

## **Handbook for Members of the UIowa Council on the Status of Women**

As a member of the Council on the Status of Women (CSW) you should **come to meetings, vote on issues, and serve on committees**. Details about the CSW and why you should do these things follow.

### **Purpose**

CSW was established in March 1976 to advise the University President, Vice Presidents, Provost, and other University officials with regard to University policies and practices that promote the welfare of all women associated with The University of Iowa.

### **Membership**

Council membership is open to 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. CSW has 20 voting members: 5 voting members each of faculty, professional and scientific staff, merit staff, and students. In addition, there are ex officio members and liaisons who are nonvoting members.

Membership begins with the September meeting, though all new members are invited to the previous year's June meeting, following their election. Faculty, professional and scientific staff, and merit staff members serve a 3-year term. Student members serve a 1-year term, but can apply for membership for a total of 3 terms.

### **Meetings**

The Council meets monthly from September to June, and all meetings are announced by email and are listed on the CSW web site at <http://www.uiowa.edu/csw>. The chair may call other meetings as necessary at the request of any voting member or ex officio member. It is important to attend meetings because:

- Much of the direction set by the council occurs at the monthly meetings.
- A quorum of 40% of the voting membership must be present to convene a meeting.
- Each voting member has one vote, and a simple majority of those present passes any measure except bylaw revisions.

### **Officers**

There are 3 officers: Chair, Vice Chair/Chair-Elect, and Secretary/Treasurer, all of whom are voting members of the Council.

### **Committees**

The majority of CSW's work is accomplished by ad hoc committees. The Council creates ad hoc committees to address specific issues and interests of Council membership, and each member can suggest new committees according to her/his own interests. Committees are formed and disbanded as need and interest flow and ebb. Each committee reports to the Council. The Council then reports committee recommendations to the appropriate administrative officials.

Currently active committees include:

CSW Herstory

Diversity & Campus Climate  
Gender Equity in Athletics  
Jean Y. Jew Women's Rights Award  
Unwelcome Behaviors

To read more about these committees, go to the CSW web site  
<http://www.uiowa.edu/csw/projects.html>.

In 2006-2007, CSW co-sponsored with WRAC the selection and awarding of the Jean Y. Jew Women's Rights Award. CSW was one of the sponsors of the annual Celebration of Excellence and Achievement among Women. CSW was invited to join a campus group working to educate people about sexual harassment. Committee work included:

- **Diversity and Campus Climate** held a panel discussion about "The Uniqueness of the University of Iowa." That discussion refocused the committee to work on the work and learning environment at the University.
- **Gender Equity in Athletics committee** followed the NCAA review of the Athletics Department; in July 2007 the Vice Provost submitted to the President a report of recommendations to have been reviewed in December 2006.
- **Unwelcome Behaviors Committee** made presentations to the Council of Deans and the staff of the College of Engineering; it also printed highlighters with information about the sexual harassment campaign to distribute to students at Weeks of Welcome.
- **Herstory** began work with ITS on a new web site for the Council. In preparation the group reviewed CSW files at the Iowa Women's Archive.

The chair or co-chair of each ad hoc committee must be a voting member of the Council. Ad hoc committees may also include non-Council members that are permanent faculty, professional and scientific staff, merit staff members, and currently registered students.

Every voting member of the Council serves on a minimum of one ad hoc committee during her/his term on the Council. Members who do not participate in any committee or who miss two unexcused meetings each semester may be reviewed for continued participation on the Council.