

Constitution of the Madison Caucus for Gender Equality
March 19, 2018

Article 1. Name and Purpose

Section 1. The name of the organization is the Madison Caucus for Gender Equality.

Section 2. Building on the strong foundation begun in 1973 by the Faculty and Administrative Women of Madison College (the Women's Caucus), the purpose of this organization shall be:

- a. To raise awareness of gender issues across the university
- b. To promote equal opportunities for leadership in offices, programs, and units
- c. To foster a family-friendly work environment through effective policies that address not only family leave, but child care, elder care, and partner benefits
- d. To advocate for exemplary policies, programs, practices and individuals in higher education that represent enlightened approaches to balancing career and family demands

Article II. Membership

Section 1. Every non-student employee of James Madison University is eligible for membership.

Section 2. Payment of dues is required for formal membership. The amount of the dues shall be set by the steering committee and reviewed as needed, and shall be posted on the Caucus website. Dues are paid annually. The membership year runs from July 1 – June 30. Dues are payable or renewable at the beginning of the fiscal year. Employees are welcome to join at any time in the annual cycle. Dues-paying members may vote on all actionable items presented to the membership, participate on all committees, and advise the steering committee.

Article III. Officers and Committees

Section 1. The organization shall be led by a steering committee composed of no less than five and no more than nine members. The Steering Committee plans and hosts events and activities in support of Caucus goals. Steering Committee members shall be elected by the members at the spring business meeting following a call for nominations and self-nominations. Steering Committee members shall serve for a term of three years, and terms shall be staggered. Any dues-paying member is eligible for nomination/election to the Steering Committee.

Section 2. Once elected, the Steering Committee members will decide among themselves who shall hold the positions of Chair(s) and Treasurer. The Chair is responsible for scheduling, convening, and chairing regular business and steering committee meetings, and providing oversight for events. The Treasurer is responsible for collecting dues and managing the organization's funds.

Section 3. Administrative support for the organization is provided by the Office of Cross Disciplinary Studies and Diversity Engagement. That support includes updating the website and social media pages, tracking membership data, designing and distributing publicity materials, scheduling meetings and events, and making all arrangements (reservations, lodging, travel, meals, technical support, advertising) for meetings and events in consultation with the Chair of the Steering Committee.

Section 4. In addition to the Steering Committee, the organization shall have three standing Committees: the Dominion Lecture Committee, the Allyship Committee, and the Professional Development Fund Committee. Standing committees will be formed by self-selection.

- The Dominion Lecture Committee: implements the Dominion Lecture by identifying a speaker, actively participating in hosting the speaker, and staffing the event.
- The Allyship Committee: listens actively and compassionately to constituent concerns in order to connect individuals to university resources.
- The Professional Development Fund Committee: reviews applications and selects recipient(s) annually.

Section 5. Ad Hoc committees may be established by the Steering Committee as the need arises.

Section 6. The Steering Committee and other committees shall not act on behalf of the membership unless specifically empowered to do so after consulting members either at a meeting or through electronic communication.

Article IV. Meetings and Events

Section 1. There shall be a minimum of two business meetings during the academic year (September through May). The purpose of these meetings is to transact the organization's business. Actionable items may be introduced at the business meeting. If a vote is called, it will be distributed electronically after the meeting and the matter decided by majority. The Chair will tabulate and announce the votes. Only dues-paying members will be invited to vote. The Steering Committee shall set the dates for business

meetings and events. Meetings and events shall not take place during official university holiday periods or breaks.

Section 2. Notice of regular business meetings shall be made through electronic communication a minimum of one week prior to the specified date of the meeting. Notice shall also be posted on the organization's website and other online sites, including relevant social networking sites.

Section 3. A special meeting may be called on the written request (emailed) of six dues-paying members. The request shall go to the Chair.

Section 4. The organization shall also sponsor a minimum of three events during the academic year. In contrast to regular meetings, events are understood to be opportunities for socializing, networking, and celebrating the organization's goals and members. One of these events shall be the annual Dominion Lecture.

Article V. Amendments

Section 1. These by-laws may be amended by a majority of those present at any regular business meeting. All proposed amendments shall have been sent to the membership electronically at least one week prior to the specified date of the meeting.