

## **WOMEN'S FACULTY COMMITTEE BYLAWS**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

### **ARTICLE I: MEETINGS**

#### **A. Frequency**

The WFC shall meet monthly, September through June. The schedule of meetings shall be distributed to the members at the first meeting of the year. Additional meetings may be called by the WFC Co-chairs with advanced notice of five (5) days. Three meetings of the year are business meetings for voting members and subcommittee chairs only. The Faculty-at-Large, residents, post-docs, and students are welcome to attend all other meetings.

#### **B. Attendance**

1. It is the expectation that members of the WFC will attend all meetings. The Co-chairs and Administrative Support designee should be notified if a member is unable to attend. The Co-chairs will take into consideration attendance when making recommendations for continuance on the WFC.

2. Members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.

#### **C. Voting**

1. One half of the voting membership shall constitute a quorum.

2. All "voting" members may vote (including all Officers).

3. Vote by proxy is not permitted.

4. Voting may be accomplished by teleconference, video conference, or any other technology that allows the voting member to attend/participate in the meeting.

5. In certain circumstances (e.g., votes required between meetings) voting may be accomplished by online ballot.

D. Agenda

1. The agenda for regular meetings shall be prepared by the Co-chairs.

2. The agenda and notice of the meeting shall be distributed to the members at least three days in advance of the meeting.

E. Minutes

1. The Co-chairs shall be responsible for meeting minutes.

2. The minutes shall be voted for approval at the next regularly scheduled meeting.

3. Minutes shall be posted/made available on the WFC website and by email distribution.

F. A permanent record of the meeting minutes shall be maintained by the Office of Faculty Affairs

G. Administrative Support

The Office of Faculty Affairs shall provide administrative support to the WFC for purposes of coordinating meetings, preparing and distributing related materials in consultation with the Co-chairs.

**ARTICLE II: OFFICERS**

A. The voting membership shall elect two Co-chairs, one representing basic sciences and the other representing clinical sciences, each for a two year term.

1. Responsibilities of the Co-chairs are to:

a. Preside at all meetings

b. Review proposed agenda items

c. Advise on voting membership roster, as appropriate

d. Serve on campus committees and task forces as requested and appropriate

**B. Nominations and Election**

1. Nominations shall be solicited by the Co-chairs and forwarded to the Administrative Support designee for preparation of the ballot.
2. Elections for the Officers in the upcoming year shall occur at the last meeting of the current academic year.
3. Terms shall be staggered.
4. Co-chairs may serve multiple terms, with a vote for reappointment at the end of each term.

**ARTICLE III: ADVISING AND REPORTING**

A. The WFC shall advise and consult with the Faculty Council and the Executive Council on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership. The Co-chairs shall be responsible for requesting to place an item on the agenda of the appropriate Council. The Co-chairs and/or designee of the committee will make the report.

B. The WFC shall provide a report to the Faculty Council and to the Executive Council at the end of each academic year summarizing the activities of the previous year and anticipated activities for the upcoming year. The Co-chairs and/or designee shall present a more comprehensive overview upon request by the Faculty Council and/or Executive Council.

C. The Co-chairs shall meet with the Vice Provost for Faculty Affairs, at least annually, providing a written report of the Committee's prior year activities and a proposed budget for the coming year.

**ARTICLE IV: SUBCOMMITTEES**

The WFC may establish subcommittees from time to time to assist in the workings and management of the Committee. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's Bylaws, and the WFC Bylaws. All conduct and any recommendations of such subcommittees are advisory only to the governance body under which they serve.

A. Subcommittee Membership:  
Faculty who are interested in serving on a subcommittee of the WFC shall submit a request to the WFC Co-chairs.

B. Subcommittee Co-chairs

1. The voting membership of the WFC shall elect two subcommittee Co-chairs for each of the subcommittees identified herein.

2. Responsibilities of the Co-chairs are to:

- a. Serve as voting members of the WFC
- b. Make reports to the WFC, as requested
- c. Preside at all meetings of the subcommittee
- d. Provide items to the WFC that require a vote

C. Nominations and Election

1. Nominations shall be solicited by the Co-chairs of the WFC and forwarded to the Administrative Support designee for preparation of the ballot.

2. Elections for the subcommittee Co-chairs shall occur annually.

3. Terms are for three years and shall be staggered.

D. Subcommittees:

1. **Communications**: The WFC publishes an electronic communication several times a year with items of interest to women faculty, including events, faculty profiles, and relevant research results. This subcommittee will also manage any social media presence for the WFC, if applicable.

2. **WFC Awards Luncheon**: WFC sponsors an awards luncheon each year. Members solicit and review nominations, choose the slate of 2-4 candidates for each award to be voted on by all WFC members, and typically select a speaker on the topic of "mentoring women."

3. **Career Development**: Possible activities include arranging speakers for WFC meetings or organizing campus-wide workshops on career development.

4. **Women's Health Event/Engaged Conversation**: WFC sponsors a speaker or panel of speakers on a topic of interest to the larger UMass Chan community on Women's Health each year. Members identify a topic and speaker(s) and ensure that appropriate arrangements and publicity are carried out.

5. **Women's History Month Event/Engaged Conversation**: In conjunction with the Professional Women's Committee, WFC sponsors a speaker on women's history each year during Women's History Month. Members collaborate in planning and hosting this event.

6. **Work-Life / Wellness**: Possible activities include arranging for speakers for WFC meetings or campus-wide events on topics relevant to work-life balance or wellness or identifying resources that aid in work-life balance or wellness.

#### **ARTICLE V: REVIEW AND REVISION**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.