



Brookhaven Women in Science

Charter

Revised August 8, 2017



Table of Contents

1.	Purpose	2
1.1.	Mission statement	2
1.2.	Long term objectives	2
1.3.	Annual goals	2
2.	Membership.....	3
3.	Executive Board	4
4.	Officers of the Community	5
4.1.	Organizational Chart.....	5
4.2.	Board of Directors	6
4.2.3.	Trustees.....	6
4.2.4.	Presidents.....	6
4.2.5.	Directors	7
4.3.	Approved Officers	8
4.3.5.	Membership Branch	8
4.3.6.	Communications Branch.....	10
4.3.7.	Programs Branch.....	11
5.	Committee Responsibilities	13
6.	General Meetings	13
7.	Special Projects.....	14
8.	Fiscal	14
9.	Elections.....	15
10.	Amendments to the Charter	16

1. Purpose

1.1. Mission statement

Brookhaven Women in Science (BWIS) is a diverse and inclusive community that promotes equal opportunity and advancement for all women in support of world-class science.

1.2. Long term objectives

- 1.2.1. To support the development of models, policies, and practices that enhance the quality of life for Brookhaven National Laboratory employees, and emphasize the recruitment, hiring, promotion, and retention of women.
- 1.2.2. To help to build a true, mutually supportive community of science at Brookhaven Lab, 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.
- 1.2.3. To improve communications with the local community about Brookhaven Lab activities, and to expand our existing commitment to better science education.

1.3. Annual goals

- 1.3.1. Increase BWIS membership.
- 1.3.2. Hold a minimum of three career advancement events that invest in BWIS community members (i.e., training seminars, career panels, networking mixers).
- 1.3.3. Hold outreach event(s) to encourage girls to pursue careers in STEM (science, technology, engineering, mathematics) fields.
- 1.3.4. Hold nine Speaker Series talks.
- 1.3.5. Develop and cultivate a network of resources to assist BWIS members with grant writing, presentation skills, and other support.
- 1.3.6. Meet quarterly with Laboratory Director to provide update on BWIS issues.
- 1.3.7. Participate in Brookhaven Lab's Work Life Balance Committee.

