

**Bylaws**

**Council for Women’s Advocacy**

**The Medical College of Wisconsin, Inc.**

**Adopted: May 23, 2019;  
Changes Accepted: August 23, 2021, August 18, 2022, August 2023**

**Table of Contents**

**Article I: Name ..... 2**

**Article II: Purpose ..... 2**

**Article III: Membership ..... 2**

**Article IV: Officers ..... 4**

**Article V: Subcommittees ..... 4**

**Article VI: Nominations, Voting and Elections ..... 5**

**Article VII: Meetings ..... 6**

**Article VIII: Collaboration and Reporting ..... 6**

**Article IX: Administrative Support .....**



**B. Members**

CWA members (hereinafter "**Members**") shall be comprised of **Voting Members** and **Non-Voting Members**.

1. **Voting Members.** Voting members (hereinafter "**Voting Member**") comprise faculty and staff members (hereinafter "**Faculty-Staff Member**") and trainee members (hereinafter "**Trainee Member**")

- 2.4. Will engage in continuous learning and leadership development
- 2.5.

personnel may be nominated by Members. Subcommittees members will select a Subcommittee Chair by majority vote of the respective Subcommittee. Subcommittee Chairs will serve a term of one (1) year unless their respective Subcommittee is dissolved sooner.

3. **Project Plan.** Each Subcommittee will (1) author a living proj

## Article VII: Meetings

### A. Meetings

1. **Regular Meetings.** The regular meetings for all CWA Members shall be held once per month during each month from July through June unless otherwise decided by the Executive Committee. The schedule for regular meetings shall be distributed to the Members at the first meeting of the fiscal year. The regular meeting in May shall be known as the annual meeting (hereinafter “Annual Meeting”) and shall be for the purpose of electing Officers and replacement members; and, receiving reports of Officers and Subcommittees.
2. **Special Meetings.** Special meetings may be called by the Chair. The purpose of the meeting shall be stated. No business shall be transacted except for that which is expressly stated. Except in cases of emergency, at least three days' notice shall be given to Members.
3. **Executive Committee Meetings.** The Executive Committee shall meet monthly from July through June unless otherwise decided by the Executive Committee. Additional meetings may be called by the Chair with advanced notice of five (5) days. Meetings may be cancelled if there is no business to consider.
4. **Subcommittee Meetings.** Subcommittee members shall determine the frequency with which a Subcommittee will meet.

### B. Agenda

The agenda for regular meetings shall be prepared by administrative support personnel. Any Member may submit an item for the agenda. The decision to include an item on the agenda rests with the Chair.

### C. Minutes

AWSM support personnel will be responsible for preparing the meeting minutes and the Chair will be responsible for reviewing meeting minutes and ensure that they are distributed to Members ahead of the next regularly scheduled meeting.

## Article VIII: Collaboration and Reporting

- A. The CWA shall work collaboratively with the Center for the Advancement of Women in Science and Medicine (hereinafter “**AWSM**”).
- B. If the CWA has an item that they want to bring forward to a governing body at MCW, the Chair may request an item is placed on the agenda of the appropriate body.
- C. For strategic planning and documenting purposes and to share as need6 (egs )8.8 ( 1.3 (t)-6[ando-6 (e a)10.

## **Article IX: Administrative Support**

AWSM will provide administrative support to the CWA and Subcommittees. The scope of this support will be discussed and agreed upon by and between AWSM and the CWA Executive Committee in July of each year and other times as needed from time to time.

## **Article X: Reviews and Revisions**

The Purpose and Bylaws of the CWA shall be reviewed at a minimum of every three (3) fiscal years. The Executive Committee is responsible for maintaining and initiating updates that reflect changes in the Purpose of CWA, MCW organizational structure, or naming conventions. Proposed amendments may be submitted to the Executive Committee by any CWA Member. An amendment must be shared with each Voting Member reasonably prior to the meeting during which there will be a vote on the amendment.

## **Appendix A: Member Agreement**

Thank you for being a member of the Medical College of Wisconsin Council for Women's Advocacy (CWA). Expectations that are clear and communicated are critical to ensure that as members we are responsible  
st