

**The University of Tennessee, Knoxville  
Chancellor's Commission for Women**

**Bylaws**

(As amended effective as of July 1, 2021)

**I. PURPOSE**

The Commission for Women ("CFW") is a body appointed by the Chancellor of The University of Tennessee, Knoxville (together with the University of Tennessee Institute of Agriculture, the "campus") to advise on the planning, implementation, and evaluation of campus programs, policies, and services designed to improve the status of women on the campus. The CFW reports directly to the Chancellor or the Chancellor's designee.

**II. RESPONSIBILITIES**

The CFW shall:

- A. Recommend changes in policy or procedure relative to the concerns of women;
- B. Make recommendations concerning new and existing academic, professional development, and extracurricular programs;
- C. Recommend and encourage research to assess the status of women on the campus and compare their status with that of women at other institutions and agencies;
- D. Consult in the evaluation, revision, and implementation of the campus's affirmative action plan and the state-mandated Title IX plan and, in so doing, promote the hiring and promotion of women;
- E. Advise and consult with campus officials on the needs and status of women; and
- F. Provide information to the campus and community on CFW and campus programs and activities related to women.

**III. COMPOSITION**

A. Membership

- 1. Regular membership.

The CFW shall consist of no fewer than 24 voting members, with a proportionate number of faculty members, exempt and non-exempt staff members, and students,

distributed as equitably as possible from among the various colleges, schools, and administrative units of the campus. Members are expected to serve on at least one standing committee as described below. Appointments are made annually, usually for three consecutive years, with approximately a third of the CFW being reappointed each year.

2. Ex-officio voting membership.

The following members by position (or their designees) are voting members:

- a. Faculty Senate president;
- b. Student Government Association (SGA) president;
- c. Graduate Student Senate (GSS) president;
- d. Employee Relations Advisory Organization representative;
- e. Commission for Blacks—chair;
- f. Commission for LGBT People—chair;
- g. Commission for Disabilities—chair;
- h. Council for Diversity and Interculturalism—chair;
- i. Women, Gender, and Sexuality Program—chair;
- j. Women’s Coordinating Council representative; and
- k. CFW immediate past Chair or Co-Chairs.

3. Ex-officio non-voting membership.

The following members by position (or their designees) are nonvoting members:

- a. Dean of Students;
- b. Executive Director for Diversity and Engagement;
- c. Associate Vice Chancellor for Human Resources;
- d. Associate Vice Chancellor and Director, Office of Equity & Diversity;
- e. Vice Provost, for International Affairs; and
- f. Title IX Coordinator.

B. Chair or Co-Chairs and Vice Chair.

A Chair or Co-Chairs recommended to and approved by the Chancellor shall head the CFW. The Chair or Co-Chairs may appoint a Vice Chair from the members of the CFW. The Chair or Co-Chairs shall be elected for two-year terms, once renewable.

C. Committees

The CFW Chair or Co-Chairs shall appoint CFW members to serve on the following standing committees on an annual basis and at other times, as necessary or desired:

1. Chair’s or Co-Chairs’ Advisory Committee;

2. Communications Committee;
3. Safety Advisory Committee;
4. Work and Family Committee;
5. Equity Issues Committee;
6. Professional Development and Mentoring Committee;
7. Awards Committee; and
8. Events Committee.

The CFW Chair or Co-Chairs may: establish ad hoc committees or task forces, as needed or desired; appoint CFW members to serve on these ad hoc committees or task forces; and appoint CFW nonmembers to serve on standing committees and ad hoc committees or task forces as nonvoting members.

#### **IV. SELECTION OF CHAIR OR CO-CHAIRS**

The Chancellor appoints a new Chair or Co-Chairs of the CFW to a two-year term every two years (at the conclusion of the spring semester of each even-numbered year). The CFW engages a nomination process and makes a recommendation to the Chancellor as set forth in this Article IV.

##### **A. Nominations of Chair or Co-Chairs.**

In April of each even-numbered year, the Chair's or Co-Chairs' Advisory Committee shall solicit nominations for Chair or Co-Chairs of the CFW from the CFW membership. All nominations shall be restricted to present or past members of the CFW.

##### **B. Balloting.**

Ballots shall be e-mailed to CFW members two weeks prior to the meeting at which the vote on a recommendation is to take place. A member may designate another CFW member to vote for them and on their behalf by proxy or may e-mail their ballot to the Chair or a Co-Chair of the Chair's or Co-Chairs' Advisory Committee prior to the meeting if the member is unable to vote in person at the meeting. A member holding a proxy to vote for and on behalf of another member at the meeting should communicate their status as a proxy to the CFW Chair or a CFW Co-Chair at the outset of the meeting.

##### **C. Recommendation by Simple Majority Vote.**

The CFW's recommendation to the Chancellor shall be determined by a simple majority vote of the voting members of the CFW.

## **V. MEETINGS**

The Commission shall schedule regular monthly meetings at a time to be agreed upon at the beginning of each academic year. Additional meetings will be scheduled as needed. The agenda at these meeting shall be determined by the CFW Chair or Co-Chairs and may include items placed on it at the request of the Chancellor, of a member of the faculty, of a staff or student body with a grievance or concern, or of any member of the campus community with an issue that might demand investigation. All meetings shall be open to any member of the campus community. Voting members of the CFW (both regular members and ex officio voting members) may vote in person at CFW meetings or, if unable to vote in person at a meeting, may designate another CFW member to vote for them and on their behalf by proxy. A CFW member holding a proxy to vote for and on behalf of another member for a particular meeting should communicate their status as a proxy to the CFW Chair or a CFW Co-Chair at the outset of the meeting. Unless otherwise stated in these Bylaws, matters submitted for a vote at a meeting shall be determined by a simple majority vote of the voting members of the CFW.

## **VI. BUDGET**

### **A. Funding through the Office of the Chancellor.**

Each academic year, the Chancellor shall provide funding to the CFW, through the Division of Diversity and Engagement, to cover expenses including awards, research endeavors, and communications projects.

### **B. Support Staff.**

The Division of Diversity and Engagement will provide staff to aid the Chair or Co-Chairs of the CFW by attending and taking minutes at CFW meetings and assisting with and performing other tasks as needed and required (event coordination, budget management, meeting logistics, and commission communication). This person will be employed by the by the Division of Diversity and Engagement and assigned to report directly to the CFW Chair or Co-Chairs.

## **VII. APPROVAL, AMENDMENTS, EFFECTIVENESS**

### **A. Approval.**

Any amendment or modification of these Bylaws shall first be approved by a two-thirds vote of the voting members of the CFW, voting at a scheduled CFW meeting, and then be submitted to the Chancellor for approval.

### **B. Effectiveness.**

Any amendment or modification of these Bylaws approved by the CFW membership under this Article VII shall become effective upon approval by the Chancellor.