2. Membership

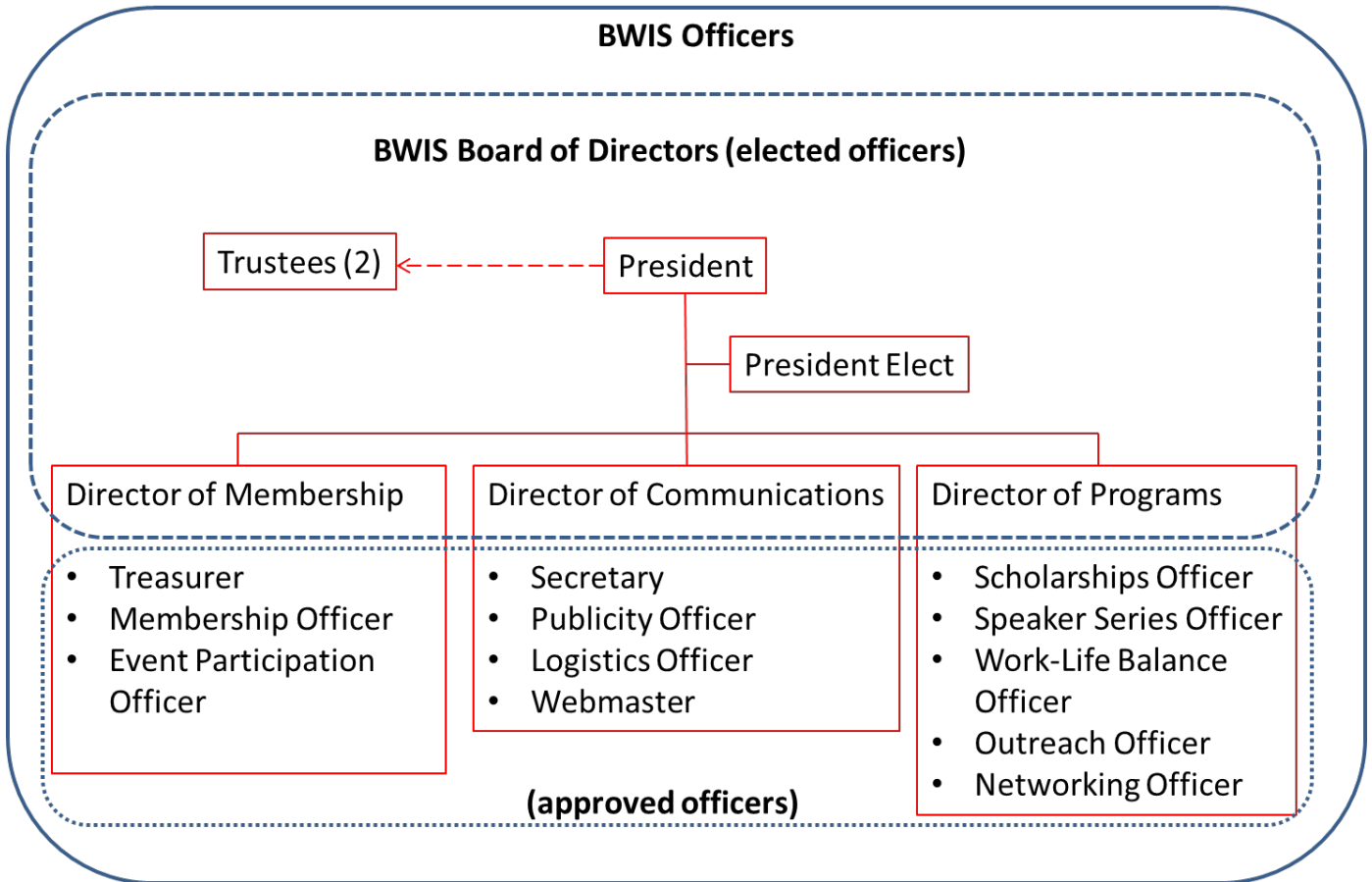
- 2.1. **Full Membership** is open to all individuals who support the mission statement and objectives and pay annual dues. **Student membership** is open to students and post-doctoral researchers and pay discounted annual dues.
- 2.2. **Lifetime Affiliate Membership** is open to all individuals choosing to pay the one-time lifetime membership fee and are exempt from paying annual dues.
- 2.3. **Honorary Life Members** may be selected by the Executive Board based on outstanding service to the organization or to the Brookhaven Lab community. Life Members shall receive full membership benefits for life and are exempt from paying annual dues.
- 2.4. **Membership in Good Standing** shall consist of those people who paid their dues for the current fiscal year and are currently eligible according to Section 2.1. Members in Good Standing shall have voting rights, priority registration for BWIS events and access to BWIS network of resources to assist with grant writing, presentation skills, and other support.

3. Executive Board

- 3.1.** The organization is administered by an Executive Board, which is comprised of the Board of Directors Elected Officials as specified in Section 4.2.
- 3.2.** The Executive Board shall:
 - 3.2.1. Call general meetings.
 - 3.2.2. Give advice and consent to committee activities.
 - 3.2.3. Set policy subject to the approval of the membership.
 - 3.2.4. Approve and authorize expenditures.
 - 3.2.5. Propose amendments to the charter.
 - 3.2.6. Approve coordinators for special projects as the need arises (see Section 9).
- 3.3.** In the event of a vacancy on the Executive Board, the members of the Board shall appoint a replacement for the unexpired term.
- 3.4.** 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.

4. Officers of the Community

4.1. Organizational Chart



4.2. Board of Directors

4.2.1. Board of Director members are allowed to serve as any officer(s) within any BWIS Branch.

4.2.2. Board of Directors Elected Officials shall approve officers for each BWIS Branch.

4.2.3. Trustees

4.2.3.1. The Trustees shall consist of the past two Presidents. Each shall serve for a term of two years.

4.2.3.2. The Trustees shall:

4.2.3.2.1. Participate in quarterly meetings with Laboratory Director.

4.2.3.2.2. Advise the Executive Board on matters of policy.

4.2.3.2.3. Initiate the removal of a delinquent Executive Board member as stated in Section 3.4.

4.2.3.2.4. Conduct meetings in the absence of President and President Elect.

4.2.4. Presidents

4.2.4.1. The Presidents shall consist of President and President Elect. Each shall serve for a term of two years: one year as President Elect followed by one year as President.

4.2.4.2. The President shall:

4.2.4.2.1. Set agenda and chair quarterly meeting with Brookhaven Lab leadership.

4.2.4.2.2. Serve as Community coordinator for the fiscal year.

4.2.4.2.3. Call and chair monthly general meetings.

- 4.2.4.2.4. Coordinate the activities of the committees.
- 4.2.4.2.5. Host social functions of the organization.
- 4.2.4.2.6. Represent BWIS outside the organization.
- 4.2.4.2.7. Prepare the annual report for the September general meeting.

4.2.4.3. President Elect shall:

- 4.2.4.3.1. Fulfil Presidential duties in the absence of President.
- 4.2.4.3.2. Serve as Community coordinator for the following fiscal year.
- 4.2.4.3.3. Prepare the next fiscal year budget submission for the September general meeting.
- 4.2.4.3.4. Conduct a lab-wide survey and revise charter every 3 years.

4.2.5. Directors

4.2.5.1. The Directors shall consist of Director of Membership, Director of Communications, and Director of Programs. Each shall serve for a term of one year.

4.2.5.2. The Directors shall:

- 4.2.5.2.1. Report on their branch activity and status during general meetings.
- 4.2.5.2.2. Provide input to annual report and budget submissions no later than August general meeting.

4.3. Approved Officers

4.3.1. Each officer shall serve for a term of one year.

4.3.2. Officers in each branch are volunteers approved by the Executive Board.

4.3.3. Each officer's duties can be divided among multiple members, consolidated with other officer duties or removed by the Executive Board.

4.3.4. All officers shall:

4.3.4.1. Report on their activities to the Director of their Branch before each general meeting.

4.3.4.2. Submit tentative event schedule at the October general meeting.

4.3.4.3. Submit a written report on their activities to their Director within a month of the event.

4.3.4.4. Communicate the responsibilities of their position to their successors in writing.

4.3.5. Membership Branch

4.3.5.1. The Treasurer shall:

4.3.5.1.1. Collect all monies paid to the organization and provide and record receipts.

4.3.5.1.2. Jointly with the Membership Officer, maintain an up-to-date list of the members in good standing.

4.3.5.1.3. Maintain a bank account(s) and release funds for appropriate expenditures.

- 4.3.5.1.4. Keep up-to-date financial reports. Submit monthly written reports to the Director of Membership. Provide annual financial report at the end of the fiscal year.
- 4.3.5.1.5. File all federal and state forms relating to the finances of the organization (including any revisions to the Charter).
- 4.3.5.1.6. Coordinate sponsorship donations.
- 4.3.5.2. The Membership Officer shall:
 - 4.3.5.2.1. Coordinate all membership activities.
 - 4.3.5.2.2. Jointly with the Treasurer, maintain an up-to-date list of the members in good standing. Provide receipt for all monies paid to the organization.
 - 4.3.5.2.3. Provide welcome message to all new members.
 - 4.3.5.2.4. Provide a receipt for membership dues.
 - 4.3.5.2.5. Seek to expand the membership of the organization.
 - 4.3.5.2.6. Provide a monthly written report on the total member number to the Director of Membership
- 4.3.5.3. Events Participation Officer shall:
 - 4.3.5.3.1. Perform headcounts at BWIS events.
 - 4.3.5.3.2. Track attendance at BWIS events and provide written report to the Director of Membership for monthly meetings.

4.3.6. Communications Branch

4.3.6.1. The Secretary shall:

4.3.6.1.1. Keep the minutes of the Executive Board and general meetings and provide them to the webmaster for posting on BWIS website.

4.3.6.1.2. Accept absentee ballots for elections (see Section 9.3.4) and provide absentee ballot results to Director of Communications before the election.

