusive and just campus environment. The CSW works to overcome impediments to the full participation and achievement of women and other underrepresented groups across the campus. The CSW develops and proposes solutions to problems and promotes the values of fairness and diversity, in the hope of achieving a just community that respects and supports the professional and personal aspirations of all of its members.

**HISTORY**

In July 1989, the Arizona Board of Regents (ABOR) created the Commission on the Status of Women for the purpose of assessing the conditions of employment for women at the three universities. In 1991, the ABOR CSW published a vision for the year 2000, which provided 50 recommendations to guide the work of the Commissions on each campus. The University of Arizona CSW was established in 1992 as an advisory body to the President. During the early years, the UA CSW worked with its counterparts at ASU and NAU and with an ABOR task force to address the ABOR recommendations. In 1994 these were distilled into 12 goals that focus on areas of compensation and equity, campus climate, and career and professional development.

At the University of Arizona, commission members are drawn from the ranks of administrators, faculty, appointed personnel, classified staff, graduate and undergraduate students. Commissioners are appointed to serve a 3-year period. The CSW is an activist body that achieves its goals through the countless hours of effort volunteered by its members. These efforts culminate in the creation of new policy and services, and provide for a variety of annual programs and events geared to educate and inform the community. The CSW is a linchpin component in a network of University organizations that seek to improve and safeguard our campus.

**PURPOSE OF BYLAWS**

Instituted by the 2005 – 2006 Executive Committee, and revised September, 2007, these bylaws are intended to strengthen the structure and operational consistency of the CSW. Bylaws encompass an articulation of roles, responsibilities and rules associated with membership affiliation and standards specifically for participation in Commission sanctioned activities. The CSW bylaws should reflect the nature of the CSW itself and in that way shall be viewed as flexible and changeable. Bylaws shall be reviewed annually by the Executive Committee (or a designated CSW subcommittee) and modified as needed to keep pace with an evolving Commission and University.

## MEMBERSHIP ELIGIBILITY, TERMS OF APPOINTMENT, ROLES AND RESPONSIBILITIES

### COMMISSIONERS

- CSW Commissioners must be affiliated with the University of Arizona
- The total number of Commissioners shall be no less than 25 nor more than 60 as determined by the Executive Committee. The number of Commissioners shall be based on the volume of expected activity and number of active workgroups in a given year
- An annual call for applications shall be made each spring to the university community. Applications can be accepted at other times in response to special circumstances as determined by the Executive Committee
- Individuals shall submit applications for review by the CSW Executive Committee. The Executive Committee shall submit recommendations for membership to the President
- The President makes the final appointment of Commissioners
- Commissioners serve 3-year terms. Commissioners who have completed a 3-year term may submit an application for re-appointment
- Graduate and undergraduate student Commissioners serve 1-year renewable for up to 2 years upon the approval of the Executive Committee

### Duties of Commissioners

- ❑ Each Commissioner shall serve as an active member of at least one CSW Workgroup
- ❑ Commissioners are responsible for attending all workgroup meetings unless arrangements are made with the workgroup chair for substitute participation
- ❑ Commissioners must actively support workgroup goals and projects in ways deemed necessary by the workgroup chair
- ❑ Commissioners shall attend the regularly scheduled general membership meetings that occur once per semester during the academic year and the new commissioner orientation meeting. *Members are strongly urged to attend the recruitment meeting*
- ❑ Commissioners shall monitor and participate in electronic communications including the UACSW listserv and any relevant workgroup email or other online forums
- ❑ Commissioners shall not miss more than 1 regularly scheduled general membership meeting per year
- ❑ Commissioners shall agree to resign their membership from the Commission upon request of the CSW Chair based on failure to fulfill the duties described above

### CHAIR

- The appointment of the CSW Chair is within the sole discretion of the President of the University of Arizona
- The suggested appointment term is two years. However an individual may accept successive appointments
- The CSW Executive Committee shall provide the President with recommendations for consideration for the appointment of CSW Chair

- Suggested criteria for eligibility for the position of Chair should include experience as CSW Vice-Chair or current Workgroup Chairs or Co-Chairs

### Duties of the Chair

- ❑ Schedule and lead the CSW Executive Committee meetings
- ❑ Participate and/or lead CSW General Meetings including Orientations and Recruitment events
- ❑ Assist workgroups in planning and executing projects and events as appropriate
- ❑ Provide fiscal oversight of CSW budget and expenditures
- ❑ Manage CSW administrative staff
- ❑ Assist in selection of individuals to serve as Ex Officio members
- ❑ Develop and approve CSW policy and procedures in conjunction with the CSW Executive Committee
- ❑ Act as the CSW representative for The University of Arizona in university-related activities on and off campus
- ❑ Summarize CSW activities and accomplishments annually in a report format(s) useful for briefing the President and sharing with the campus community
- ❑ Communicate with the President and other members of the Administration on behalf of the CSW as necessary

