

CHARTER
of the
University of California
PRESIDENT'S ADVISORY COMMITTEE
ON THE STATUS OF WOMEN

EFFECTIVE June 27, 2017
ORIGINALLY ADOPTED JUNE 30, 2009

I. NAME

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

II. ESTABLISHMENT AND PURPOSE

- A. PACSW was established pursuant to direction given in a March 12, 2008 notice from Robert C. Dynes, then UC President.
- B. The principal purpose of PACSW is to examine issues regarding the status of women at the Office of the President (OP); 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 PACSW Executive Sponsor 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. Members shall be appointed by the PACSW Executive Sponsor.
- B. Eligible candidates for membership can be nominated by the general membership or by self-nomination. These nominations shall be reviewed by the Executive Board, then presented to the general membership in a regular meeting. The Executive Board will determine a slate of members taking into account broad representation of OP units by current and prospective members. The Chair shall then transmit the Executive Board's recommended nominations to the PACSW Executive Sponsor for approval.
- C. Membership shall consist of career or contract UCOP employees or career UC employees assigned to work at UCOP. Employees covered under collective bargaining agreements are ineligible for membership. The Executive Board has the discretion to bestow and terminate honorary non-voting memberships upon selected individuals who otherwise meet the foregoing membership criteria. Honorary Members are excluded from PACSW's membership term limitations.

- D. The initial term of membership shall be two (2) years.
- E. The term of membership shall normally be July 1 of the first year through June 30 of the second year.
- F. PACSW shall be comprised of a minimum of fifteen (15) and a maximum of fifty (50) members. When the PACSW membership drops below the maximum number of members, the Chair may issue a call for nominations by the general membership for new members, as needed. A call for nominations should occur at least once every two (2) years. If the time for nominations coincides with a year in which PACSW officer elections occurred, the Chair may, at her discretion, delay the call for nominations until the next fiscal year.
- G. All members, except for Honorary Members, shall have voting rights, with each member being entitled to one (1) vote. Voting by proxy shall not be allowed.
- H. Members shall advise PACSW 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.
- I. After the initial two-year membership term, a member may be reappointed up to a maximum of two additional consecutive two-year terms. After serving six consecutive years on PACSW, a member must take a minimum one-year break from PACSW service, unless the member is currently serving as an Officer (see III.J.). After that break, a previously appointed member is eligible for reappointment to PACSW for a maximum of up to three additional consecutive two-year terms. There is no specific limit on the number of terms a member may serve as long as a minimum one-year break in service occurs between each six years of consecutive service. However, each individual reappointment shall be subject to the recommendation of the Executive Board and approval of the PACSW Executive Sponsor.
- J. A PACSW Officer may be reappointed for a single two-year membership term after six consecutive years of PACSW membership without taking a one-year break from PACSW service.
- K. In the event that a member misses most of the monthly meetings, or does not participate on a subcommittee, membership may be reviewed by the Chair and Vice-Chairs.
- L. Members wishing to resign their memberships prior to the completion of their terms may do so by notifying the Chair in writing. In turn, the Chair shall notify the PACSW Executive Sponsor as may be appropriate.

IV. OFFICERS AND EXECUTIVE BOARD

A. PACSW Officers

1. PACSW officers shall be comprised of a Chair, up to two Co-Vice Chair(s), up to two Co-Secretaries, and up to two Co-Treasurers, all of whom are current PACSW members.
2. Officers shall be nominated by a nominating subcommittee in an open meeting. The purpose of the nominating subcommittee is to recognize and seek qualified nominees for the elected leadership of PACSW. The nominating subcommittee's role shall be to submit to the membership a slate of nominees to serve as PACSW officers. When there are no contested seats for office, the aforementioned slate of nominees may be approved by voice vote of the general membership during a regular meeting. The individuals receiving a simple majority of the votes cast by members present at the meeting for each office shall be elected.
3. An officer may be elected to a specific position for a maximum of two (2) terms of service.
4. The period of service as an officer shall be two (2) years.
5. The term of service as an officer shall be July 1 of the first year through July 30 of the second year.
6. The PACSW Executive Board shall be comprised of the PACSW officers.
7. As members of the Executive Board all officers shall have voting rights, with each officer being entitled to one (1) vote. Officers may not vote by proxy.
8. Officers shall advise PACSW 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.

9. In addition to conducting regular business on behalf of PACSW, the Executive Board shall make and implement decisions when immediate action is necessary. All actions of the Executive Board shall be reported at the next regular meeting, and shall be subject to concurrence of the general membership unless the matter is concluded at the time of the regular meeting, in which case the action(s) shall be reported and made a matter of record in the minutes.
10. Officers wishing to resign their positions prior to completion of their terms of service may do so by notifying the Chair in writing. In turn, the Chair shall notify the PACSW Executive Sponsor as may be appropriate.
11. The unanticipated vacancy of an officer position shall be filled for the remainder of the term by a simple majority vote of the Executive Board members present for the Executive Board 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 PACSW, subject to the concurrence of the Executive Board and reporting to the general membership.
 - c. Serve as a voting member of all subcommittees.
 - d. Co-authorize with the Treasurer the disbursement of funds allocated to PACSW as provided for in the PACSW budget, except when disbursements are to the Chair. In that event, the Treasurer and either Vice-Chair shall authorize the distribution. Disbursements shall be reported to the general membership at the next regular meeting.
 - e. Assure that PACSW is operating in conformity with its mission and charter.
 - f. Represent PACSW to the PACSW Executive Sponsor, the UC Systemwide Advisory Committee on the Status of Women, to the greater UC community, and/or to the public at large. The

Chair may choose to appoint another member of PACSW to act as spokesperson for the organization on particular topics.

- g. Assure that necessary communication with PACSW and the UC Systemwide Advisory Committee on the Status of Women, as well as with the PACSW Executive Sponsor, is timely, clear, and positively focused on PACSW's mission and immediate goals.

2. The First Vice Chair shall:

- a. Assume the duties of the Chair in the Chair's absence.
- b. Conduct meetings of the Executive Board in the Chair's absence.
- c. Assume the office of the Chair should it become vacant between elections.
- d. The Vice Chair with the longer period of UC service shall be considered First Vice Chair for the purposes of the duties specified in this section.
- e. If the First Vice Chair is unable to unwilling to assume the duties specified in this section, they shall be assumed by the other Vice Chair.

3. The Secretary shall:

- a. Accurately document and record the 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. If neither Vice Chair is able or willing to assume the Chair's duties as specified above, they shall be assumed by the Secretary.

4. The Treasurer shall:

- a. Keep accurate records of monies received and expended.
- b. Maintain financial records relating to funds allocated to PACSW, accounting fully for all receipts and expenditures.

- c. Co-authorize with the Chair or Vice-Chair as appropriate the disbursement of funds allocated to PACSW as provided for in the PACSW budget.
- d. If neither Vice Chair nor the Secretary is able or willing to assume the Chair's duties as specified above, they shall be assumed by the Treasurer. In this event, the Treasurer shall seek co-authorization of at least one other member of PACSW to disburse funds from the PACSW budget.

V. MEETINGS

A. Regular meetings shall:

- 1. Generally be held once a month, but in no event shall they be held less frequently than once every two (2) months.
- 2. A regular meeting quorum shall consist of a minimum of 25% (twenty-five percent) of current general members.

B. Special Meetings shall:

- 1. 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.
- 2. A special meeting quorum shall consist of a minimum of four (4) general members.

VI. PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern meetings of PACSW 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 PACSW by consensus and the meeting shall be so conducted if the motion is approved by a majority of those present.

VII. AMENDMENTS

This charter may be amended as follows.

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

X. UC NAME AND EMBLEM

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

XI. ADOPTION

The effective date of the adoption of this charter of PACSW shall be upon the 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 PACSW may be dissolved.

This charter was amended at the regular meetings of the members of the President's Advisory Committee on the Status of Women on March 24, 2015; April 28, 2015; May 26, 2015; and June 27, 2017.

Attest,

Karen Vecchi

6-27-17

Karen Vecchi

Date

Co-Secretary

President's Advisory Committee on the Status of Women (PACSW)