Professional and Academic (P&A) Women’s Council Bylaws

Approved by P&A Women’s Council on… Under Review

ARTICLE 1:  Name and Reporting Chain
The official name of this organization is the P&A Women’s Council. The Council is a body organized under the Women’s Center of the University of Minnesota.

ARTICLE 2:  Mission and Goals
The P&A Women’s Council provides leadership to enrich the University environment for P&A women through professional development, networking, and advocacy.

The goal of the P&A Women’s Council is to broadly represent the interests and concerns of our constituency. This is accomplished by connecting the University of Minnesota’s P&A women to each other and to the information and resources they need to achieve their goals, ensuring that voices of P&A women are heard in important University-wide discussions, and improving the climate for all women on campus.

ARTICLE 3:  Membership
The members of the P&A Women’s Council are professional and academic female employees at the University of Minnesota. All P&A women at the University are eligible to be Council members.

Council members are self-selected and need only identify themselves by electronic request to the Council. Council members will be invited to support council initiatives by providing advice, time, or other resources. Council members will receive regular communications about the Council’s activities and may attend any of the Council meetings or events. Council members may vote on Council business. Opportunities to become a member shall be announced publicly through electronic or other means.

Ex-Officio members may be appointed by the Council as liaisons. Ex-Officio members shall support the goals of the P&A Women’s Council and may be from any job class at the University. They shall have no vote on the Council. The Director of the Women’s Center is an Ex-Officio member of this Council.

ARTICLE 4:  Officers and Meetings
The Executive Committee is comprised of at least three elected officers that provide leadership and direct council business. Council business will be discussed at regularly scheduled meetings. Officers shall attend a minimum of half of the regularly scheduled meetings of the P&A Women’s Council. Officers may be removed for non-attendance (of more than half of the Council’s regularly scheduled meetings in a year), malfeasance or employment termination. Members may resign with a statement of the circumstances of their decision.

The Chair of the Executive Committee shall be selected from among members of the Council after discussion and election by members at a regularly scheduled meeting. Any member is eligible to be Chair. The term of the Chair shall be for two years, with a maximum of two sequential terms as Chair. Co-Chairs may be elected, with a term of two years and a maximum of two sequential terms.

The Chair shall be the official spokesperson for the P&A Women’s Council to the body under which it
is organized and to University of Minnesota officials. The Chair shall officially call meetings of the Council and personally or through assignment direct the announcement of meetings and activities to the Council members and, as appropriate, professional and academic women at the University of Minnesota.

If the Chair is unable to fulfill these responsibilities regularly and proficiently, as determined by the Council, a new Chair shall be elected by members, without prejudice to the former Chair’s status as a member of the Council. The former Chair’s member term shall continue without interruption, absent cause for removal.

Additional Executive Committee roles include a Chair Elect, Vice-Chair for Communications, and Scrivener. The Chair Elect is responsible for overseeing recruitment efforts, fulfills chair duties in her absence, administers elections, assists with other chair duties as needed and serves as chair the following term. The Vice-Chair for Communications oversees all external communication for the P&A Women’s Council, including the website, announcements and newsletters, maintains contact names and assists with recruitment. The Scrivener is responsible for creating and circulating Council minutes and maintaining an archive of activities, elections and approvals.

The Executive Committee meets at least quarterly at a place, time and date publicly announced to interested parties.

ARTICLE 5: Minutes, Quorum, and Voting
The Executive Committee shall keep minutes for each meeting, recording the agenda, discussion and decisions made, with attendance documented. Minutes shall be submitted in a timely manner for review and acceptance at the next regularly scheduled meeting. Minutes shall be made available for public view as soon as practicable and communicated to the organizing body of the Council through regular processes.

A quorum shall be one-half of the total officers. A quorum is required for acceptance of minutes and bylaw changes. Council meetings may be attended via distance communication. A majority vote shall be required to pass a motion. Abstentions do not count as votes, and ex-officio or liaison representatives do not count in the quorum or have a vote. The Chair shall vote as a member.

ARTICLE 6: Standing Subcommittees
Subcommittees shall be formed, revised or disbanded as deemed necessary by the Council. The officers shall review and approve the minutes of any subcommittee. The Council may form ad hoc committees as deemed necessary, with similar powers to revise or disband.

ARTICLE 7: Bylaws Amendment Process
Bylaws of the Council may not be amended at the same meeting at which such changes are proposed. Bylaws revision shall be undertaken carefully and with deliberation, recognizing the evolution of the P&A Women’s Council as an organization and its mission. Proposed revisions shall be announced for decision at a regularly scheduled Council meeting. A majority vote is required for bylaw revision. Bylaws of the P&A Women’s Council shall not conflict with University of Minnesota policies regarding employee organizations.