



University Libraries Special Collections & University Archives

Archives of the Council of University Women

Collection Summary

Title:	Archives of the Council of University Women
Call Number:	MS 94-22
Size:	1.5 linear feet
Acquisition:	Donated by the Council of University Women, 4-1993. Additional materials donated 5-1995.
Processed by:	MAJ, 5-12-1994; MN, 5-17-1995; JEF, 11-17-1998; MN, 12-2015
Restrictions:	None

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Content Note

The Archives of the Council of University Women contains records pertaining to the activities of the organization at University of Wichita and Wichita State University from 1930 to 1949 and from 1967 to 1994. Included are financial records, records of meetings, announcement circulars, correspondence, and other organizational materials. Of particular interest is the correspondence received from member Evelyn Hinton during World War II and information relating to the CUW Scholarship Fund.

Administrative History

According to available records, the Council of University Women (CUW) was organized in 1930. Its purpose was to raise funds for helping new female students at the University of Wichita through a scholarship fund. It was also the intent of its organizers to foster fellowship and friendliness among the female faculty and professional staff. Its constitution was revised in 1977 to include all female employees as eligible for membership. Each year the CUW organizes a series of luncheons, dinners, and speaking engagements to promote its goals.

Series Listing

Series 1	Box 1, Box 2 FF 1-14, Box 3	Organizational Files
Series 1.1	Box 1 FF 1-9	Organizational Files, 1930-1939. Membership rolls; minutes of meetings; correspondence; newspaper clippings; reports to membership; activity circulars; constitution; directories; transcripts.
Series 1.2	Box 1 FF 10-17	Organizational Files, 1940-1949. Membership rolls; committee rolls and reports; lists of officers; activity agendas, circulars, and reports; reports to membership; minutes of meetings; correspondence (includes postcards from CUW member Evelyn Hinton while training at Little Rock, Arkansas, as member of the first graduating class from the Women's Auxiliary Air Corps officer's school); newspaper clippings; constitution with revisions; personal notes from outgoing presidents; examples of name tags.
Series 1.3	Box 1 FF 18-19	Organizational Files, 1967-1969. Financial records; activity circulars.
Series 1.4	Box 1 FF 20-25	Organizational Files, 1970-1979. Financial records, financial statements, and treasurer's reports; regulations and procedures, financial statements, and correspondence relating to the CUW Scholarship Fund; committee reports; membership rolls; activity agendas, circulars, and examples of RSVPs; correspondence; minutes of meetings; constitution; examples of programs; CUW Word Search Puzzle.
Series 1.5	Box 2 FF 1-8	Organizational Files, 1980-1989. Financial records, financial statements, ledger sheets and treasurer's reports; regulations and procedures (with revisions), financial statements, meeting agendas, and correspondence relating to the CUW Scholarship Fund; minutes and agendas of meetings; reports to membership; activity circulars, reports, and examples of RSVPs; correspondence; membership rolls; committee rolls and reports; list of officers; examples of name tags, tickets, and programs; CUW Notes and news releases; notes for speeches; CUW Employer Identification Number (application and notice of assignment); memorandum outlining duties of treasurer; bound documents containing activity circulars and correspondence from 1984-85 and 1986-87.
Series 1.6	Box 2 FF 9-14, Box 3	Organizational Files, 1990-1994. Ledger sheets; correspondence relating to the CUW Scholarship Fund; membership rolls; activity circulars, tickets, programs, RSVPs, and reservation forms; reports to membership.
Series 2	Box 2 FF 15-16	Publications: CUW Yearbooks; "Lite" Edition - 1990 Book of Recipes.

Series 3 Box 2 FF 17-18 Miscellaneous. Ledger book (August 29, 1957-May 8, 1975); undated artifacts.

Box and Folder Listing

Series 1 – Organizational Files

Series 1.1 – Organizational Files, 1930-1939

Box 1	FF 1	Membership rolls.
Box 1	FF 2	minutes of meetings, including the naming of the organization and early development of annual events.
Box 1	FF 3	Minutes of executive board meetings.
Box 1	FF 4	Correspondence, including announcement to University of Wichita President Dr. H. W. Foght of the formation of the CUW.
Box 1	FF 5	Newspaper clippings.
Box 1	FF 6	Reports to membership.
Box 1	FF 7	Activity circulars.
Box 1	FF 8	Activity reports.
Box 1	FF 9	Constitutions, directories, and transcripts.