### VICE CHAIR/CO-VICE CHAIR

- The eligibility for Vice Chair is limited to Commissioners who have completed at least one full year of service, with preference for selection from among workgroup chairs / co-chairs
- The length of service shall not exceed two years
- The term of service shall be one year renewable at the discretion of the Chair with approval of the Executive Committee

### Duties of Vice Chair/Co-Vice Chair

- ❑ Lead Executive Committee meetings in the absence of the Chair
- ❑ Participate in CSW Executive Committee meetings
- ❑ Participate and/or lead CSW General Meetings including Orientations and Recruitment events
- ❑ Assist workgroups in planning and executing projects and events as appropriate
- ❑ Substitute, when necessary, for the chair at meetings and as the CSW representative in activities on and off campus
- ❑ Learn the duties and responsibilities of the Chair
- ❑ Prepare to assume the position of CSW Chair at the conclusion of term of the current Chair

## **WORKGROUP CHAIR/CO-CHAIR**

- Eligibility limited to Commissioners who have completed at least six months of service during any term of appointment
- Preference shall be for workgroup members who demonstrate understanding of the needs of the particular workgroup

### **Duties of Workgroup Chair/Co-Chair**

- ❑ Serves as a member of the Executive Committee
- ❑ Provides leadership in determining the annual projects, programs and objectives of the workgroup
- ❑ Schedules workgroup meetings
- ❑ Assigns responsibility for the taking of attendance and meeting notes
- ❑ Reports to the Executive Committee on workgroup activities
- ❑ Provides accurate and timely information to the Chair and/or the Executive Committee of the financial needs and expenditures of the workgroup

## **WORKGROUP CHAIR-ELECT**

- Eligibility limited to Commissioners in any year of service during any term of appointment

### **Duties of Workgroup Chair-Elect**

- ❑ Leads the workgroup meeting in the absence of the workgroup chair
- ❑ Learns the duties and responsibilities of the workgroup chair
- ❑ Assumes the position of workgroup chair at the conclusion of term of the current workgroup chair

## **EX OFFICIO MEMBERS**

- Ex officio members sit on the commission at the request of the CSW Executive Committee and serve voluntarily as advisors and liaison to key institutional stakeholders and knowledgeable others
- The number of Ex Officio members shall not exceed five in any given year
- Representative departments may vary as determined by the Executive Committee with agreement of the President
- The following campus units are currently represented
  - Office of the President
  - The Diversity Resource Office
  - Equal Opportunity/Affirmative Action Office
  - Human Resources
  - SIROW
- The selection of a particular individual to serve as an Ex Officio member shall be jointly determined by the department and the CSW Chair or Vice-Chair

## **LIAISON MEMBERS**

- Liaison members must be affiliated with a recognized organization on the University of Arizona campus with a mission that complements the mission and goals of CSW
- Liaison members sit on the Commission at the request of the CSW Executive Committee and participate in the coordination of joint efforts
- The number of liaison members shall not exceed 12 in any given year. The following organizations are currently represented
  - ADVANCE
  - Appointed Personnel Organization Council (APOC)
  - Associated Students of The University of Arizona (ASUA)
  - Association for Women Faculty (AWF)
  - Baby Cats
  - Business and Professional Women (BPW)
  - Graduate and Professional Student Council (GPSC)
  - Staff Advisory Council (SAC)
  - UA Work and Life Connections
- The selection of a particular individual to serve as a CSW liaison member shall be determined by the affiliated organization

### **Duties of Liaisons**

- Inform and advise members of CSW
- Attend the CSW general meetings and or workgroup meetings and events or meetings at the invitation of the CSW Executive Committee to share information from their organization and facilitate joint efforts

## **VOLUNTEERS**

- Volunteers are expected to participate as active members of CSW Workgroups primarily in support of special events
- The Executive Committee shall be advised of the inclusion of volunteers on the various workgroups
- The number of volunteers shall be unlimited
- Duties to be determined by workgroup chair or Executive Committee

## **MID-TERM VACANCIES**

The CSW Executive Committee shall have the ability to identify and select specific individuals to fill vacancies due to a Commissioner vacating his or her term prior to the expiration of said term. The Committee shall make its selection known to the President who may or may not confirm the selection.

