

COMMITTEE ON THE STATUS OF WOMEN (CSW) BY-LAWS

ARTICLE I

FUNCTION

- A. The Status of Women Committee is a University Standing Committee charged with addressing issues of special concern to women students, staff and faculty on the LMU campus and with advising the President on these issues.
- B. The Committee's activities shall include:
1. Regular assessment of LMU's compliance with Title IX, the federal law prohibiting sex discrimination in education. The results of this assessment are communicated to the President of the University.
 2. Review of all other current policies, procedures and programs that directly affect the status of all women within the University community. Such review may be initiated through the joint concerns of the committee itself or upon request from either individuals or groups within the University.
 3. Publication on the campus of the results of such review in order to generate awareness and stimulate action.
 4. Proposal of new programs for the improvement of the status of women on the University campus.
- C. The Committee shall be responsible to the President of the University or his designee.

ARTICLE II

MEMBERS

- A. There shall be twelve members of the Committee.
- B. There shall be four members from the staff, four from the faculty and four from the student body.
- C. The President on the recommendation of the Staff Senate shall appoint the staff members; the President on the recommendation of Faculty Senate shall appoint the faculty members; the President on the recommendation of ASLMU shall appoint the students.

- D. The four staff members and the four faculty members shall serve for three (3) year terms; the student members shall serve for one (1) year. All appointments begin with the commencement of the appropriate academic year; vacancies occurring after the start of the academic year may be filled by appointment to complete the unexpired term.
- E. Five members, including at least one representative from each constituent group, shall constitute a quorum.
- F. All members shall be eligible for reappointment.

ARTICLE III

OFFICERS AND DUTIES

- A. The Chair of the Committee shall be appointed by the President of the University or by his designee.
- B. Any regular member of the Committee is eligible to serve as the Chair.
- C. The Chair shall preside at all meetings. The Chair shall prepare the agenda for the meetings, but any member may submit items to be placed on the agenda. The Chair shall send out notices for meetings and keep record minutes of each meeting.
- D. Terms of office are for one academic year.
- E. The Chair may be reappointed.

ARTICLE IV

MEETINGS

- A. Meetings shall be scheduled 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 of previous meeting and tentative agenda for the next meeting shall be circulated at least one week in advance of the meeting.
- B. Special meetings may be called by the Chair or upon request of one-third of all members. Notice of any special meeting 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 Chair in advance of the meeting. Members who miss three consecutive meetings will be called by the Chair to verify if attendance in this Committee is conflicting with other duties and responsibilities. Based on this information, the Committee Member may be removed by a quorum vote.
- 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. Once the minutes of any meeting have been approved at a subsequent meeting, a copy of the minutes shall be filed with the President of the University or his designee.

ARTICLE V

COMMITTEES

- A. There shall be no standing sub-committees, but the Chair may appoint such ad hoc subcommittees as the members deem necessary.
- B. Normally ad hoc subcommittees will be made up of Committee members only and shall have such responsibilities as are expressly assigned to them by the Committee.
- C. Whenever a subcommittee is appointed, the Chair of the Committee shall name a chairperson of the subcommittee.

ARTICLE VI

AMENDMENT PROCEDURES

- A. Amendments to the bylaws may be proposed at any meeting of the Committee, but they shall not be voted upon 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 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.