

Council on the Status of Women
of
The University of Iowa

By Laws
1987; amended Spring 2005

ARTICLE I
NAME AND BRIEF HISTORY

The name of this organization shall be the Council on the Status of Women of The University of Iowa (hereafter referred to as the Council). The Council was established in March 1976 by the Vice President for Academic Affairs, May Brodbeck, in response to the 1975 International Women's Year Program.

ARTICLE II
PURPOSE

The purpose of this Council is to advise the University President, Vice Presidents, Provost, and other University officials with regard to University policies and practices which promote the welfare of all women associated with The University of Iowa by encouraging the development of each woman's full potential for growth; by establishing a climate within which she can feel free to develop and use her individual talents for the enrichment of herself and others; by helping remove those barriers which impede her reaching her full potential while at the same time protecting the rights of fellow human beings.

The Council will be available to all persons associated with The University to promote the Council's purpose.

ARTICLE III
MEMBERSHIP

Section 1. Qualifications

Any person who is a permanent faculty, professional and scientific staff, or merit staff member or who is a currently registered student of The University of Iowa is eligible for membership.

Section 2. Representation of constituencies

The Council shall be composed of twenty (20) voting members, ex officio members, and three (3) liaison, nonvoting members. There shall be five (5) voting members from each of the following constituencies: faculty, professional and scientific staff, merit staff, and students. The University Vice Presidents and Provost, the Director of the Office of Equal Opportunity and Diversity, the Director of the Women's Resource and Action Center, the Chair of Women's Studies, the Director of the Rape Victim Advocacy Program, and the Director of Women in Science and Engineering or their designees, shall be ex officio members. The Faculty Senate,

Staff Council, Graduate Student Senate, and University of Iowa Student Government will each appoint a liaison to the Council.

Section 3. Election to Membership

The Council shall solicit applications for membership in March. These individuals shall be elected by the Council at the April meeting. Members shall be selected so as to represent to the extent possible the various segments of the University community, with special attention to ethnic and cultural diversity. The Chair will send a letter notifying applicants of the election results. The Chair will notify the Associate Vice President of Finance and University Services and the Associate Provost for Faculty of newly elected members.

Membership shall begin with the September meeting. The chair shall invite new members to the June Council meeting for initiation and introduction to the Council.

Section 4. Terms of Council Members

Faculty, professional and scientific staff, and merit staff members shall serve a three-year term and may not reapply for the Council for a period of one year.

Student members shall serve a one-year term and may reapply for additional terms not to exceed three years total on the Council.

In September 1987, Council terms shall be in a three-year cycle with members being replaced according to the following schedule:

	Year 1	Year 2	Year 3
Faculty	2	2	1
Professional and Scientific Staff	1	2	2
Merit Staff	2	1	2
Students	5	5	5

Section 5. Vacancies

If an incumbent resigns in the first year of her/his three-year term, the newly elected member shall complete the unexpired term and shall not be eligible for membership for one year.

If an incumbent resigns during the last two years of her/his three-year term, the newly elected member shall complete the unexpired term and may reapply for consecutive membership.

Section 6. Designees of Ex Officio Members

The University Vice Presidents and Provost, the Director of the Office of Equal Opportunity and Diversity, the Director of the Women's Resource and Action Center, the Chair of Women's Studies, the Director of the Rape Victim Advocacy Program, and the Director of Women in Science and Engineering shall notify the chair of their designees before the September Council

meeting of each year. Designees shall be listed on the membership roster as designees and shall receive the Council mailings.

Voting members may not appoint designees to represent them at Council meetings.

Section 7. Liaison Members

The Presidents of Faculty Senate, Staff Council, Graduate Student Senate, and University of Iowa Student Government will notify the chair of their liaison designees before the September Council meeting of each year. The liaisons shall be listed on the membership roster as designees and shall receive the Council mailings.

ARTICLE IV MEETINGS

Section 1. Frequency

The Council shall meet monthly from September to June. The chair may call other meetings as necessary at the request of any voting member or ex officio member.

Section 2. Quorum

Council meetings shall be convened upon the presence of a quorum of 40% of the voting membership.

Section 3. Voting Rights

Each voting member of the Council shall have one vote. The vote of a simple majority of those present shall pass any measure except bylaws revisions.

Section 4. Absences

Elected members who miss two (2) unexcused meetings each semester are subject to review by the membership for continued participation.

A call, stating a reasonable excuse to one of the officers prior to the Council meeting, shall constitute an excused absence.

Section 5. Record of Motions

The Secretary shall maintain a record of motions. Each September, the past Chair shall report the status of motions passed during her/his tenure as Chair.

ARTICLE V OFFICERS

Section 1. Definition

There shall be three officers of the Council: Chair, Vice Chair/Chair-Elect, and Secretary/Treasurer. Officers must be voting members of the Council.