## **ORGANIZATIONAL LEADERSHIP STRUCTURE**

### **EXECUTIVE COMMITTEE**

The CSW Executive Committee sets direction and oversees the activities, projects and programs of the Commission. Executive Committee membership shall be comprised of the following positions:

- Chair
- Vice Chair
- Representative or designee of the Office of the President
- Workgroup Chairs and Co-Chairs from each Workgroup (one vote per workgroup)
- The Executive Committee has discretion to invite the attendance of other CSW commissioners, liaisons and ex officio members for participation on a non-voting basis

### **Executive Committee Responsibilities**

- The voting members of the CSW Executive Committee or a special ad hoc committee as determined by the Executive Committee shall be responsible for voting to approve the choice of workgroup chairs and co-chairs
- The Executive Committee shall meet regularly, preferably once per month, to conduct the business of CSW, including but not limited to
  - Set and review of the annual priorities for CSW
  - Inform and advise the President regarding CSW priorities
  - Advise and guide the various Workgroups
  - Approve the annual projects, programs and objectives of the Workgroup
  - Approve financial requests from the various Workgroups
  - Review applications for CSW membership and recommend to the President individuals for the appointment to CSW
  - Review nominations and select CSW award recipients
  - Review of CSW policy and procedure, including bylaws
  - Consider and resolve any matters brought to the attention of the Executive Committee by the CSW general membership

## **WORKGROUPS: PURPOSE, RESPONSIBILITIES AND DESCRIPTIONS**

### **Purpose and Responsibilities**

CSW workgroups carry out the mission of the Commission. The focus of a workgroup is subject to change as campus needs dictate. The CSW subcommittees originating in 1994 to carry out the ABOR recommendations provide guidance for the scope and focus of work undertaken by the CSW workgroups. (See Appendix A) Changes in workgroup focus and name are determined by the Executive Committee and subject to the President's approval.

Each CSW Workgroup shall meet regularly, preferably once per month, to carry out the stated projects, programs and objectives for the workgroup as provided by the Executive Committee.

## **Workgroup Descriptions for 2007 - 2008**

### **EQUITY**

The Equity Workgroup supports the CSW's original goals of a balanced workplace through salary equity and job parity within all benefit eligible UA employment categories including: faculty, appointed professionals, classified staff, and graduate-level student-employees. Members of the workgroup strengthen CSW's links to other groups by working on similar issues with other University groups such as the Association of Women Faculty, the Appointed Professionals Advisory Council, the ADVANCE Grant's Dashboard group, and the CSWs at Arizona State University and Northern Arizona University. The Equity workgroup also contributes to related activities such as CSW's Empowerment Academy and UA Discusses activities concerning bias.

### **FAMILY CARE**

The Family Care Workgroup responds to the increasing demand for the campus to provide "family friendly" infrastructure support. Members of the workgroup engage with representatives of other units and promote implementation of the recommendations of the 2003 CSW position paper on childcare.

([csw.arizona.edu/publications/pub\\_whiteP\\_childecare1.pdf](http://csw.arizona.edu/publications/pub_whiteP_childecare1.pdf))

### **OUTREACH & EDUCATION**

The Outreach & Education Workgroup supports the Commission at large by organizing and facilitating the CSW general meetings, orientation meeting and recruitment reception. In addition, this workgroup monitors the CSW website and other published information and recommends changes and improvements of content. Moreover, Outreach & Education administers the CSW Mini-Grants Program that provides funds on a competitive basis to support projects and activities consistent with CSW goals and objectives. The members of this workgroup enhance the stability of the Commission at large supporting the integration of efforts of the other CSW workgroups and promoting information internal and external information sharing.

### **STRATEGIC ISSUE – HATE CRIMES/BIAS-MOTIVATED INCIDENTS**

Established under the 2002-2003 CSW, the Hate Crimes and Bias Motivated Incidents (HCMBI) Workgroup has addressed critically important issues in the arena of hate and bias. Working with key stakeholders, the 2005-2007 Workgroups were responsible for moving forward the implementation of a Bias Reporting procedure. The 2007-2008 workgroup efforts will focus on finalizing the Bias Reporting Procedure via a UA hotline, as well as educating and informing the campus about the reporting procedure and combating the underlying problems. Tasks include the development of a web site

([www.stopbias.arizona.edu](http://www.stopbias.arizona.edu) <<http://www.stopbias.arizona.edu/>> ) and the implementation of a communication strategy that informs the campus and visitors that if they experience or witness and bias incident, they can report it via the new UA hotline.

## **PROFESSIONAL DEVELOPMENT**

The Professional Development Workgroup responds to the ongoing needs to promote and foster professional advancement in the campus workplace. Members work in collaboration with liaisons from Human Resources and other campus organizations to design and present conferences geared to the needs of classified staff and appointed personnel. Workgroup efforts and events utilize local faculty, administrative and staff experts and in that way strengthen the interrelationships between of all personnel categories.

