Bylaws

Council for Women's Advocacy

The Medical College of Wisconsin, Inc.

Adopted: May 23, 2019;
Changes Accepted: August 23, 2021, August 18, 2022, August 2023

Table of Contents

Article I: Name 2

Article II: Purpose 2

Article III: Membership 2

Article IV: Officers 4

Article V: Subcommittees 4

Article VI: Nominations, Voting and Elections 5

Article VII: Meetings 6

Article VIII: Collaboration and Reporting 6

Article IX: Administrative Support 7

Article X: Reviews and Revisions 7

Article XI: Dissolution 7

Appendix A: Member Agreement 8

Article I: Name

The name of this committee shall be the Council for Women's Advocacy (hereinafter "**CWA**") of the Medical College of Wisconsin (hereinafter "**MCW**").

Article II: Purpose

The **Purpose** of the CWA comprises the Vision and Mission of the CWA as follows:

A. Vision

The vision of the CWA is that MCW will be a destination for women leaders, cultivating an inclusive and vibrant culture that supports all genders to grow and thrive in the health sciences.

B. Mission

The CWA's mission is to:

1. **Develop** and implement professional development, networking and educational programs and need-responsive projects to engage, equip and empower all MCW community members.

2. **Serve as a liaison** and voice between the MCW community, AWSM, and MCW institutional leadership by fostering communication and collaboration to promote an institutional culture of equity.

3. **Advocate** for women's advancement and leadership across MCW's institutional missions of clinical service, community engagement, education and research.

4. **Celebrate** and highlight the successes of women on campus.

C. CWA Tagline

Engage, Equip, Empower

Article III: Membership

The membership of the CWA shall be open to all MCW faculty, staff, and trainees of all genders at all MCW schools and campuses. Membership shall reflect the diversity of MCW, shall have at least one representative from each MCW school and shall include the following:

A. Executive Committee

The Executive Committee of the CWA (hereinafter the "**Executive Committee**") functions as the strategic planning, goal setting and decision-making body with regards to governance of the CWA. They possess the authority to make leadership and membership transitions when necessary and in the best interest of the Council and shall consist of:

1. The CWA Officers (as defined in Article IV).

2. At least one representative from MCW's Center for the Advancement of Women in Science and Medicine (hereinafter "**AWSM**").

3. The following individuals may also attend Executive Committee Meetings as invited: chairs or representatives of any CWA Subcommittee (as defined in Article V) and other advisors.

B. Members

CWA members (hereinafter "**Members**") shall be comprised of **Voting Members** and **Non-Voting Members**.

1. **Voting Members**. Voting members (hereinafter "**Voting Member**") comprise faculty and staff members (hereinafter **"Faculty-Staff Member"**) and trainee members (hereinafter **"Trainee Member"**). A Voting Member who is completing another's term is considered to have served a full term if she/he has served more than half a term. Members who have completed a full term may not serve again for a period equivalent to their respective term of office with the following exceptions: (1) Faculty-Staff Member is elected to the Chair-Elect or Chair position in the second or third year of their respective term and (2) Other exceptions to the term limit may be made at the discretion of the Chair and will require a vote by a majority of the Voting Members.

   1.1. Faculty and Staff Members
   - (a) The CWA's faculty and staff membership shall be limited to twenty (20) Faculty-Staff Members, which includes the Chair Emeritus.
   - (b) Faculty-Staff Members shall serve a term of three fiscal (3) years.

   1.2. Trainee Members
   - (a) The CWA's trainee membership shall be a minimum of three (3) Trainee Members.
   - (b) Trainees shall include the leadership of relevant student organizations of the medical, graduate, and pharmacy schools; postdoctoral fellows; residents; and fellows.
   - (c) Trainee at Large Members will also ensure accurate representation across MCW as determined by a majority vote of the Voting Members.
   - (d) Trainee Members do not count towards a Quorum (as defined in Article VI).
   - (e) Trainee Members shall serve a term of one fiscal (1) year.

2. **Non-Voting Members** (hereinafter **"Non-Voting Member"**). Non-Voting Members shall include at least one representative from AWSM, Human Resources, and other advisors as needed from time to time.

C. Membership Obligations

Upon being elected to the CWA, Members shall sign a one-page Member Agreement (included in Appendix A) which represents the following:

1. Attendance

1.1. Attendance by each CWA Member is mandatory for every scheduled meeting. If a Member (1) is unable to attend meetings on a regular basis, or (2) misses two consecutive meetings without reason or (3) misses three total meetings per fiscal year without reason, an inquiry will be held to discuss the future status of that Member on the CWA and may be asked by the Executive Committee to vacate their position.

1.2. Members may attend by teleconference, video conference, or other technology that allows full participation by the Member, including voting.

