

LMU COMMITTEE ON THE STATUS OF WOMEN BYLAWS

ARTICLE I

MISSION

The Committee on the Status of Women is a Special Committee of the University charged with identifying and addressing issues and opportunities of special interest to women-identified students, staff, and faculty at LMU and will advise the President of the university on these issues. Membership is inclusive and individuals of all genders (cisgender, transgender, nonbinary, or gender nonconforming) can be recommended for Committee membership.

FUNCTION

- A. The Committee's activities shall include:
 - 1. Annual review and assessment of current policies, procedures, and programs that directly affect the climate for all women within the university community. Such review may be initiated through the joint concerns of the Committee itself or upon receipt of a request from either individuals or groups within the university.
 - 2. Publication of such reviews and assessments will be posted on the CSW web page and submitted to the President of the university, ASLMU, GSLMU, Staff Senate, and Faculty Senate.
 - 3. Proposal of new initiatives for the improvement of the climate for all women within the university community, which can include the sponsorship of scholarships and advocacy for women's rights.
- B. The Committee shall be responsible to the President of the university or the President's designee.

ARTICLE II

MEMBERS

- A. There shall be up to sixteen voting members on the Committee, of which six must be faculty members (one from each of the schools/colleges of the University), up to five staff members, and up to five student members.

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- B. The student representatives shall include a representative from ASLMU and GSLMU.
- C. The President or the President's designee, in consultation with and on the recommendation of the Faculty Senate (Committee on Committees), Staff Senate, ASLMU, and the Committee, shall appoint the members of the Committee.
- D. Faculty and staff members shall serve for three (3) year terms; student members shall serve for one(1) year terms. All members (faculty, staff and students) may serve two consecutive terms before terming out. All appointments begin with the commencement of the appropriate academic year. Vacancies on the Committee shall be filled by the Co-Chairs in consultation with and on the recommendation of the Faculty Senate (Committee on Committees).
- E. Five members, including at least one representative from each constituent group, shall constitute a quorum.
- F. The faculty and staff co-chairs shall appoint at large and ex-officio members at their discretion. Ex-officio members cannot vote.

ARTICLE III

OFFICERS AND DUTIES

- A. The Committee shall have one faculty co-chair and one staff co-chair. The faculty co-chair shall be appointed from among the faculty membership by the President of the university or by the President's designee on the recommendation of the Committee. The staff co-chair shall be appointed from among the staff membership by the President of the university or by the President's designee on the recommendation of the Committee.
- B. Faculty and staff members of the Committee are eligible to serve as a co-chair, provided they have completed at least one semester of service on the Committee prior to their appointment.
- C. Terms of office are for one academic year.
- D. A co-chair may be reappointed at the will and discretion of the Committee but may not serve more than two consecutive terms as co-chair.
- E. The Co-Chairs shall have the following duties:

- a. At least one co-chair shall preside at all meetings.
- b. Co-chairs shall prepare the agenda for the meetings, but any member may submit items to be placed on the agenda.
- c. Co-chairs shall send out notices for meetings and appoint a rotating scribe monthly from membership to keep record of minutes of each meeting.
- d. The co-chairs may appoint a new co-chair after the start of the academic year. In the case of a vacancy, the remaining co-chair shall appoint a new co-chair to complete the term, on the recommendation of faculty and staff members.
- e. The co-chairs shall appoint one member to serve as the Committee's designated Budget Manager who shall be charged with administrative management of the Committee's funds. Decisions regarding the manner by which Committee funds will be used rest with the Committee.

ARTICLE IV

MEETINGS

- A. The Committee co-chairs will schedule regular meetings once a month and additional meetings as needed to complete all assigned tasks during the academic year at a time and place decided upon by the Committee at the beginning of said academic year. Minutes will be recorded, circulated among Committee members for approval at least one week in advance of each meeting, and archived to ensure an accurate record of the meeting. A tentative meeting agenda will also be circulated among Committee members at least one week in advance of each meeting.
- B. Special meetings may be called by a co-chair or upon request of one-third of all members (provided the co-chairs are notified in advance). Notice of any special meetings shall be circulated at least seven days in advance of the meeting, when possible.
- C. Members who are unable to attend any meeting shall notify the co-chairs in advance of the meeting. Members who miss two consecutive meetings will be contacted by a co-chair to verify if membership on the Committee is conflicting with other duties and responsibilities. Based on this information, the Committee member may be voted off by quorum.
- D. All meetings of the Committee are open to the University community. On occasion, non-members of the Committee may be specifically invited to attend a meeting and to participate in discussion. At the discretion of the Committee, executive sessions may be called.
- E. The end-of-year report, including the Student, Faculty, and Staff Concerns Committee annual report, is submitted to the President of the University, Provost, ASLMU, GSLMU, Staff Senate, and Faculty Senate.

ARTICLE V

COMMITTEES

- A. The co-chairs may appoint *ad hoc* subcommittees as the Committee members deem necessary.
- B. Normally, *ad hoc* subcommittees will be made up of the Committee members only and shall have such responsibilities as are expressly assigned to them by the Committee. Ideally each *ad hoc* subcommittee will be composed of at least one faculty, one staff, and one student.
- C. Whenever an *ad hoc* subcommittee is appointed, the co-chairs of the Committee shall name a Chair of the subcommittee.

ARTICLE VI

AMENDMENT PROCEDURES

Amendments to the bylaws may be proposed at any meeting of the Committee, but they shall not be voted on until the next meeting. After an amendment has been proposed, notice of the proposed amendment shall be sent in writing to all members of the Committee at least one week before the meeting during which the proposed amendment is voted upon. A simple majority (i.e., one more than half the members present) of the Committee shall suffice for approval of an amendment, except in case of any amendment to Article I, where a two-thirds vote of approval shall be required in addition to the simple majority approval of the Faculty Senate and the President of the University.