

**COUNCIL ON THE STATUS OF WOMEN**  
**OF**  
**THE UNIVERSITY OF IOWA**  
**BY LAWS**

1987; amended Spring 2005; amended December 2010; amended August 2013

**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
- establishing a climate within which she can feel free to develop and use her individual talents for the enrichment of herself and others
- 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 currently employed by The University of Iowa or a currently registered student of The University of Iowa.

**Section 2. Representation of constituencies**

The Council shall be composed of twenty-five (25) voting members, and ex officio members and four (4) liaisons who are nonvoting members.

- There shall be five (5) voting members from each of the following constituencies: faculty, professional and scientific staff, merit staff, graduate students and undergraduate students.
- The University Vice Presidents and Provost, the Chief Diversity Officer, the Sexual Misconduct Response Coordinator, the Director of the Women's Resource and Action Center, the Chair of Gender, Women and Sexuality, 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, University of Iowa Student Government and the Graduate and Professional Council 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 notify 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 shall serve a three-year term and may not reapply for the Council for a period of one year.

Student members shall a one-year term and may automatically serve a second year and then a third year by notifying the Chair on or before the March Meeting of the Council on the Status of Women. Student members may serve up to three consecutive years.

### Section 5. Vacancies

When a member resigns, the newly elected member shall complete the unexpired term and then be eligible to seek her/his own term.

### Section 6. Designees of Ex Officio Members

The University Vice Presidents and Provost, the Chief Diversity Officer, the Sexual Misconduct Response Coordinator, the Director of the Women's Resource and Action Center, the Chair of Gender, Women and Sexuality 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.

### Section 7. Liaison Members

The Faculty Senate, Staff Council, University of Iowa Student Government and the Graduate and Professional Council 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.

### Section 8 - Members-at-Large

Applicants to the Council who were not selected for Council Membership may serve as members-at-large if requested by the Nominations Chair, who shall solicit the input of the Nominations Committee for such requests. Such at-large members will attend the monthly Council meetings and should commit to serve on a sub-committee as well. At the end of the year, the Nominations

Committee may invite current members-at-large to fill available positions on the roster before that position is advertised to the greater community.

#### Section 9 – Duties of Members

All members must:

1. Maintain regular attendance at monthly meetings. See Section 4, Article IV—Meetings.
2. Serve on a minimum of one (1) ad hoc committee (a.k.a. sub-committee) during her/his term on the Council. See Section 2, Article VII –Committees.

### 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 or liaison.

#### 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.

The absent member 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 four officers of the Council: Chair, Vice Chair/Chair-Elect, and Secretary and 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 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. Preside at meetings in the absence of the Chair and Vice Chair/Chair-Elect;
8. Maintain a record of motions.

D. The Treasurer shall:

1. Serve on the Executive Board;
2. Monitor Council expenses and prepare an annual budget statement;
3. Preside at meetings in the absence of the Chair, Vice Chair/Chair-Elect, and Secretary

### Section 3. Elections

The officers shall be elected by majority vote provided that a quorum is present. Elections for Vice Chair/Chair-Elect, Secretary and 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, Secretary or 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, Secretary and 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 if at all possible of one member each from the five 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 (also known as sub-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 faculty, professional and scientific staff, merit staff, post-doctoral, resident, currently registered graduate student and currently registered undergraduate student 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 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.