2. Participation

In order to advance the Purpose of CWA, all Members:

2.1. Will commit to active participation in CWA meetings, programs and activities

2.2. Will commit to be active ambassadors for the CWA

2.3. Are encouraged to join a Subcommittee

2.4. Will engage in continuous learning and leadership development
2.5. Will strive to model high standards of integrity, inclusive and equitable behavior
2.6. Will embrace diversity, engage respectfully and professionally with CWA Members and our community

Article IV: Officers

The "**Officers**" of the CWA shall be Faculty-Staff Members and consist of a **Chair**, a **Chair-Elect**, and a **Chair Emeritus** as elected by majority vote by CWA Members. When applicable and upon approval of CWA Members' votes, Co-chairs may be elected and serve. All Officers shall be Members of the CWA. The Officers shall perform the duties prescribed by these bylaws and by the authority adopted by the CWA as follows:

A. The CWA Chair (hereinafter the **"Chair"**)
1. The term of office for the Chair will be for one (1) year; Co-Chairs will serve two (2) years.
2. The Chair shall:
   2.1. Preside at all CWA Member and Executive Committee meetings
   2.2. Review proposed agenda items
   2.3. Serve as a CWA representative on MCW campus committees and search committees as requested
   2.4. Preside at other meetings as needed

B. The CWA Chair-Elect (hereinafter the **Chair-Elect"**)
1. The term of office for the Chair-Elect will be for one (1) year; Co-Chairs Elect will serve two (2) years.
2. The Chair-Elect shall
   2.1. Serve as the CWA Chair in the following fiscal year. A Member serving as Chair-Elect in her/his third year, may have her/his membership extended a fourth year to complete the term of office as Chair. In the year following the term as Chair, the Chair will remain on as Chair Emeritus.
   2.2. Attend all CWA Member and Executive Committee meetings
   2.3. Attend other meetings as requested by the Chair

C. The CWA Chair Emeritus (hereinafter the "Chair Emeritus")
1. Upon completion of their term of Office the Chair shall serve as Chair Emeritus. The term of office for the Chair Emeritus shall be for one (1) year.
2. The Chair Emeritus shall:
   2.1 Continue to serve the CWA in an advisory capacity to the CWA and shall maintain their voting membership status
   2.2 Attend all CWA Member and Executive Committee meetings
   2.3 Attend other meetings as requested by the Chair

Article V: Subcommittees

A. The CWA may establish Ad Hoc Committees, Action Groups and Task Forces (hereinafter "**Subcommittees**") to advance the Vision and implement the Mission of the CWA.
1. **Subcommittee Members**. CWA Members and non-CWA personnel may be part of a Subcommittee.

2. **Subcommittee Chair.** The "**Subcommittee Chair**" position shall be held by current CWA Member. CWA Members may self-nominate or may be nominated by Members. Non-CWA

personnel may be nominated by Members. Subcommittees members will select a Subcommittee Chair by majority vote of the respective Subcommittee. Subcommittee Chairs will serve a term of one (1) year unless their respective Subcommittee is dissolved sooner.

3. **Project Plan**. Each Subcommittee will (1) author a living project plan (hereinafter "**Project Plan**") which outlines the purpose, goals, objectives, scope and timelines for their respective project, (2) perform tasks identified in this Project Plan, and (3) seek feedback from and report to Members from time to time during regular CWA monthly meetings.

B. **Dissolution**: A Subcommittee may be dissolved upon the earlier of (1) completion of the tasks on its Project Plan as voted upon by a majority of the Subcommittee members or (2) for any reason as voted upon by a simple majority of CWA Voting Members.

Article VI: Nominations, Voting and Elections

A. Voting

1. **Quorum**. One half plus one of the Voting Members shall constitute a quorum (hereinafter "**Quorum**"). A Quorum is required to vote on elections, changes in bylaws and other major decisions as determined by the Executive Committee. A simple majority of Voting Members shall suffice to pass on other business items.

2. **New Membership Solicitation**. In April of each fiscal year, the Executive Committee shall assess the number of term endings and the CWA shall solicit applications for new Faculty-Staff Members and Trainee Members through a public announcement.

3. **Election of New Members**. Elections for new Faculty-Staff Members and Trainee Members shall occur at the regular May meeting of the current fiscal year. The Chair shall notify new Members about the result of their membership application.

4. **New Member Term**. All incoming Faculty-Staff Members and Trainee Members shall begin their terms on July 1 of each fiscal year.

B. Officers

1. Nominations for the Officers shall be solicited in May of each fiscal year. Any Faculty-Staff Member can self-nominate.

2. The Officers shall be elected by closed ballot to serve for their respective one (1) year terms of office or until their successors are elected. Virtually submitted ballots shall be allowed if a Member cannot attend the meeting. The Officers shall begin their term on July 1, of the same calendar year.

3. No Member shall hold more than one Officer position at a time, and no Member shall be eligible to serve consecutive terms in the same Officer position. Exceptions to term limit for the respective Officers may be made at the discretion of the Chair and will require a Quorum. An Officer who has served more than half a term is considered to have served a full term in that office. If the Chair or Chair-Elect leaves the CWA before January, an election shall occur for the respective Officer position as soon as is reasonable. If the Chair or Chair-Elect leaves the CWA in January or beyond, no election shall be held. Instead, the Chair-Elect shall become Chair for the remainder of that term and continue for their elected term. A new Chair shall be elected at the regular designated time to appropriately fill the vacancy.

