I. Name
   A. The name of this organization shall be the University of California (UC), Santa Cruz Campus Advisory Committee on the Status of Womxn (CACSW).

II. Establishment and Purpose
   A. The principal purpose of CACSW is to examine issues regarding the status of womxn staff, students, and faculty at UC Santa Cruz; to analyze existing policies, procedures, and/or programs that affect those issues; to identify model programs or activities and support system wide implementation; to recommend to the Chancellor and CP/EVC changes that will continue to afford womxn equal and fair access to campus programs, activities, and opportunities; and to provide a Chancellor-appointed representative to serve as a member of the Systemwide Advisory Committee on the Status of Womxn (SACSW).

III. UC Santa Cruz CACSW Membership
   A. The CACSW shall be appointed by the Chancellor and consist of
      1. Faculty Representative – Co-Chair
      2. Staff Representative – Co-Chair
      3. Secretary/Treasurer
      4. Staff Assembly Liaison (aka Staff Advisory Board)
      5. Two Faculty Representatives
      6. Graduate Student (identified by the campus’s Graduate Student Association)
      7. Post-Doctoral Scholar
      8. Undergraduate Student (identified by the campus’s Student Union Assembly)
      9. Representative, Campus Advocacy Resources and Education (CARE) Program
     10. Representative, Office for Diversity Equity and Inclusion (ODEI)
     11. Representative, Equity and Equal Protection (EEP) Office
     12. Representative, Academic Personnel Office (APO)
     13. Representative, Staff Human Resources (SHR)
     14. Other members (e.g., ex officio) as deemed necessary by the membership
   B. New members¹ shall be nominated by the membership in an open meeting. These nominations shall be reviewed by the Co-Chairs. The Co-Chairs will then develop a slate of nominations taking into account broad representation of UC Santa Cruz units by current and prospective members. In consultation with the Co-Chairs and the Campus Provost and Executive Vice Chancellor (CP/EVC), the Chancellor will finalize the membership and extend invitations to new members.
   C. The period of membership shall be 2 years, and terms shall be staggered to ensure overlap.

¹ Inaugural membership selection and appointment by the Chancellor and the CP/EVC; thereafter, a nomination process will be employed. The terms of the initial members will be split between one and two-year appointments.
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. A simple majority will approve proposals/measures. 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 CACSW report, as requested by the Co-Chairs.

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, the member should notify and consult with the Co-Chairs before sending someone on their behalf. No more than two meetings shall be missed per academic year.

H. 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.

I. 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.

J. The Co-Chairs may invite consultants and guests to attend meetings and/or to serve on subcommittees.

IV. Officers and Executive Board

A. CACSW officers shall be comprised of two Co-Chairs, one faculty and one staff, and one Secretary/Treasurer.

1. Officers shall be nominated by the membership in an open meeting. The individuals shall be recommended to the Chancellor for vetting. Officers shall be appointed by the Chancellor.

2. The period of service as an officer shall be two (2) years. Service will be staggered.

3. An officer may be appointed to a specific position for a maximum of two terms of service (4 years).

4. The term of service as an officer shall be July 1 of the first year through June 30 of the second year.

5. Officers 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.

6. Officers wishing to resign their positions prior to completion of their terms of service may do so by notifying the Chancellor in writing at least 30 days in advance.

7. The unanticipated vacancy of an officer position shall be filled for the remainder of the term by a simple majority vote of the CACSW members present at the meeting.

B. Duties of Officers and Executive Board

1. The Co-Chairs shall:

---

2 Inaugural officers selected and appointed by the Chancellor; thereafter, a nomination process will be employed. The terms of the initial Co-Chairs will be split between one and a two year appointment to provide leadership continuity through future appointments.
a. Determine the agenda for, convene, and preside over all meetings. The Co-Chairs shall take appropriate steps to ensure that reasonable written notice of meetings is provided to the membership.
b. Have the authority 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 operates in conformity with its mission and charter.
f. Represent CACSW, as appropriate and in consultation with the Chancellor and CP/EVC, to the SACSW, 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 and CP/EVC via the Chancellor’s Office by July 1.

2. The Secretary/Treasurer 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, assist Co-Chairs with budget proposals.
   d. Maintain a complete accounting of the CACSW budget.
   e. Maintain the public-facing website.

V. Subcommittees
   A. Subcommittees are identified as necessary by the membership and then appointed by the Co-Chairs.

VI. Meetings
   A. Regular meetings shall:
      1. Generally be held once a month (October-June), 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 five members in addition to the officers.
   B. Special Meetings shall be held on an as-needed basis as determined by the Co-Chairs with such advance notice to the membership as reasonably can be provided.
   C. Once per year, a community engagement meeting will be held for 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 VII.C. above will be adopted.

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

XI. Term
   A. 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.

XII. Approval

______________________________
Chancellor Cynthia Larive       Date