

# **BWIS CHARTER**

*Revised July 15, 1998*

## **I. Purpose**

1. Brookhaven Women in Science (BWIS) actively works for the advancement of women at Brookhaven National Laboratory (BNL).
2. Long-Term Objectives
  - a. To support the development of models, policies and practices which enhance the quality of life for BNL employees, and emphasize the recruitment, hiring, promotion, and retention of women.
  - b. To help to build a true, mutually supportive community of science at BNL, to nurture the formation and maintenance of multi-disciplinary groups, to improve technical collaborations, and to foster a broader awareness of funding opportunities and sources outside the traditional areas.
  - c. To improve communications with the local community about laboratory activities, and to expand our existing commitment to better science education.
3. To achieve these objectives, the organization provides:
  - a. a forum for the exchange of scientific, professional, and technical information.
  - b. informational programs on topics of current interest.
  - c. funds and administers programs which encourage women to enter scientific fields.
  - d. career-related advice and mutual support.
  - e. a communication channel to BNL management regarding issues of concern to women at BNL.

## **II. Membership**

1. Full Membership is open to all individuals affiliated with BNL/BSA who are sympathetic to the objectives as stated in Article I.
2. Membership in Good Standing shall consist of those people who have paid their dues for the current fiscal year and are currently eligible according to Section 1 of this Article.
3. Affiliate Membership is open to all individuals not eligible for full membership who are sympathetic to the objectives of this organization. Affiliate Members shall not have voting rights and shall not be eligible to hold office.
4. Honorary Life Members may be selected by the Executive Board based on outstanding service to the organization or to the BNL community. Life Members shall receive full membership benefits for life and are exempt from paying annual dues.

### **III. Executive Board**

1. The organization is administered by an Executive Board which is comprised of the Officers of the Organization as specified in Article V.

2. The Executive Board shall:

- a. Call general meetings.
- b. Give advice and consent to committee activities.
- c. Set policy subject to the approval of the membership.
- d. Approve and authorize expenditures.
- e. Propose amendments to the charter.
- f. Appoint a nominating committee as specified in Article XI.
- g. Appoint coordinators for special projects as the need arises (see Article VIII).
- h. Appoint an Archivist/Librarian and a Newsletter Editor.

3. Meetings of the Executive Board shall be held monthly. A majority of the Executive Board shall constitute a quorum. Any member who wishes to attend Executive Board meetings is welcome. Trustees, and all committee chairs shall be requested to attend Executive Board Meetings.

4. In the event of a vacancy on the Executive Board, the members of the Board shall appoint a replacement for the unexpired term.

5. In the event that an elected board member proves to be delinquent, a proposal for the removal may be submitted by agreement of the Trustees. The Executive Board Member against whom the action is being taken must be requested by the Trustees in writing to provide a letter of resignation. If a letter of resignation is not received within two weeks after notification, the Trustees may call for a vote by the Executive Board. Three quarters of the votes cast are required for removal.

### **IV. Board of Trustees**

1. The Trustees shall consist of the past two Group Coordinators. Each shall serve for a term of two years.

2. The Trustees shall:

- a. Advise the Executive Board on matters of policy.
- b. Appoint annually two members to audit the books of both BWIS and the Scholarship Committee. They shall review the audit and report to the Executive Board.
- c. Initiate the removal of a delinquent Executive Board member as stated in Article III, Section 5.
- d. Conduct meetings in the absence of both Group Coordinators.
- e. Provide ongoing input to the Executive Board and Archivist on materials to be archived.

## V. Officers of the Organization

1. The Officers of the Organization are:

- Two Group Coordinators
- Secretary
- Treasurer
- Membership Chair
- Program Chair
- Publicity Chair
- Scholarship Chair
- Seminar-Lecture Chair

2. The Group Coordinators shall serve for two years. All other officers shall serve a minimum of one year. No one shall serve longer than five successive years on the Executive Board.

3. All Officers shall:

- a. Submit a written annual report on their Activities to the Executive Board.
- b. Communicate to their successors in writing, the responsibilities of their position.
- c. Provide, annually, all relevant information to the Archivist.

4. The Group Coordinators shall:

- d. Call and chair Executive Board meetings.
- e. Chair general meetings on an alternating basis and make all arrangements for these meetings.
- f. Coordinate the activities of the committees.
- g. Host social functions of the organization.
- h. Represent BWIS outside the organization.

5. The Secretary shall:

- i. Keep the minutes of the Executive Board and general meetings.
- j. Assume responsibility for the correspondence of the organization.
- k. Acquire and maintain information and materials pertinent to the organization, and provide these to the Archivist at the end of the year.
- l. Accept absentee ballots for elections.

6. The Treasurer shall:

- m. Collect all monies paid to the organization.
- n. Jointly with the Membership Chair, maintain an up-to-date list of the members in good standing.
- o. Maintain a bank account and release funds for appropriate expenditures.