Article VII: Meetings

A. Meetings

1. **Regular Meetings**. The regular meetings for all CWA Members shall be held once per month during each month from July through June unless otherwise decided by the Executive Committee. The schedule for regular meetings shall be distributed to the Members at the first meeting of the fiscal year. The regular meeting in May shall be known as the annual meeting (hereinafter "Annual Meeting") and shall be for the purpose of electing Officers and replacement members; and, receiving reports of Officers and Subcommittees.

2. **Special Meetings**. Special meetings may be called by the Chair. The purpose of the meeting shall be stated. No business shall be transacted except for that which is expressly stated. Except in cases of emergency, at least three days' notice shall be given to Members.

3. **Executive Committee Meetings.** The Executive Committee shall meet monthly from July through June unless otherwise decided by the Executive Committee. Additional meetings may be called by the Chair with advanced notice of five (5) days. Meetings may be cancelled if there is no business to consider.

4. **Subcommittee Meetings.** Subcommittee members shall determine the frequency with which a Subcommittee will meet.

B. Agenda

The agenda for regular meetings shall be prepared by administrative support personnel. Any Member may submit an item for the agenda. The decision to include an item on the agenda rests with the Chair.

C. Minutes

AWSM support personnel will be responsible for preparing the meeting minutes and the Chair will be responsible for reviewing meeting minutes and ensure that they are distributed to Members ahead of the next regularly scheduled meeting.

Article VIII: Collaboration and Reporting

A. The CWA shall work collaboratively with the Center for the Advancement of Women in Science and Medicine (hereinafter "**AWSM**").

B. If the CWA has an item that they want to bring forward to a governing body at MCW, the Chair may request an item is placed on the agenda of the appropriate body.

C. For strategic planning and documenting purposes and to share as needed with others, the Executive Committee with assistance from AWSM support personnel shall prepare a report by July of each fiscal year summarizing activities of the previous year and anticipated activities for the upcoming year.

Article IX: Administrative Support

AWSM will provide administrative support to the CWA and Subcommittees. The scope of this support will be discussed and agreed upon by and between AWSM and the CWA Executive Committee in July of each year and other times as needed from time to time.

Article X: Reviews and Revisions

The Purpose and Bylaws of the CWA shall be reviewed at a minimum of every three (3) fiscal years. The Executive Committee is responsible for maintaining and initiating updates that reflect changes in the Purpose of CWA, MCW organizational structure, or naming conventions. Proposed amendments may be submitted to the Executive Committee by any CWA Member. An amendment must be shared with each Voting Member reasonably prior to the meeting during which there will be a vote on the amendment.

Article XI: Dissolution

The CWA may be dissolved as voted upon by a majority of the Voting Members.

Appendix A: Member Agreement

Thank you for being a member of the Medical College of Wisconsin Council for Women's Advocacy (CWA). Expectations that are clear and communicated are critical to ensure that as members we are responsible stewards of the CWA's stated purpose and to help foster ownership and accountability. Listed below are expectations for your membership on the CWA. Once you have read the expectations, please sign and return this agreement.

Purpose

The Purpose of the CWA comprises the Vision and Mission of the CWA as follows:

D. Vision

The vision of the CWA is that MCW will be a destination for women leaders, cultivating an inclusive and vibrant culture that supports all genders to grow and thrive in the health and sciences.

E. Mission

The CWA's mission is to:

5. **Develop** and implement professional development, networking and educational programs and need-responsive projects to engage, equip and empower all genders/women at MCW/MCW community members. *(choices to consider)*
6. **Serve as a liaison** and voice between the MCW community, AWSM, and MCW institutional leadership by fostering communication and collaboration to promote an institutional culture of equity.
7. **Advocate** for women's advancement and leadership across MCW's institutional missions of clinical service, community engagement, education and research.
8. **Celebrate** and highlight the successes of women on campus.

F. CWA Tagline

Engage, Equip, Empower

Membership Obligations

A. Attendance

2.7. Attendance by each CWA Member is mandatory for every scheduled meeting. If a Member (1) is unable to attend meetings on a regular basis, or (2) misses two consecutive meetings without reason or (3) misses three total meetings per fiscal year without reason, an inquiry will be held to discuss the future status of that Member on the CWA and may be asked by the Executive Committee to vacate their position.

2.8. Members may attend by teleconference, video conference, or other technology that allows full participation by the Member, including voting.

B. Participation

1. In order to advance the Purpose of the CWA, all Members will commit to:
   - 1.1. attending CWA monthly meetings, programs and activities
   - 1.2. serving as a CWA ambassador
   - 1.3. actively participating in Subcommittee efforts and outcomes
   - 1.4. continuous learning and leadership development
   - 1.5. strive to model high standards of integrity, inclusive and equitable behavior
   - 1.6. embrace diversity, engage respectfully and professionally with fellow CWA Members and others

My signature serves as proof that I have read, understood and accept the outlined agreement in conjunction with the CWA Bylaws.

Printed Name:

Signature:

Date: