

**CHARTER**  
*of the*  
**University of California, Merced**  
**CHANCELLOR'S ADVISORY COMMITTEE**  
**ON THE STATUS OF WOMEN**

**EFFECTIVE 07/03/2023**

**I. NAME**

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

**II. ESTABLISHMENT AND PURPOSE**

- A. CACSW was established pursuant to direction given in an October 28, 2008 notice from Steve Kang, then UC Merced Chancellor.
- B. The mission of UC Merced CACSW was defined as the following and approved December 5, 2018: We are an advisory committee that advocates for womxn by identifying issues, raising awareness, and collaborating across campus, keeping our core values of advocacy, equity, empowerment, community, and intersectionality at the forefront of all we do.
- C. To carry out the mission, the principal goal of CACSW is to examine issues regarding the status of women staff, students, and faculty at UC Merced; 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 Chancellor changes that will continue to afford women equal and fair access to campus programs, activities, and opportunities; and to serve as a member of the Systemwide Advisory Committee on the Status of Women.

**III. MEMBERSHIP**

- A. Membership shall consist of
  1. Faculty Representative – Chair (up to 2 positions)
  2. Staff Representative – Chair (up to 2 positions)
  3. Staff Assembly Liaison
  4. Graduate Student (identified by Graduate Student Association)
  5. Post-Doctoral Student
  6. Undergraduate Student (identified by Associated Students of UC Merced)
  7. Representative, CARE Program
  8. Representative, Women's Programs
  9. Representative, EEO/AA/Title IX & Accommodations Management
  10. Representative, Academic Personnel Office
  11. Representative, Human Resources

- 12. Campus Ombuds
- 13. Other members as deemed necessary by the general membership
  
- B. Members shall be appointed by the UC Merced Chancellor.
  
- C. New members shall indicate their interest in CACSW through the established campus process or be recommended by the general membership in an open meeting. These applications and recommendations shall be reviewed by the Co-Chairs. The Co-Chairs will then determine a slate of members taking into account broad representation of UC Merced units by current and prospective members. The Co-Chairs shall then transmit the recommended nominations to the UC Merced Chancellor for approval.
  
- D. The period of membership shall be 1 year with automatic roll over.
  
- E. The term of membership shall normally be July 1 of the first year of service through June 30 of the second year of service.
  
- F. All members shall have voting rights, with each member being entitled to one (1) vote. Voting by proxy shall not be allowed.
  
- G. 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 CACSW report, as requested by the Co-Chairs.
  
- H. 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 meeting shall be missed per academic year.
  
- I. 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.
  
- J. Members wishing to resign their memberships prior to the completion of their terms may do so by notifying the Co-Chairs and in writing. In turn, the Co-Chairs shall notify the Chancellor as may be appropriate.
  
- K. The Co-Chairs may invite consultants and guests to attend meetings and or to serve on subcommittees.

#### **IV. OFFICERS**

- A. CACSW Officers

1. CACSW officers shall be comprised of three Co-Chairs – one staff representative, one faculty representative, and one additional Co-Chair (either faculty or staff) –one Secretary, and one Treasurer.
2. Any member can indicate their interest in an open officer position by sending a statement of interest and motivation to CACSW leadership, following the process announced by CACSW leadership to all members via email or at one of the monthly meetings. All materials will be disseminated to the general membership, in preparation for an advisory vote on the candidates. The vote may occur in person or electronically. If the vote is in person, all application materials will be sent to CACSW members at least one week in advance; if the vote is electronic, all CACSW members will have at least two weeks to register their vote. All of the original application materials and the vote results will be forwarded to the Chancellor for approval and final officer selection.
3. The period of service as a Co-Chair shall be two (2) years.
4. A Co-Chair may be elected to a specific position for a maximum of two terms of service (4 years).
5. The period of service for Secretary and Treasurer shall be 1 year with a maximum of two terms of service (2 years)
6. The term of service for any officer shall be July 1 of the first year of service through June 30 of the second year of service.
7. Officers wishing to resign their positions prior to completion of their terms of service may do so by notifying the Chancellor in writing.
8. The unanticipated vacancy of an officer position shall be filled for the remainder of the term (or the remainder of the year, as necessary to ensure staggered terms amongst the leadership team) by a simple majority vote of the members present at the meeting, subject to final approval by the Chancellor.

B. Duties of Officers

1. The Co-Chairs shall:
  - a. 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.
  - b. Have the power to appoint the chairs and members of subcommittees established within CACSW.

- c. Serve as a voting member of all subcommittees.
- d. Authorize the disbursement of funds allocated to CACSW as provided for in the CACSW budget.
- e. Assure that CACSW is operating in conformity with its mission and charter.
- f. Represent CACSW to the UC Systemwide Advisory Committee on the Status of Women, greater UC community, and/or to the public at large.
- g. Assure that necessary communications are timely, clear, and positively focused on CACSW's mission and immediate goals.
- h. Submit an Annual Report, to include recommendations by the committee with rationale and background information, to the Chancellor via the Chancellor's Office by July 1.

2. The Secretary shall:

- a. Accurately document and record minutes of all meetings and distribute as appropriate.
- b. Be the office of record for maintenance of this charter (including any future amendments that may be approved), making a copy available to others upon request.
- c. Assist with scheduling monthly committee meetings and event spaces.
- d. Attend monthly meetings with EJIE's finance officer and quarterly meetings with VC/CDO.

3. The Treasurer shall:

- a. Assist Co-Chairs with preparing an annual budget proposal.
- b. Maintain a complete accounting of all funds either entering or exiting the CACSW COA and will report out once a month to committee during general meetings.
- c. Submit budget requests to EJIE and when appropriate will submit CBS2 tickets.
- d. Attend monthly meetings with EJIE's finance officer.

**V. SUBCOMMITTEES**

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

**VI. MEETINGS**

- A. Regular meetings shall:
  - 1. Generally be held once a month, but in no event shall be held less frequently than once every two months.
  - 2. A regular meeting quorum shall consist of a minimum of four 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
- C. Open meetings will be held once a semester to all faculty, staff and students.

**VII. AMENDMENTS**

- A. Any CACSW 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.

**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.

**IX. FINANCIAL AND OPERATING PRACTICES**

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

**X. UC NAME AND EMBLEM/Logo**

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, the Chair is the final authority for authorization of the use of the UC name and/or emblem/logo.

**XI. ADOPTION**

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

**XII. TERM**

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.