



THE UNIVERSITY OF ARIZONA

# Commission on the Status of Women

The University of Arizona

## **Commission on the Status of Women**

BYLAWS

*Instituted August 2005  
Reviewed 2007, 2011  
and 2015*



The University of Arizona  
Commission on the Status of Women  
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*Revision Date July 2011*

### **CSW MISSION STATEMENT**

The Commission on the Status of Women executive leadership revised their mission to reflect the goals of diversity in higher education in the 21<sup>st</sup> century. The current vision and mission are as follows:

**Vision**

A go-to policy board for suggestions and recommendations on best practices and policies that shape equity and opportunity for all gender identities

**Mission**

Providing policy analysis and test marketing for campus initiatives focused on equity and inclusion for all gender identities.

### **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 three-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 in 2011 and 2015, 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
- The CSW shall accept applications for membership on a rolling basis.
- Individuals shall submit applications for review by the CSW Executive Committee. The Executive Committee shall submit recommendations for membership to the President's Office at the University of Arizona
- The President makes the final appointment of Commissioners
- Commissioners serve 3-year terms. Commissioners who have completed a 3-year term may request reappointment at the end
- 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 events
- ❑ 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 one 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/CO-CHAIR**

- The appointment of the CSW Chair is decided by the CSW Executive Committee.
- Whenever possible, at least 2 co-chairs should serve with at least one staying on for another year as the other rolls off.
- The suggested appointment term is two years. However an individual may accept successive appointments or serve less time if the successor is serving when the chair vacates the position.
- Suggested criteria for eligibility for the position of Chair should include experience as Vice-Chair or current Workgroup Chairs or Co-Chairs

#### Duties of the Chair/Co-Chair

- ❑ Schedule and lead the CSW Executive Committee meetings
- ❑ Participate and/or lead CSW meetings and 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 and sharing with the campus community
- ❑ Communicate with 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
- Although the Vice Chair is typically a candidate for ascension to the Chair position, the vice chair may opt out

#### 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 meetings and 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

### **CHAIR EMERITA**

The eligibility for Chair Emerita is limited to Commissioners who have completed a two-year term as Chair or Co-Chair and serve in a consulting role for one year or longer depending on the needs of the CSW and recommendations of the Executive Committee.

#### Duties of Chair Emerita

- ❑ Serve as an ex-officio member of the Executive Committee
- ❑ Provide consulting expertise to the Executive Committee

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

- Selected by the CSW Executive Committee
- 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
- The term of service shall not exceed two years

### 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 six (including the Chair Emerita) in any given year
- Representative departments may vary as determined by the Executive Committee
- 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 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

## **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 or co-chair
- 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 administration 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
  - Review grants and select grant recipients
  - 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.

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.

Workgroups have the ability to add, stop or rename their activities with the approval of the Executive Committee.

## **EQUITY AND MENTORING**

The Equity and Mentoring Workgroup supports a balanced workplace, equitable educational opportunities and a campus climate conducive to achieving success. These are achieved through attention to salary equity and job parity within all UA employment categories, including graduate student employees, and through professional and personal development among students, faculty and staff by connecting them with others who provide advice on work-related issues, career planning, job skill enhancement and University involvement.

The workgroup plans to develop, implement and analyze a survey to assess the current mentoring climate on campus, including successes, challenges and opportunities. Informed by the survey results, they will plan workshops on various topics to support and encourage mentoring on campus, for potential rollout in fall 2015.

## **FACULTY AFFAIRS**

The Faculty Affairs Workgroup seeks to establish strong and supportive connections between faculty members of all genders.

Goals include recruiting faculty members for the workgroup, identifying concerns that might make suitable future projects and hosting at least one faculty mixer in spring 2015. By the end of the first year, they will have a concrete set of action items for the following year to address faculty issues on campus.

## **FAMILY CARE**

The Family Care Workgroup responds to increasing demand for family-friendly infrastructure support, including considerations of child and elder care. Members engage with representatives of other units to promote implementation of workgroup projects.

## **OUTREACH & NETWORKING**

The Outreach and Networking Workgroup focuses on campus and community professional development, networking opportunities and social interactions for UA faculty, staff, professionals and graduate students. They are structured to provide support and guidance to emerging leaders and established professionals as they develop career and leadership skills.

## **PROGRAMS AND COMMUNICATIONS**

The Programs and Communications Workgroup works to incorporate the Commission's mission and annual theme into all programs and communications, working closely with the CSW Executive Committee and other campus leadership.

## NOTES ON ROUTINE BUSINESS

### MEETINGS

- Events for the entire CSW body shall be held regularly and *at least once* per academic year. The first general meeting of the year will include an orientation to new members.
- Recruitment Reception and/or networking events shall be held throughout the 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(s).
- Meeting Notes – All CSW meetings shall have 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 Attorney's Office are formally represented within the ranks of commissioners, ex officios, or liaisons.

### AMENDING THE BYLAWS

The Bylaws shall be reviewed once every three years 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).