

# **The George Washington University Women in Medicine & Sciences Group (GW WIMS) - Bylaws**

## **ARTICLE I: Name and Mission**

Section I. The name of this organization shall be the Clara Bliss Hinds Society.

Section II:

Our mission is to:

1. Facilitate career & leadership skill development; mentoring; and networking
2. Enhance the work environment
3. Promote equity in promotion, tenure, and recognition

for women throughout the George Washington University School of Medicine and Health Sciences.

## **ARTICLE II: Membership**

Membership in the Clara Bliss Hinds Society is open to regular full and part-time faculty at the GW School of Medicine and Health Sciences.

Individuals occupying the following positions in SMHS shall be considered ex officio members:

- o Senior Associate Dean for Diversity and Faculty Affairs
- o Associate Dean for Research Workforce Development

All members are considered voting members. Non-members, including students, residents, visiting faculty, and other guests are welcome to attend events of the Society but may not vote. Items requiring a vote of members include election of officers and members-at-large, changes to bylaws, and other business as determined by the Executive Committee. A majority of votes cast shall determine the passing of a motion. Voting may occur either via electronic voting methods (e.g., Google Forms) or in-person during events.

## **ARTICLE III: Governance**

Section I. Executive Committee

The governance of The Clara Bliss Hinds Society and the management of its affairs shall be vested in the Executive Committee (EC). The majority of the members serving on the EC shall constitute a quorum for Executive Committee meetings.

The EC shall consist of:

- o Chair
  - serves as the primary representative for the Society to both internal and external stakeholders.
  - sets the agenda for regular Executive Committee meetings
- o Vice Chair

- assumes responsibility of the Chair in the Chair's absence.
- leads special initiatives at the direction of the Chair.
- o Secretary
  - keeps and distributes minutes and attendance logs of Executive Committee meetings as well as at meetings of the full membership as needed.
- o Treasurer
  - provides financial oversight of the Society's budget, as well as processing of invoices, honoraria, and other expenses.
  - provides a report at the meetings of the Executive Committee and full membership.
- o Three Members-at-large
  - each serves as a liaison to at least one standing committee (Programming, Communications, Scholarship, and Annual Meeting)
  - Lead special initiatives at the direction of the Chair.

## Section II. Elections

- A. The positions of Chair, Secretary, and one Member-at-large will be elected on odd numbered years, while the positions of Vice Chair, Treasurer, and two Members-at-large will be elected on even numbered years, to allow for continuity of the Executive Committee.
- B. Nominations for EC officers and Members-at-large positions will be solicited from the membership prior to elections.
- C. All terms will begin on July 1. Officers and Members-at-large shall serve for a period of two years.
- D. Should the office of Vice Chair, Secretary, or Treasurer become vacant during the term of office, the Chair shall appoint a successor(s) to serve the remainder of the term.
- E. If the Chair becomes vacant during a term, then the remaining members of the Executive Committee will solicit nominations and/or appoint a Chair.

## Section III: Bylaws and Procedures

- A. Amendments to the bylaws may be submitted to the Executive Committee in writing by any member.
- B. Amendments to the bylaws shall be voted upon by the members and require approval of 2/3 of votes cast to pass.
- C. All books and records of the organization may be inspected by any member at any reasonable time.

## **ARTICLE IV: Committees**

The Clara Bliss Hinds Society may establish committees from time to time to assist in the workings and management of the Society.

### Section I. Standing Committees

The following are standing committees:

- A. Annual Women in Leadership Event
  - Plan and implement yearly event, including setting of theme, invitation and coordination of travel of keynote speaker, securing of event location and catering.
- B. Communications
  - Ensure that Society website is up-to-date
  - Maintain email distribution and membership lists
  - Manage Society GW email account
  - Manage Society's social media presence
  - Design and distribute periodic newsletter
  - Design and distribute calls for awards and professional development opportunities
- C. Programming
  - Identify and communicate with guest speakers for monthly events
  - Design and distribute promotion announcements for upcoming Society events
- D. Scholarship
  - Design and distribute evaluation surveys for Society events
  - Design and implement scholarly projects of relevance to the Society's mission
  - Design selection rubrics for awards and professional development opportunities

Members may volunteer to serve on a committee in response to a call for volunteers. Each standing committee will select a Chair. Each Committee Chair will serve for a period of at least one year but may choose to serve in that capacity for up to three years. Responsibilities of the Committee Chairs are to:

1. Oversee the work of the respective Standing Committees
2. Make reports to the EC, as requested
3. Provide items to the EC that require a vote
4. Provide for succession planning: selection of the committee chairs for the upcoming year shall occur at the last meeting of the current academic year.

### Section II. Other Committees

The Executive Committee may appoint other groups as needed for fulfillment of the aims of the organization. These groups will be terminated when their task is completed.

## **ARTICLE V: Meetings**

### Section I: Frequency

- A. The Clara Bliss Hinds Society shall sponsor or co-sponsor at least nine events per year.
- B. The EC will meet quarterly and more frequently as needed.
- C. The Clara Bliss Hinds Society standing committees shall meet at a designated frequency determined by their chairs.

### Section II. Order

Robert's Rules of Order shall be acceptable as a parliamentary guide for anything not covered in these bylaws.

### Section III. Attendance

Members may attend by teleconference, videoconference, or any other available technology that allows full participation by the member.

Administrative support for The Clara Bliss Hinds Society will be provided through the Center for Faculty Excellence for coordination of meeting logistics and assistance with communication to members.

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