

BYLAWS

THE JOINT COMMITTEE ON THE STATUS OF WOMEN at Harvard Medical School/Harvard School of Dental Medicine

ARTICLE I – NAME

The Joint Committee on the Status of Women is a Standing Committee of the Dean of the Faculty of Medicine at Harvard University.

ARTICLE II – STATEMENT OF PURPOSE

Section 1

To facilitate the recognition and encourage the development and contributions of all women affiliated with Harvard Medical School and Harvard School of Dental Medicine by expanding and improving opportunities for leadership development and advancement and for achieving their full potential.

Section 2

To identify and prioritize initiatives and opportunities for the advancement of women, and help to remove impediments to their advancement.

Section 3

To educate members of the biomedical community as to issues and practices that influence the advancement of women, through measures such as the following:

- A. Creating a forum to bring relevant issues to the community;
- B. Providing a resource for women by cultivating programs for networking, mentoring, training, and referral throughout the medical school community and the community at large;
- C. Collaborating with other Harvard women's groups in discussing ways to share resources to support efforts towards increasing gender and ethnic/racial diversity and in support of relevant educational programs.

Section 4

To appraise, monitor, and document the status of women by such measures as:

- A. Assessing the general culture and climate as it relates to women; hiring and promotion practices; salary and professional equity; training; employment practices such as child care provisions, health services, parental leave, family sick leave, and flexible-time

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working arrangements and other topics as recommended by the Dean or as deemed relevant by the Committee;

- B. Using tools such as surveys, as well as other forms of data collection;
- C. Maintaining, disseminating, and publishing findings related to issues of relevance to women affiliated with the Faculty of Medicine.

Section 5

To make recommendations and inform policy decisions related to the status of women through:

- A. Reporting the Committee's findings and recommending policies to the Dean of the Faculty of Medicine, the Faculty Council, the Joint Council, and any other appropriate leadership bodies;
- B. Reviewing and responding to reports from the Deans' offices and other responsible offices on issues relevant to its function, and if requested, contribute efforts and data to such reports;
- C. Developing and coordinating award programs, such as the Dean's Awards for Leadership in the Advancement of Women Faculty & Staff.

The JCSW will coordinate the nomination process and recommend nominees for the Dean's Awards for Leadership in the Advancement of Women Faculty and Staff.

Nominations will be solicited by the JCSW from all faculty, regardless of rank, and all Harvard employed staff with the aim of identifying individuals who have made notable career contributions to the advancement of women faculty and staff, and whose efforts have extended broadly within Harvard Medical School and potentially, nationally. The outgoing Faculty and Staff Task force Chairs will oversee the selection process. If either outgoing chair is unable to fulfill that role, a designate will be named by the Steering Committee.

Section 6

To contribute to, and foster the creation of a culture that is supportive to women by:

- A. Encouraging and fostering networking and collaboration among women and groups whose mission it is to support women;
- B. Sharing best practices and creating an environment that leverages groups' knowledge for the benefit of women at Harvard;
- C. Helping to advance the goals for diversity and equity as set forth by the Deans of Harvard Medical School, Harvard School of Dental Medicine and other Harvard institutions.

ARTICLE III – MEMBERSHIP

Section 1

Eligibility

- A. Membership application is by self-nomination.
- B. Membership is open to HMS/HSDM/HSPH exempt and non-exempt staff, faculty appointees, research and clinical fellows and students
- C. At the discretion of the Chairs, and with approval of the Dean, a representative from the Harvard School of Public Health Committee on the Concerns of Women Faculty may be invited as a non-voting liaison member.

Section 2

Member Responsibilities

- A. Participating members are expected to attend a minimum of fifty percent of monthly meetings and participate actively in Subcommittee work. Only participating members will vote on matters that come before the JCSW.

ARTICLE IV – LEADERSHIP

Section 1

Steering Committee

- A. Co-vice Chairpersons are elected by the active membership, one from the faculty membership and one from the staff membership, and appointed by the Dean. They serve as vice-chairs for one year before assuming the duties of the chair.
- B. The Co-Chairpersons will serve for a term of one year.
- C. Two additional at-large members of the steering committee will be elected by the membership to serve 1 year terms. The at-large members may serve as liaisons of the steering committee to other governing bodies, such as the Faculty Council or Joint Committee.
- D. The Steering Committee is comprised of the Faculty and Staff Co-Chairpersons, the Co-Vice Chairpersons, the members at large who will serve as the voting members of the Steering Committee and up to four (4) appointed representatives of the Dean's office. The purpose of the Steering Committee is to provide guidance and direction to the overall JCSW Committee.
- E. The Co-Chairpersons will preside at all official meetings, cast the deciding vote in case of a tie, and see that the rules of order and decorum prevail in all the deliberations of the Committee. Subcommittee Chairs will be invited to attend Steering Committee meetings

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on an ad hoc basis, at the discretion of the Co-Chairpersons, or will ask for an invitation as needed. Subcommittee Chairs will not then cast votes at Steering Committee meetings.

