

# Council for Women's Concerns Bylaws

## I. Statement of Purpose

The Council for Women's Concerns (CWC) seeks to help ensure a productive educational and work environment for faculty, and staff at Fredonia, particularly in areas related to women's concerns. It focuses on general issues of campus climate and programs as they affect faculty and staff, and on policies and procedures which affect women in the University. In particular, the CWC wishes to:

- A. examine and investigate the situation of women at Fredonia
- B. identify those areas in which the University should improve its responsiveness
- C. suggest ways in which the appropriate area of the University might go about addressing the problems, and
- D. include all areas of the University that impact on the work environment.

## II. Role

CWC serves as an advisory group. It acts as a liaison from Fredonia employees to the Administration on matters of University policy and procedure related to women's concerns. The committee also provides comments and suggestions on matters of campus environment and programs to the relevant administrative, faculty, staff.

CWC encourages activity on behalf of women in the University community. Routine and special activities and programs for women faculty, staff, and students will continue to be provided through existing University colleges, offices, and other organizational units. CWC will explore a collaborative role wherever possible to help facilitate these activities.

## III. Membership

The membership should be broadly representative of all areas of the University. Members should be drawn from different academic areas and ranks and represent diversity in terms of age, racial, and ethnic characteristics. In order to join, campus members need to join the CWC listserv, by sending an email with the command *subscribe listname firstname lastname* to [listserv@listserv.fredonia.edu](mailto:listserv@listserv.fredonia.edu), or by contacting a member of the Board. Members will be considered in good standing if they attend at least one CWC function per academic year.

## **CWC Board**

To provide for broad campus representation and an efficient working group, the size of the CWC Board should be approximately 9 members, consisting of members of good standing and being state and grant funded employees of Fredonia. Three members should be from the Academic ranks (a combination of tenured and non-tenured faculty, when possible), three from the professional ranks, and three staff who are state or grant-funded employees.

The following procedural guidelines should apply to Board membership:

- A. Input or nominations should be sought from current CWC members. Self nominations will also be accepted.
- B. Board members are appointed by a vote of the current Board. All terms will begin in September. The CWC Board request nominations for membership on the Board at the last regularly scheduled meeting or no later than May.
- C. Board membership terms should be three years, staggered so as to provide for both continuity and new membership each year. Each member can be reappointed once. After their second term, they will be required to remove themselves from the Board for a period of one year, and then reapply, unless, due to their expertise or skills, are asked by the Board to continue past their second term.
- D. Board members are expected to attend meetings. Persons unable to attend meetings on a regular basis should resign from the Board and may be asked to do so by the Board.
- E. The Board should or may regularly invite the campus Vice Presidents to an informational meeting to discuss the work of the Board, at least once per academic year.

## **IV. Support**

- A. Beyond the support provided for from donations from the Vice Presidents, the committee will not have a budget. However, in the future, the committee reserves the right to solicit dues from the membership.

## **VII. Committee Procedures**

So that the committee can serve effectively as an advisory group, consider and recommend on issues of concern to women, be reasonable in terms of time and constraints and other obligations of committee members, and handle effectively, a large number of issues, the following procedural guidelines shall apply:

### **A. Committee Activity**

1. The CWC Board and members can request that issues be placed on the agenda for discussion.
2. For those issues referred to the committee which clearly can/should be handled by an existing office or mechanism, the Board will simply refer the matter in the name of the CWC and report the action taken to the Board.

3. For those issues referred to the Board, the disposition of which is less obvious, or which relate to immediate Board concerns, the Board will bring the matter to the Board for discussion. The matter might subsequently be referred to an existing office or mechanism.
4. The Board will identify - with the help of others in the University - a list of issues of greatest concern to women on campus and focus discussions and sub Board activities on those issues. In most cases, such discussions will lead to the development of a recommendation to the appropriate University entity or to the President. These issues will constitute the major agenda for the Board. The agenda will be reviewed at least once a year to ensure that it continues to represent pressing issues. Items may be added or deleted by Board agreement.
5. The CWC Board will annually select the recipients of the Marion Sonnenfeld scholarship. An awards presentation will be held in the Fall Semester each year. This meeting will serve as an annual meeting for all CWC members, as well as an outreach meeting to the Campus Administration.
6. The Board should prepare an annual report for the President, Vice Presidents and the University community. The report will reflect the agenda for that year and include a compilation of Board recommendations. This annual report will be prepared and submitted by the end of the Spring Semester each year, and will be posted on the CWC website.

**B. Consensus**

1. The Board will strive for consensus with respect to the agenda and Board recommendations. If consensus is not possible, Robert's Rules of Order shall apply.

**C. SubBoards**

1. A limited number of ad hoc sub Boards may be formed to work on specific issues of concern to the Board to formulate ideas and suggestions for Board action, and to serve as a nominations Board. Members for the sub Boards will be drawn primarily from CWC, but from time to time others in the University will be asked to join sub Boards in order to provide specific expertise and advice. As appropriate to the issues under consideration, sub Boards will call upon student, faculty, and staff groups for assistance and advice.

**D. Meeting Times**

1. The Board year shall begin in September.
2. The CWC Board shall attempt to meet monthly during the academic year. Full Board meetings shall be held and shall convene a minimum of four times a year.
3. Sub Boards shall meet as often as necessary as determined by sub Board members.

**E. External Communications, Minutes, Reports, etc.**

1. The CWC Board will choose from amongst its membership an official Board spokesperson; the position will follow a floating leadership model.
2. Confidentiality shall be observed concerning all Board discussions.
3. Minutes of meetings shall be made available to all members on the CWC website: <http://www.fredonia.edu/cwc/>

4. The Board will communicate with the University community through such means as email lists and the Campus Report.

F. Bylaws

1. Bylaws can be amended pending approval by a majority of the Board.

Amended by the CWC Board (9/12/2006):

Judy Langworthy  
Janet Knapp  
Shannon Moore  
Karolyn Stonefelt  
Kathleen Sacco  
Gloria Hobbs

*Prepared and written by Kathleen L. Sacco, Fall 2006*