

Constitution and Bylaws

Women's Studies Program Eastern Illinois University

Approved: [date voting ends, and a simple majority of designated program members vote "yes" to approve]

Article I Name

The organization will be the Women's Studies Program of Eastern Illinois University (WST). The Women's Studies Program is an interdisciplinary academic program composed of faculty, staff, student and community members. The Women's Studies Program administers the Women's Studies Minor and related courses, recognizes and promotes student and faculty research and accomplishments related to women, offers programs of interest to the University and surrounding communities, and manages the Women's Resource Center.

Article II Purpose and Mission

This organization has as its primary focus the educational concerns and needs of women at Eastern Illinois University: students, faculty, and staff. Our purpose as part of the university is to promote the study and understanding of how issues related to gender, age, race, economic status, occupation, sexual identity, ability, religion, and nationality affect women's lives and the communities in which they live.

Our academic goals include illuminating the nature of sex and gender roles and stereotyping from a cross-cultural perspective, including the structural restraints that limit full opportunity and development; fostering an historically grounded understanding of the relationship between social change and the law; examining the patterns of gender-based discrimination in social, legal, and political institutions and studying ways to confront such discrimination; studying economic issues using sex and gender as categories of analysis, giving due emphasis to the role of women in the work force cross-culturally (both historically and in the present); discovering and integrating into the curriculum the appropriate materials on women's history and culture (in the United States and internationally); exploring the images and contributions of women in literature, the arts, and the media; initiating research on women's health and sexuality and making that information available to our communities; exposing the ways in which education, including curriculum and pedagogy, functions to support and codify sex and gender discrimination and to work to end such discrimination; and compensating for the biases of academic disciplines toward white Western middle-and upper-class male scholars by promoting feminist scholarship in all disciplines, working to permeate and transform the academic curriculum in all areas.

Our community goals include stimulating a fruitful exchange of information, concerns, and perspectives between women in the university and in the community; preparing and encouraging women to enter traditionally male fields and careers; raising consciousness throughout the university

and local community concerning women's issues; incorporating a non-sexist orientation toward women and women's issues; exploring creative and alternative arrangements for women and men in the social, economic, and personal aspect of their lives; and promoting the social change that will mean greater equality and fuller lives for both men and women.

Article III Membership

Section 1. WST program members will include faculty, staff, students and community members who indicate an interest in the Women's Studies Program and actively participate through meetings, committee service, WST events, and teaching or taking courses. Program members can attend regularly scheduled WST meetings and vote on issues put before the membership.

Section 2. Each year the WST membership will solicit the election of two WST minor students to serve as official representatives to attend regular WST meetings.

Section 3. Communication between and among members occurs through the *WST Newsletter* and the WST program members e-mail list. The Coordinator also maintains separate e-mail lists to disseminate information specific to WST Minor teaching faculty and WST minors. Anyone can gain access to the program e-mail list by contacting the Coordinator.

Article IV Leadership and Staff

Section 1. The leadership of the Women's Studies Program will consist of the WST Executive Committee and the WST Coordinator.

Section 2. The Executive Committee of WST will serve in an advisory role to the Dean of the College of Arts and Humanities and to the Women's Studies Program Coordinator. Three Executive Committee members from WST teaching faculty will be elected by the WST membership and will each serve a three-year term. One of the three will stand for election/re-election at the end of each Spring semester, with the term commencing the following Fall. The members bring their individual experience and knowledge to bear as they consult with program members and advise the Coordinator and Dean in matters pertaining to WST.

Section 3. The Dean of the College of Arts and Humanities appoints the Coordinator of WST in consultation with the WST Executive Committee. The Coordinator works with the WST ~~faculty~~ Curriculum Committee to ensure the quality and success of the academic branch of the WST program, including the continuity of course offerings and the integrity, growth, and development of the Minor. The Coordinator serves as the primary contact with all WST Minor students. The Coordinator works with all program members to ensure program strength. The Coordinator also ensures the adequate funding and staffing of the Women's Resource Center, and serves as WST liaison to the university and local communities.

Section 4. The Women's Resource Manager, a civil service position hired by the WST Coordinator in consultation with the WST Executive Committee, works cooperatively with the WST Coordinator and program members to ensure the quality and success of the Women's Resource Center. The position provides consistent accessibility of the space and resources and publicizes the WRC to the campus and local communities. The WRC Manager reports to the WST Coordinator.

Article V Committees

Section 1: The Women's Studies Curriculum Committee will be composed of EIU faculty approved by the Women's Studies Minor faculty to teach Women's Studies (WST) and WST cross-listed courses. WST faculty will be responsible for all curriculum matters including generating, processing and assessing curriculum and approving faculty applications to teach Minor courses. Applications for membership require: 1) a letter of intent to teach Women's Studies Minor courses, 2) a statement of teaching philosophy, 3) a curriculum vita and, 4) a sample WST course syllabus/proposal. **Applications to the Curriculum Committee can be made at any time during the Academic Year with action taken by Curriculum Committee members as needed.**

Section 2: The Women's History Awareness Month (WHAM) Committee will be composed of the people appointed to the WST program who indicate a desire to serve on this committee. The WHAM Committee will recommend for WST program approval a variety of educational programs for the University and the community that emphasize women's achievements, women's history, and women's concerns and problems. The WHAM Committee, in coordination with the WST Coordinator, will make all arrangements for the programs, including travel, over-night accommodations, time and place for the programs and publicity.

Section 3: The Living History Committee will be composed of the people appointed to the WST program who indicate a desire to serve on this committee. The Living History Committee coordinates the portrayal of women in history by EIU students, possibly for credit. The Living History Committee, in coordination with the WST Coordinator, will make all arrangements for portrayals including scheduling school performances, audition preparations, reception, costuming, publicity, transportation and mentoring of the actresses.

Section 3: The Awards Committee will be composed of people appointed to the WST program who indicate a desire to serve on this committee. The Committee will assume responsibility for administering the WST Essay Contest and the WST Women of Achievement Awards. The Awards Committee, in coordination with the WST Coordinator, will seek and accept nominations for the WST Awards, select and notify recipients, present the awards, and order certificates.

Section 5: The Newsletter Committee will be composed of people appointed to the WST program who indicate a desire to serve on this committee. The Newsletter Committee will assume responsibility for publishing, editing, layout and distribution of the *WST Newsletter*.

Section 6: The Social Committee will be composed of people appointed to the WST program who indicate a desire to serve on this committee. The Social Committee will assume responsibility for the social activities of the WST Program. In coordination with the Awards Committee, the Social Committee will arrange the time, activities, and place for the WST Awards Ceremony and publicize the names of the recipients.

Section 7: The Gender and Popcorn Film Series Committee will be composed of people appointed to the WST program who indicate a desire to serve on this committee. The Gender and Popcorn Committee will assume responsibility for selecting, advertising and showing films consistent with the purpose and mission of the WST program. If possible, films will be shown in the WRC to promote the WRC.

Section 8: The Brown Bag Committee will be composed of people appointed to the WST program who indicate a desire to serve on this committee. The Brown Bag Committee will assume responsibility for soliciting participation from WST faculty and program members for discussion on topics consistent with the purpose and mission of the WST program.

Section 9: With the exception of the Curriculum Committee, all Standing and/or Ad Hoc committees will be appointed as needed by the WST membership, normally prior to the last regularly scheduled WST meeting of the Spring semester, and appointments take affect the following Fall.

Article VI Meeting Schedule & Structure

Women's Studies Program:

Section 1: The Women's Studies membership will meet once monthly, Fall and Spring semesters, or as needed. The meeting schedule for the academic year will be determined and distributed to WST membership before the 10th day of classes Fall semester. Regular meetings are set by the WST Coordinator and Executive Committee in consultation with the membership. The Coordinator or Executive Committee may call additional meetings as needed.

Section 2: The number of members present at an announced meeting plus the number of pre-announced proxy votes will constitute a quorum.

Section 3: WST meetings will begin with reports from every standing committee of WST, plus any additional agenda items deemed necessary by the WST Coordinator, the WST Executive Committee, or any of the WST program members. The WST Coordinator solicits agenda items one week prior to and distributes an agenda three business days prior to scheduled WST meetings.

WST Executive Committee:

Section 4: The Executive Committee will meet as needed with the WST Coordinator, in a frequency mutually agreeable between the two parties.

Article VII Amendments

Section 1: A petition of one-third the current membership may propose an amendment to the Constitution and Bylaws. The proposed amendment must then be included in the minutes two weeks prior to an announced meeting at which a vote on it will be taken.

Section 2: A simple majority of the current membership will be necessary for adoption.