Section 2. Duties

A. The Chair shall:

1. Preside at all Council meetings;
2. Serve as Council representative/liaison to the broader University community;
3. Be the official spokesperson for the Council;
4. Appoint members to committees in consultation with the Executive Board;
5. Develop an annual report in consultation with the Executive Board;
6. Execute the wishes of the membership as expressed in the motions and resolutions passed at the business meetings;
7. Chair the Executive Board;
8. Act, in consultation with the Executive Board, upon all issues requiring action prior to the next regularly scheduled business meeting;
9. Notify the ex officio members of Executive Board decisions requiring action prior to the next regularly scheduled business meeting.

B. The Vice Chair/Chair-Elect shall:

1. Preside at meetings in the absence of the Chair;
2. Assume the position of Chair upon the conclusion of the term of office of the Chair;
3. Assume the position of Chair upon the death, resignation, or inability of the Chair to serve during the term of office;
4. Serve on the Executive Board
5. Act as Parliamentarian of the Council at all meetings when questions of form and order arise;
6. Perform other duties as may be assigned to the office by the Chair.

C. The Secretary/Treasurer shall:

1. Maintain an archival copy of all Council documents;
2. Deposit a copy of all Council documents with Archives, Special Collections, University Library;
3. Record the minutes of all Council meetings;
4. Distribute all Council documents to the members;
5. Maintain a list of the members;
6. Serve on the Executive Board;

7. Monitor Council expenses and prepare an annual budget statement;
8. Preside at meetings in the absence of the Chair and Vice Chair/Chair-Elect;
9. Maintain a record of motions.

Section 3. Elections

The officers shall be elected by majority vote provided that a quorum is present. Elections for Vice Chair/Chair-Elect and Secretary/Treasurer shall be held at the May meeting of the Council except when an officer is unable to complete the term of office. Nominations for officers shall be made by the Nominating Committee. Nominations from the floor shall be accepted, provided that the nominee is present, is a voting member of the Council, and consents to run. The Nominating Committee shall collect and count the votes and report the results at the meeting.

The Nominating Committee shall be notified immediately of all resignations. When the Chair is unable to complete the term, the Vice Chair/Chair-Elect shall become Chair and remain Chair for the following term. An election shall be held to select a new Vice Chair/Chair-Elect at the next meeting.

When the Vice Chair/Chair-Elect or the Secretary/Treasurer is unable to complete the term, an election shall be held to fill the position at the next meeting.

Section 4. Terms of Officers

The term of office, for each officer, shall be for one year, from September 1 through August 31. No voting member may serve two full consecutive years in any one office but may hold different offices in successive years. No voting member may hold two offices simultaneously. The Vice Chair/Chair-Elect shall automatically succeed to the Chair. If the Vice Chair's term on the Council would end at this time, the term shall automatically be extended for one year.

ARTICLE VI EXECUTIVE BOARD

Section 1. Membership

The Executive Board shall consist of the officers of the Council (Chair, Vice Chair/Chair-Elect, and Secretary/Treasurer) and the chair of the Nominating Committee.

Section 2. Duties

The Executive Board shall act between meetings to carry out the Council's decisions.

Section 3. Meetings

The Executive Board shall meet at least once each semester to review the activities and programs of the Council. Other meetings may be called by the Chair.

ARTICLE VII COMMITTEES

Section 1. Standing Committees

There shall be one standing committee: the Nominating Committee. The Nominating Committee shall consist of one member each from the four constituencies that make up the Council. The Chair of the Council shall recommend the members of the Nominating Committee to the Council for its approval designating one member of the committee as chair. The Nominating Committee shall fulfill the responsibilities for the election of officers as outlined in Article V, Section 3.

Section 2. Ad Hoc Committees

The Chair shall appoint ad hoc committees as directed by the Council. The chair or co-chair of each ad hoc committee shall be a voting member of the Council.

The ad hoc committees shall investigate specific issues and make recommendations to the Council.

Every voting member of the Council shall serve on a minimum of one (1) ad hoc committee during her/his term on the Council.

In addition to members of the Council, membership on the ad hoc committees may include any permanent faculty, professional and scientific staff and merit staff members and currently registered students who are not members of the Council.

The Council shall report its recommendations to appropriate administrative officials.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Council shall be the latest revised edition of Henry M. Robert's RULES OF ORDER, insofar as it is not contrary to these bylaws.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a two-thirds vote at any regular meeting of the Council, a quorum being present, provided that the amendment(s) be distributed by the secretary/treasurer at least two weeks in advance to all members and discussed at a previous Council meeting. The Council shall send the new bylaws to the University Vice Presidents and Provost.