## **SPECIAL EVENTS**

The members of the Special Events Workgroup are responsible for the organizing an annual CSW event targeting young women of middle-school and high-school age. This event, the Young Women's Empowerment Academy, will be held annually in the spring (first held in April, 2007), and will encourage these young women to pursue education on their way to a career track. The event provides outreach to daughters of UofA employees as well as students from school districts with fewer options for career focus events. In addition, the members of this workgroup will maintain a webpage "blog" encouraging on-going discussion throughout the year.

## **NOTES ON ROUTINE BUSINESS**

### **MEETINGS**

- General Meetings for the entire CSW body shall be held regularly and *at least twice* per academic year. The first general meeting of the year will include an orientation to new members.
- Recruitment Reception shall be held each year to inform and encourage the campus community regarding CSW membership. Commissioners are encouraged to solicit new members by inviting and escorting campus colleagues to the event.
- Minutes – All CSW meetings shall have utilize meeting agendas and a summary of decisions made and actions taken at the meeting, including the names of members present at the meeting shall be recorded and shared with the Executive Committee preferably by electronic means, e.g., posted to the CSWEXEC listserv.

### **QUORUM RULES FOR VOTING**

- The Executive Committee quorum shall require at least 4 voting eligible members to pass a motion by a majority vote.
- The Workgroup quorum shall require at least 3 voting eligible members to pass a motion by majority vote.
- The general meeting quorum shall require at least 2/3rds of the CSW Commissioners to pass a motion by majority vote.

### **COMPOSITION OF THE COMMISSION**

The membership of the CSW varies each year and intentionally reflects a wide cross section of the UA community. The Executive Committee shall make conscientious efforts to guarantee that key organizations such as the Faculty Senate, Dean of Students, and the University Attorneys Office are formerly represented within the ranks of Commissioners, Ex Officios, or Liaisons.

### **AMENDING THE BYLAWS**

The Bylaws shall be reviewed annually by the Executive Committee or a special ad hoc group. Bylaws may be revised and amended from time to time by a majority vote of the Executive Committee, and in some instances presidential approval.

## ATTACHMENT A

### CSW ORIGINAL COMMITTEES

In October of 1994, the Arizona Board of Regents appointed a Task Force to conduct a comprehensive review of the implementation of the recommendations contained in the Implementation an. In June of 1995, the Task Force presented its review of the original 50 recommendations. Of these, 7 were completed on all campuses, 5 were deleted as no longer relevant and the remaining 38 fell within three critical needs areas: (1) Campus Climate; (2) Career and Professional Development; (3) Compensation and Equity. (The information below is extracted from Original ABOR Reports.)

#### **Compensation and Equity**

Each university will develop and maintain databases to monitor salary/compensation equity by gender and ethnicity at all levels, pay grades and major employment groups. (Equity refers to equivalency of compensation to employees relative to their comparability of service and value to the university.) (ABOR/CSW Recommendations 3, 8, 11, 14, 18)

Each university will develop and implement a plan to achieve salary/compensation equity among employees within all employee groups. (ABOR/CSW Recommendations 10, 12, 13, 15, 16, 17)

Each university will develop and implement a plan to improve/achieve parity of employees in departments/units with respect to gender and ethnicity based on pool availability and employee turnover data. (ABOR/CSW Recommendations 4, 8, 9)

#### **Campus Climate**

Students and employees will learn and work on a campus which effectively defines and values diversity and civility and prohibits discrimination, harassment, retaliation, and violence. (ABOR/CSW Recommendations 5, 38, 43, 44, 46)

Each university will provide indoor and outdoor environments which minimize the risk of injury to students and employees. (ABOR/CSW Recommendations 45, 49)

Each university will offer flexible work and family policies that promote the retention of full-time and part-time employees and students. (ABOR/CSW Recommendations 33, 35, 37)

Each university will foster increasingly diverse student and employee groups. (ABOR/CSW Recommendation 39).

Each university will offer awards and recognition that reflect the contributions of a diverse work force and reflect the changing campus work environment. (ABOR/CSW Recommendations 19, 20).

#### **Career and Professional Development**

Career and professional development will be a high priority for all classifications of employees at each university, and will be an articulated priority in each university's statement of mission and goals and in departmental planning. (ABOR/CSW Recommendations 21, 22, 23).

Specific allocation of funds/resources will be made for career and professional development at each university. (ABOR/CSW Recommendation 22).

Access to career and professional development opportunities will improve for all employees at the university. (ABOR/CSW Recommendations 19, 22, 23).

Performance evaluation criteria for all supervisors will include support for the development of faculty, classified staff, service professionals, academic professionals and administrative staff. (ABOR/CSW Recommendations 26, 27, 28, 29).