- p. Keep up-to-date financial reports. Submit monthly reports, in writing, and an annual financial report at the end of the fiscal year.
  - q. File all federal and state forms relating to the finances of the organization (including any revisions to the Charter).
7. All Committee Chairs shall:
- r. Appoint members to their committee.
  - s. Call and chair committee meetings.
  - t. Report on committee activities to the Executive Board.
8. The Publicity Chair shall:
- u. Be responsible for publicity for all BWIS events.
  - v. Appoint and coordinate the activities of Building Representatives, who will post publicity in their respective buildings.
9. The Program Chair shall:
- w. Organize BWIS general meetings.
  - x. Coordinate activities concerning guest speakers at these meetings.
9. The Seminar-Lecture Chair shall:
- y. Coordinate BWIS Seminars and Lectures.
  - z. Coordinate activities concerning Seminar/Lecture guest speakers.
10. The Membership Chair shall:
- aa. Coordinate all membership activities.
11. The Scholarship Chair shall:
- bb. Report on Scholarship Committee activities and finances to the Executive Board.
  - cc. Coordinate scholarship activities.
  - dd. Submit an annual report on Membership Committee finances.

## **VI. Appointed Positions**

### 1. Archivist/Librarian

- ee. The Archivist/Librarian shall be responsible for acquiring and maintaining information and materials pertinent to the organization.
  - ff. Cataloging and maintaining all literature acquired by the organization.
2. Newsletter Editor shall be responsible for issuing a newsletter at least six times a year.

## **VII. Committee Responsibilities**

1. The Program Committee shall organize programs and activities of interest to the members.
2. The Seminar-Lecture Committee shall organize seminars, and lectures by guest speakers who will speak on topics of interest to women or who are women prominent in their field, and which will be of interest to all Laboratory personnel.
3. The Membership Committee shall:
  - gg. Seek to expand the membership of the organization.
  - hh. Maintain an up-to-date list of membership in coordination with the Treasurer.
  - ii. Welcome new women employees.
  - jj. Hold a social function at the beginning of the fiscal year to welcome new members, introduce new officers, and recruit additional members.
4. The Scholarship Committee
  - kk. The Scholarship Committee shall:
    - ⊖ Administer all scholarships and awards.
    - ⊖ Communicate fund raising needs to the Executive Board.
  - ll. The Scholarship Treasurer shall:
    - ⊖ Have signature authority for the scholarship account(s) and shall be required to obtain a counter signature from either the Scholarship Chair or the BWIS Group Coordinators.
    - ⊖ Collect and administer all funds associated with the scholarships and awards.

## **VIII. General Meetings**

1. General meetings shall be held at least four times a year. The times and dates shall be decided by the Executive Board.
2. Issues requiring a vote shall be decided by a simple majority of the members present, except where otherwise specified.
3. Additional meetings will be called as needed.

## **IX. Special Projects**

Special projects shall be undertaken by the organization when there is sufficient interest by the membership. Chairs for such projects will be appointed by the Executive Board as the need arises.

## **X. Fiscal**

1. The fiscal year shall begin on October 1 and end September 30.
2. Membership dues shall be set by the Executive Board with the approval of the membership and shall be payable at the beginning of the fiscal year. In order to remain a member in good standing, dues must be paid no later than December 30.
3. The organization shall maintain a bank account to be managed by the Treasurer with the advice and consent of the Executive Board. The Treasurer shall have signature authority for the account and shall be required to obtain a counter signature from a Group Coordinator or a Trustee for any withdrawals.

## **XI. Elections**

1. Elections of officers and committee chairs for the following fiscal year shall be held in September of each year.
2. Eligibility for office.
  - mm. Nominees for all offices should be members in good standing as of March 1 of the current fiscal year.
  - nn. Nominees for Group Coordinators must have served on the Executive Board for one year by the time of installation. If no candidate is available who qualifies, nominations may be made from the general membership.
  - oo. Nominees for committee chairs should be made from the membership of the respective committees. If no candidate is available who qualifies, nominations may be made from the general membership.
3. The election procedure is as follows.
  - pp. A Nominating Committee shall be appointed by the Executive Board in June.
  - qq. The Nominating Committee will present its recommendations for a slate of candidates, with prior Executive Board approval, at a general meeting in the summer.
  - rr. Any member in good standing shall have the right to make nominations from the floor at this meeting or at the September meeting; all nominations must be seconded.
  - ss. Notice of pending elections, along with an absentee ballot, shall be sent to all members at least two weeks prior to the elections.
  - tt. The election will be by secret ballot of members in good standing. However, if an election is uncontested, the Group Coordinator may ask the Secretary to cast one vote for the slate as presented.
  - uu. Members who will be unable to attend the election meeting may cast an absentee ballot. Absentee ballots must be delivered to the Secretary before the elections.

vv. A simple majority of the votes cast are necessary to elect officers and committee chairs.

## **XII. Amendments to the Charter**

1. Amendment to this Charter must be proposed by the Executive Board to the membership for discussion at a general meeting.
2. Amendments shall be voted on by members in good standing at the next general meeting. Two weeks notice shall be given to the membership of such a vote. A final draft of the proposed amendments will be sent to the membership prior to that meeting.
3. Amendments must be approved by two-thirds of the members present at that meeting.