BYLAWS
Civil Service Bargaining Unit Women’s Action Network
Women’s Center
University of Minnesota

ARTICLE I. NAME
The name of the group shall be the Civil Service Bargaining Unit Women’s Action Network (CSBU-WAN).

ARTICLE II. PURPOSE
The Civil Service and Bargaining Unit Women’s Action Network (CSBU-WAN) provides leadership resources to improve and enrich the professional environment for CSBU women at the University of Minnesota. We support this mission by advocating for CSBU women’s concerns, promoting professional and personal development and providing networking opportunities.

ARTICLE III. CSBU-WAN STEERING COMMITTEE
3.1 Individuals must apply, attend at least one meeting, and express interest in being on the Steering Committee. New Steering Committee membership is reviewed by existing Steering Committee members and is accepted based on a majority Yes vote.

3.2 The membership of the Steering Committee shall be comprised of a minimum of seven (7) members and maximum of nineteen (19) members. The Women’s Center Director shall serve ex-officio.

3.3 The term of Steering Committee membership shall be two (2) years minimum.

3.4 Steering Committee members are expected to attend meetings and actively participate in events.

3.5 The Steering Committee, by consensus, may allow a member to take a leave of absence for unusual circumstances.

3.6 Only Steering Committee members are eligible to vote.

3.7 Anyone may serve on a sub-committee without being part of the Steering Committee.

ARTICLE IV. STEERING COMMITTEE MEETINGS
4.1 The Steering Committee shall meet monthly, or as needed. Meetings are open to all CSBU women.

4.2 An annual meeting (retreat) shall be held for all current and new Steering Committee members. The purpose shall be to inform and initiate new members, appoint standing committee members, celebrate the past year’s achievements, and plan the coming year’s objectives and programs.

4.3 Special meetings may be called by the Women’s Center Director or upon written request of three (3) members of the CSBU-WAN. All members must be notified of the purpose of the meeting at least 24 hours in advance.
ARTICLE V. OFFICERS

5.1 The officers of the CSBU-WAN Steering Committee shall be a Chair, Chair-Elect, Past Chair, Treasurer, Scribe, Marketing and Event Planning Chair, Membership Committee Chair, and Respect Committee Chair. The Chair shall have previous experience with the CSBU-WAN.

5.2 The Chair shall:
   a. Preside at all meetings;
   b. Represent CSBU-WAN on appropriate occasions and serve as official spokesperson;
   c. Prepare the agenda for each meeting;
   d. Coordinate Annual Budget preparation with the Women’s Center Director;
   e. Call Annual CSBU-WAN Retreat;
   f. Plan annual meeting with VP, Women’s Center Director and Chair-Elect;
   g. Maintain networking connections with other U of M campus organizations;
   h. Chair terms as Chair-Elect, Chair, Past Chair.

5.3 The Chair-Elect shall:
   a. Act as Chair and fulfill the duties of Chair in her absence;
   b. Assist the Chair in the performance of her duties;
   c. Assist the Chair in Retreat planning;
   d. Review bylaws yearly and present proposed amendments to the Steering Committee members according to Article VIII.

5.4 Past Chair
   a. Assist the Chair on past procedures;
   b. In the event that the Treasurer position is not filled, monitor the budget and perform the duties of the Treasurer position.

5.5 The Scribe shall:
   a. Record, prepare, and distribute minutes of the preceding meeting;
   b. Maintain the names and campus addresses of Steering Committee members;
   c. Ensure minutes, reports, etc., are sent to the Archive;
   d. Assist in preparation of Annual Report by maintaining a running history of events and accomplishments of the group;
   e. Produce bi-annual e-newsletter and send to CSBU-WAN@lists.umn.edu and post on the website.
   f. In the event that the Scribe position is not filled, duties will be rotated among all members of the Steering Committee

5.6 The Treasurer shall:
   a. Prepare the proposed annual budget along with the Chair and Past Chair
   b. Monitor expenses against the annual budget. Record, prepare, and distribute the financial report preceding the monthly meeting.

ARTICLE VI. STANDING COMMITTEES

6.1 There shall be three (3) standing committees. Steering Committee members shall each participate on standing committees.
a. **Event Planning and Marketing Committee**
   1. Coordinate CSBU-WAN programs (speakers, locations, etc). Use information from focus groups, evaluations and other sources to initiate new programs and tailor existing programs;
   2. Create printed materials for programs;
   3. Update CSBU-WAN brochure/membership application annually;
   4. Update and maintain CSBU-WAN website regularly.

b. **Membership Committee**
   1. Maintain and monitor both CSBU-WAN-Committee@lists.umn.edu for the Steering Committee and CSBU-WAN@lists.umn.edu open to all CSBU employees;
   2. Prepare membership packets for use at events;
   3. Coordinate new employee orientation information table as needed;
   4. Send welcome e-mail to prospective members;
   5. Coordinate “buddy system” for new members;
   6. Coordinate election of officers each May.

c. **Respect Committee**
   1. Examine what respect means for CSBU women;
   2. Research respect programs on other college campuses to ultimately create a plan to improve the working environment for CSBU women and men.

6.2 Ad hoc committees shall be created as needed to carry out specified tasks.

**ARTICLE VII. RESIGNATION AND VACANCY**

7.1 A Steering Committee member may resign at any time by giving written notice to the Chair.

7.2 Any member who has unexcused absences from three (3) consecutive meetings without notifying the Chair may be asked to resign and removed from the roster.

7.3 In case a vacancy occurs on the Steering Committee, a new member can be appointed from the alternate list to fulfill the term created by the vacancy. Replacing a Steering Committee member is necessary only if total number of members falls below the minimum of seven (7) members.

**ARTICLE VIII. AMENDMENTS**

8.1 These bylaws may be amended by a majority vote of the Steering Committee present at any scheduled meeting. The proposed amendment shall be distributed via e-mail to all Steering Committee members one week before the meeting.

8.2 Approved amendments shall be incorporated into the bylaws and a copy of the bylaws distributed to the committee members before the next regular meeting and included in the committee files, and University archives.

8.3 A vote can be taken via e-mail and passed with 80% of the CSBU-WAN vote total.
8.4 Elections for CSBU-WAN Officers will be held in June of each year, and new officers begin their terms in July.