

Constitution of the Madison Caucus for Gender Equality
November 17, 2011

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 highlight 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 members attending the first business meeting of the academic year and shall be posted on the Caucus website. Dues are payable to the treasurer at that meeting and during the thirty days immediately following.

Section 3. Graduate students may join as Affiliates.

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. Steering Committee members shall be elected by the members at the first business meeting following a call for nominations and self-nominations from the floor. Steering Committee members shall serve for a term of three years, and terms shall be staggered.

Section 2. Once elected, the Steering Committee members will decide among themselves who shall hold the positions of Chair, Treasurer, and Webmanager. The Chair is responsible for convening and chairing regular business meetings. The Treasurer is responsible for collecting dues and managing the organization's funds. The Webmanager is responsible for the development and maintenance of the organization's online site.

Section 3. In addition to the Steering Committee, the organization shall have three Standing Committees: a Dominion Lecture Committee, an Advocacy Committee, and a Networking Committee. Standing Committees will be formed by self-selection at the first business meeting.

The Dominion Lecture committee: implements the Dominion Lecture by identifying a speaker, preparing publicity, and making all event arrangements.

The Advocacy Committee: Promotes awareness of gender issues across the university through blogs, letters, discussions and public outreach.

The Networking Committee: Plans and hosts events and activities in support of Caucus goals, and in congruence with the Advocacy committee.

Section 4. Ad Hoc committees may be established by the Steering Committee as the need arises.

Section 5. The Steering Committee and other committees shall not act for the membership unless specifically empowered to do so at a regular or specifically called meeting.

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 members in good standing will be invited to vote. The Steering Committee shall set the dates for business meetings. Meetings shall not take place during official university holiday periods or breaks.

Section 2. Notice of regular business meetings shall be made through mass emailings 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 members in good standing. 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.