F. The Steering Committee shall issue statements, reports, comments and opinions on behalf of the Committee and shall speak for the entire Committee in an official capacity.

G. Official JCSW communications to the wider community, including HMS leadership and University leadership, shall be reviewed, approved and issued by the Steering Committee.

Section 2

Meetings

A. The Steering Committee will meet at least once a month during the academic year and at least once during the summer months.

B. Agendas and minutes will be documented for each Steering Committee meeting and minutes will be made available to JCSW members.

Section 3

Fiscal Year, Budget Review

A. The Steering Committee shall have fiduciary responsibility for the budget and shall be in regular communication with the Dean's Office representative(s) regarding budgetary issues.

B. It shall be the responsibility of the Steering Committee to communicate to the JCSW membership the status of the budget during the academic year.

C. The fiscal year shall be July 1 to June 30.

ARTICLE V – SUBCOMMITTEES

Section 1

To accomplish the objectives of the Committee, certain activities may be more expeditiously accomplished by delegation of such activities to a Subcommittee.

Section 2

Subcommittee chairs will serve a term limit of two years, renewable after one lapse in term.

Section 3

The Subcommittees may include non-JCSW members who may have a particular interest in the function of the Subcommittee or special skills required by the Subcommittee.

Section 4

New Subcommittees may be formed upon a motion by any active member of the JCSW with the approval of a simple majority of the Steering Committee or by Staff or Faculty Task Force vote.

ARTICLE VI – MEETINGS

Section 1

Joint Meetings

- A. The full membership will come together for joint meetings a minimum of three times during an academic year.
- B. Record of attendance will be taken at each meeting.
- C. Meetings may be opened to the HMS/HSDM community by invitation of the Steering Committee of the JCSW.
- D. Agendas and minutes will be recorded and made available to members of the JCSW on a monthly basis.

Section 2

Faculty and Staff Task Force Meetings

- A. Joint Task Force meetings will be scheduled a minimum of 6 times during the academic year.
- B. Joint meetings will be focused on communications and subcommittee work.
- C. Record of attendance will be taken at each meeting.
- D. Joint meetings will be open to the HMS/HSDM community by invitation of the steering committee or working subcommittees.
- E. Agendas and minutes will be recorded and made available to members of the Faculty and Staff Task Forces on a monthly basis.

Section 3

Voting

- A. Members with current, active membership on the JCSW will have voting privileges. Each member has one vote.
- B. A quorum will consist of 50% of the active members at Joint Committee meetings.

ARTICLE VII – RESIGNATIONS & VACANCIES

Section 1

Voluntary

- A. Individuals wishing to resign from the Committee as a member should submit their intention in writing to the Staff or Faculty Task Force Chair, as appropriate.
- B. Individuals wishing to resign from a JCSW Subcommittee Chair position should submit their intention to the appropriate Faculty or Staff Task Force Chair at least 30 days prior to leaving their position, so that there is time for reassignment of the Subcommittee Chair

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to another member. Any active issues related to that Subcommittee work will be managed by the JCSW Steering Committee as needed, during the interim.

Section 2

Involuntary

- A. The Steering Committee will have the authority to end the term of a member if a.) she/he has not attended at least 50 percent of the monthly meetings and b.) has not been actively involved in the work of a Subcommittee. JCSW member responsibilities are outlined in Article III, Section 2.
- B. Such Authority will be preceded by written notice to the member in question and one meeting of the Steering Committee with the member to address the issue.
- C. If a member ceases to be employed by or appointed by HMS, HSDM or a hospital affiliate, s/he will no longer be considered a member of the Committee.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

- A. Any JCSW member may propose a bylaws addition, amendment, or annulment in writing and forward the suggestion to the Steering Committee. The Steering Committee shall review the proposed modification and distribute any agreed upon changes to the membership.
- B. Final discussion, voting, and adoption of any changes shall take place on an annual basis.
- C. Changes to the JCSW ByLaws will be made by electronic vote if a meeting quorum is not met. The JCSW vote will be conveyed to the Dean's office representative(s) for final review and discussion.

ARTICLE IX – MISCELLANEOUS

Section 1

JCSW Committee Support Staff

- A. The work of the Committee shall be supported by a salaried Administrative Assistant.
- B. Hiring and appointment of the Administrative Assistant will be the primary responsibility of the Harvard Medical School administration. However, the Steering Committee will provide input on the responsibilities of the Administrative Assistant, as well as regular performance feedback to the Administrative Assistant's manager.