Series 1.2 – Organizational Files, 1940-1949

Box 1	FF 10	Membership rolls; committee rolls and reports; activity agendas; lists of officers; treasurer's report.
Box 1	FF 11	Minutes of meetings.
Box 1	FF 12	Minutes of executive board meetings.
Box 1	FF 13	Correspondence.
Box 1	FF 14	Reports to membership.
Box 1	FF 15	Activity circulars.
Box 1	FF 16	Activity reports.
Box 1	FF 17	Constitutions and revisions; Hinton correspondence (10-15-1942); personal notes of outgoing presidents Willa Raymond and Alice Buckner to successors; examples of name tags.

Series 1.3 – Organizational Files, 1967-1969

Box 1	FF 18	Financial records.
Box 1	FF 19	Activity circulars.

Series 1.4 – Organizational Files, 1970-1979

Box 1	FF 20	Financial records, statements, and reports.
Box 1	FF 21	Regulations and procedures, financial statements, and correspondence relating to the CUW Scholarship Fund.
Box 1	FF 22	Courtesy committee reports.
Box 1	FF 23	Membership rolls; committee rolls; activity agendas.
Box 1	FF 24	Activity circulars.
Box 1	FF 25	Correspondence

Series 1.5 – Organizational Files, 1980-1989

Box 2	FF 1	Financial records and reports; ledger sheets.
Box 2	FF 2	Regulations and procedures (including revisions), financial statements, correspondence, and meeting agendas relating to the CUW Scholarship Fund.
Box 2	FF 3	Minutes of meetings; meeting agendas; reports to membership; activity report; committee report.
Box 2	FF 4	Correspondence. (See Box 2 FF 8 for additional correspondence from 1984-85 and 1986-87.)
Box 2	FF 5	Membership rolls; committee rolls; activity agendas; lists of officers.
Box 2	FF 6	Activity circulars. (See Box 2 FF 8 for additional circulars from 1984-85 and 1986-87.)
Box 2	FF 7	Examples of RSVPs, name tags, tickets, and programs; news releases; speech notes; CUW Notes.
Box 2	FF 8	Employer Identification Number (application and notice of assignment); memorandum referring to duties of CUW treasurer; bound documents containing activity circulars and correspondence from 1984-85 and 1986-87.

Series 1.6 – Organizational Files, 1990-1992

Box 2	FF 9	Ledger sheets.
Box 2	FF 10	Correspondence relating to the CUW Scholarship Fund.
Box 2	FF 11	Correspondence.
Box 2	FF 12	Membership rolls.
Box 2	FF 13	Activity circulars.
Box 2	FF 14	Reports to membership; Examples of tickets, RSVPs, reservation forms, and programs.
Box 3	FF 1	Financial records: operating account
Box 3	FF 2	Financial records: vending account
Box 3	FF 3	Financial records: scholarship fund
Box 3	FF 4	Financial records: service fund
Box 3	FF 5	Financial records: Central Services
Box 3	FF 6	Financial records: printing
Box 3	FF 7	Survey results from questionnaire regarding programs
Box 3	FF 8	List of CUW officers, 1958-1988
Box 3	FF 9	Treasurer's report, tax exemption certificate, lists of paid attendees of meetings
Box 3	FF 10	Financial records: operating account
Box 3	FF 11	Financial records: service fund
Box 3	FF 12	Financial records: vending account
Box 3	FF 13	Financial records: scholarship fund

Series 2 – Publications

Box 2	FF 15	CUW Yearbooks (1973-74 to 1976-77; 1979-80; 1981-82 to 1988-89; and 1992-93).
Box 2	FF 16	"Lite" Edition 1990 - Book of Recipes.

Series 3 – Miscellaneous

Box 2	FF 17	Ledger book containing debits and credits from August 29, 1957 to May 8, 1975.
Box 2	FF 18	Artifactual items, undated.

For information, please contact us at:

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