**University of Scranton**

**Committee on the Status of Women**

**By-Laws**

[AS APPROVED BY THE CSW APRIL 2018]

**ARTICLE I: PURPOSE AND FUNCTION**

1. **Mission Statement**

To support the University’s “dedication to the personal development fundamental to the growth in wisdom and integrity of all who share its life,” and to meet the challenge of General Congregation 34 of the Society of Jesus “to listen carefully and courageously to the experience[s] of women” and to work in solidarity with “women in the struggle for a more just relationship between women and men,”

1. **The CSW seeks to accomplish this mission by:**
* Raising awareness through communication with the University community regarding behaviors, actions, issues, policies, and procedures that impact the status of women;
* Communicating and collaborating with other committees and organizations to provide support, advocacy, and information regarding women's issues;
* Assisting the administration in identifying the concerns of women at the University that need study, and recommending ways to address the concerns of women at the University to the appropriate administrative offices

**ARTICLE II: MEMBERSHIP**

**A. Committee will be comprised of 11 members**:

1. One full-time professional staff member selected in consultation with the Staff Senate
2. One full-time clerical staff member selected in consultation with the Staff Senate
3. One full-time service/maintenance/technical staff member selected in consultation with the Staff Senate
4. Two full-time faculty members;
	1. one selected in consultation with the Faculty Senate
	2. one selected from among the faculty members teaching in the Women’s Studies academic program, in consultation with the director of the Women’s Studies program
5. One traditional undergraduate student selected in consultation with the Student Senate
6. One graduate student selected in consultation with the academic deans’ offices
7. One non-traditional undergraduate student selected in consultation with the academic deans’ offices
8. Three ex officio members:
	1. the director of the Office of Equity and Diversity, or a designate
	2. the director of the Cross Cultural Centers, or a designate
	3. the chief of University Police, or a designate

**B. Terms and Selection of Membership**

1. Terms begin in June.

 a. Student members serve a two-year term.

b. Ex officio members do not have terms.

 c. All other members serve a three-year term with the option of reappointment

 d. Regular attendance and participation in committee activities is expected of all committee members. Members who are unable to participate and/or who miss three meetings in a row without contact, may be asked to resign.

1. Selection Procedures

 a. Member selection will take place in the spring semester, with terms beginning in

 June.

 b. Open positions are presented to the appropriate consultative body (as indicated in

 Article II.A), with a request for nominations made to the CSW by a specified

deadline. Each nominee must submit a paragraph explaining his or her reason for wanting to serve on the committee and what knowledge, expertise, and skills he or she brings to the CSW.

 c. If the CSW receives no nominations from the consultative body by the CSW

 established deadline, then the CSW will begin its own search.

 d. The incumbent members of the CSW, through a simple majority vote, select the

 new members to fill open seats.

 e. If a seat opens due to an unexpired term, the CSW will go back to the most recent list of nominees for that category of membership and ask a person on the list to serve out the unexpired term. If there is no such list of nominees, then the CSW chairperson will work with the appropriate consultative body to nominate a new member.

**C. Officers**

1. Chairperson (or co-chairpersons, if CSW members so choose)

 a. The chair will be elected by committee members and must have served on the

 CSW for at least one year.

 b. The term of office for the chairperson is two-years, with no term limit.

 c. The duties of the chairperson include:

* convene and preside over CSW meetings
* serve as liaison to the administration
* prepare an end-of-the-year report for CSW member review
* prepare and submit annual budget to the provost/avp
* in collaboration with the CSW record keeper, maintain the membership list
* in collaboration with the CSW record keeper, update and maintain the CSW

 Web site

1. Record Keeper
	1. The record keeper will be elected by committee members
	2. The term of office for the record keeper is one-year, with no term limit.
	3. The duties of the record keeper include:
* Prepare, circulate among members, and post on the web site minutes of CSW meetings
* Post the CSW meeting schedule on the CSW web site
* In collaboration with the CSW chairperson, maintain the membership list
* in collaboration with the CSW chairperson, update and maintain the CSW Web site
* in collaboration with the University’s archivist, archive appropriate CSW records and documents

**ARTICLE III: MEETINGS**

1. Monthly meeting dates and times during the academic year will be decided by the committee members
2. Meeting information will be distributed through email and posted on the CSW website
3. Summer meetings: Recommend one meeting during the summer (June – August), depending on preparation needed for fall semester
4. Open meetings
	1. Anyone interested in learning about the CSW, or wishing to be put on the agenda, should contact the chairperson at least 48 hours prior to the scheduled meeting
	2. The first part of CSW meetings will be open to University members, with the later portion of meetings for members only to conduct regular business.
5. Quorum for a CSW meeting: A simple majority (51% or more) of currently serving members

**ARTICLE IV: STANDING WORKING GROUPS**

1. **Bylaws Working Group**:
	1. Will review and recommend to the CSW membership any changes it deems necessary.
	2. Will review and send forward to the CSW membership any revisions proposed by other CSW members.

**ARTICLE V: REPORTING**

1. In Spring 2015, the Committee on the Status of Women officially began reporting to the Provost’s office.
2. The Committee will provide summary reports of activities to Faculty Senate, Staff Senate, and Student Government at the end of each semester.