

By-Laws of the Council on the Status of Women

North Carolina Central University

Established August 2011 by the Department of Human Resources

I. Name

The name of this organization shall be the Council on the Status of Women.

II. Purpose

The Council on the Status of Women was established to be an advisory committee to the Administration and for all women (faculty, EPA non-faculty and SPA). The primary charge is to ensure a work environment that is fair and equitable. To that end, we shall do the following:

1. Elect a representative executive body of 15 women to carry out the functionality of the Council on the Status of Women.
2. In consultation with Legal Counsel, devise appropriate By-laws to govern operations of the Council.
3. Perform periodic environmental scans in order to achieve an understanding of current working conditions affecting women, and in logical fashion, document the findings.
4. Design solutions to address findings that negatively impact a fair and equitable work environment. These solutions must be reasonable and vetted through a democratic process.
5. Develop programs that will enhance the professional attainment of women who participate. These programs may include: resume and cover letter writing, diversity training, communication skills, etiquette, professional dress, understanding the “academy”, and any subject matter to assist women in need of professional development.
6. Report semi-annually on the status of the Council to the Chancellor’s Cabinet, the Faculty Senate and the Staff Senate.
7. Prepare an annual written report of activities, findings, and resolutions for distribution to the Chancellor and the Council.

III. Membership (General Body)

Any person who is an employee of NCCU that is EPA faculty, EPA non-faculty, or SPA is eligible for membership.

IV. Officers

Section 1: The officers of the Association shall be as follows:

- Chair- The Chair shall schedule meetings, set meeting agendas in consultation with other officers and committee chairs, identify and appoint committees and committee chairs in consultation with the Vice Chair and full Council, serve as an ex officio member of some event and issues committees, review minutes prior to presentation to the full Council, coordinate reports from Council committees, and report to the senior administration on Council activities and recommendations.
- Vice Chair- the Vice Chair shall serve as Chair in the event the Chair is unable to attend Council meetings or functions, assist the Chair in identifying and appointing committees and committees chairs, and serve as an ex officio member of some event and issues committees.
- There will be a 15-person Executive Council, including the Chair and Vice-Chair. Term for the Executive Council is two years. The Executive Council shall consist of elected members. The Council shall include five each of EPA faculty, EPA non-faculty, and SPA members.
- Individuals interested in membership on the Council may submit a letter of interest to the attention of the Chair for the Council on the Status of Women.

Section 3: Terms of Office

The term of office of each officer shall begin immediately after the final meeting of the academic year.

- Chair- the Chair will serve a one-year term.
- Vice Chair- the Vice Chair will serve a one-year term. The Vice Chair will serve as the custodian of records.
- Both the Chair and Vice Chair can be re-elected for another term, with a maximum of three consecutive terms
- Executive Council- to run for office, executive council members must be in good standing (must attend at least 50% of executive council meetings).

Section 4: Duties

The Chair will assign a rotated schedule for recording meeting minutes.

The Vice-Chair will ensure that a copy of meeting minutes will be given to the University archivist and will publicly share the meeting agendas & annual reports.

V. Committees

Nominating Committee- At the first meeting of each year, the Chair shall take nominations/appointments for members of the Council and a chair for each

committee. The Nominating Committee shall collect and count the votes and report the results at the meeting.

The Nominating Committee shall be notified immediately of all resignations.

The Chair or Chair-Elect will also serve as an ex-officio member on Council committees.

Other committees will be established on an adhoc basis. A more advanced structure may be considered as the Council matures.

VI. Meetings

The Executive Council will meet at least monthly. A quorum will be defined as a majority of the number of persons actively serving on the Executive Council.

The general body will meet at least two times per academic year.

A majority of membership present is needed to hold a vote.

VI Amendments

Amendments require a 2/3 majority vote of those present at the general body meeting.

An amendment proposal must be submitted in writing to the Chair at least 1 month in advance of the Executive Council meeting. The Chair will disseminate the proposal to the Executive Council at least 2 weeks before the Executive Council meeting. The Executive Council will discuss the viability of the proposals submitted at its next meeting to determine if the proposal should move forward to the General Body for vote. If the proposal is deemed viable, the Executive Council must disseminate the proposed amendment to all NCCU employees two weeks prior to the General Body meeting.