

BY-LAWS OF THE UTLA WOMEN'S EDUCATION COMMITTEE
Adopted November 8, 2024

I. MISSION OF THE COMMITTEE: The mission of the UTLA Women's Education Standing Committee is to promote the well-being of vulnerable populations, children, students, immigrants, ethnic minorities, and especially girls and women and non-binary girls and women.

II. MEMBERSHIP OF THE COMMITTEE:

- a. Per the UTLA Constitution, "Any active or retired member of UTLA shall be eligible for membership on a committee."
- b. Welcome ALL attendees to engage in the basic activities of the committee.

III. MEETINGS AND PROCEDURES OF THE COMMITTEE:

- a. Regular Meeting Dates: To be determined at the beginning of each school year.
- b. Notices of Meetings: Posted on UTLA Calendar of Events.
 - i. Meet at least 5 times annually or bi-monthly.
 - ii. Meet in Zoom, Hybrid, or in person.
 - iii. Post meetings in the UTLA Calendar of Events.
- c. Applicable Rules: Robert's Rules of Order and Code of Conduct.
 - i. Per the Standing Committee Handbook regarding voting, "All committee members who have attended at least one meeting for the year prior to the election date are eligible to vote." This includes voting for officers and voting on motions of the Women's Ed. Committee.
 - ii. Encourage active participation, e.g. allow anyone to speak (ask a question, comment, give a pro/con statement, etc.), whether one's a regular attendee/ member or a first timer.
 - iii. Code of Conduct: All members and attendees shall abide by the following Code of Conduct or expected behavior at meetings:
 - Respect for others and for different opinions and perspectives.
 - No aggressive, bullying or intimidating behavior.
 - No discrimination or harassing behavior.
 - No offensive language or derogatory terms.
- d. Quorum: 5
- e. Agenda & Minutes: Chairperson or their designee.

IV. OFFICERS OF THE COMMITTEE AND THEIR DUTIES

a. Chairperson:

- i. Maintain order.**
- ii. Guide the discussion and recognize speakers.**
- iii. Enforce Robert's Rules of Order.**
- iv. Coordinate the annual Woman or Women of the Year Event (in-person awards event).**

b. Co-Chairperson: Act as Chairperson in the Chairperson's Absence or at their Request

V. Committee Goals and Objectives:

- a. Encourage attendance at conferences and professional development to meet our mission and other committee-sponsored events.**
- b. Annual Woman/Women of the Year Event.**
- c. Other events, as determined by the committee.**

VI. Committee's role in supporting the aims of UTLA: Engage in activities which include collaboration within and outside of the committee to promote education and to address school and societal issues to promote the well-being of vulnerable populations, children, students, immigrants, ethnic minorities, and especially girls and women and non-binary girls and women.