4.3.6.2. The Publicity Officer shall:

4.3.6.2.1. Be responsible for publicity for all BWIS events including but not limited to:

4.3.6.2.1.1. Posting on Brookhaven Lab's events calendar.

4.3.6.2.1.2. Sending any correspondence to BWIS members.

4.3.6.2.1.3. Coordinate any press about BWIS activities.

4.3.6.2.1.4. Maintain and update BWIS social media.

4.3.6.2.1.5. Coordinate any publicity materials.

4.3.6.3. The webmaster shall:

4.3.6.3.1. Maintain and update BWIS website.

4.3.6.3.2. Submit ITD requests for BWIS website changes.

4.3.6.4. Logistics officer shall:

- 4.3.6.4.1. Coordinate travel arrangements and reimbursements directly with the speaker.
- 4.3.6.4.2. Secure preferred rooms and any necessary public address equipment. If preferred room is not available, secure a room of equivalent size and amenities.
- 4.3.6.4.3. Place food/beverage orders with catering services.
- 4.3.6.4.4. Place photographer/videographer requests if necessary.
- 4.3.6.4.5. Place public event requests.

4.3.7. Programs Branch

4.3.7.1. The Speaker Series Officer shall:

- 4.3.7.1.1. Identify potential 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 Brookhaven Lab personnel.
- 4.3.7.1.2. Coordinate speaker events with Publicity and Logistics Officers.
- 4.3.7.1.3. Report on past and future events to the Director of Programs.

4.3.7.2. The Scholarship Officer shall:

- 4.3.7.2.1. Receive and record scholarship applications.
- 4.3.7.2.2. Identify and coordinate Selection Committee to select the scholarship receiver(s) according to scholarship guidelines.
- 4.3.7.2.3. Coordinate scholarship reception with Publicity and Logistics Officers.
- 4.3.7.2.4. Coordinate scholarship award (i.e. congratulations letter, check, certificate).
- 4.3.7.2.5. Report to Director of Programs on status of the selection process for the monthly meeting.

4.3.7.3. The Work-Life Balance Officer shall:

- 4.3.7.3.1. Represent BWIS at Work-Life Balance Committee meetings.
- 4.3.7.3.2. Report on Committee activities to Director of Program for monthly meetings.

4.3.7.4. The Outreach Officer shall:

- 4.3.7.4.1. Coordinate BWIS outreach activities to encourage girls to pursue careers in STEM (science, technology, engineering, mathematics) fields.
- 4.3.7.4.2. Coordinate outreach events with Publicity and Logistics Officers.
- 4.3.7.4.3. Report on past and future events to Director of Program on Committee for monthly meetings.

4.3.7.5. The Networking Officer shall:

- 4.3.7.5.1. Coordinate BWIS networking events with Publicity and Logistics Officers.
- 4.3.7.5.2. Develop and cultivate a network of resources to assist BWIS members with grant writing, presentation skills, and other support.
- 4.3.7.5.3. Report on past and future events to Director of Program on Committee for monthly meetings.

5. Committee Responsibilities

Committees shall be established by officers or as defined by other BWIS documents (i.e Selection Committee for scholarships) as needed.

6. General Meetings

- 6.1.** General meetings shall take place on the second Wednesday of each month at noon. Alternate times and dates shall be decided by the Executive Board. The group requires a majority of the Executive Board to be present to constitute a quorum. The purpose of the general meeting is to discuss:
 - 6.1.1. Minutes from last meeting.
 - 6.1.2. Reports from Directors.
 - 6.1.3. Open issues.
 - 6.1.4. New business.
 - 6.1.5. Action items.
- 6.2.** Issues requiring a vote shall be decided by a simple majority of the members present, except where otherwise specified.
- 6.3.** Additional meetings will be called as needed.

7. Special Projects

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

8. Fiscal

- 8.1.** The fiscal year shall begin October 1 and end September 30.
- 8.2.** 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 October 31.
- 8.3.** The organization shall maintain a bank account(s) 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 President or a Trustee for any withdrawals.

9. Elections

- 9.1.** Elections for Executive Board for the upcoming fiscal year shall be held in July of each year.
- 9.2.** Eligibility for office.
- 9.2.1. Nominees for the Executive Board shall be members in good standing as of June 1 of the current fiscal year.
- 9.2.2. Nominees for President Elect must have served as any BWIS Officer for one year by the time of installation. If no candidate is available who qualifies, nominations may be made from the general membership.
- 9.3.** The election procedure is as follows :
- 9.3.1. The Executive Board calls for volunteers to serve at least two weeks prior to the June general meeting.
- 9.3.2. The election ballot will be distributed at least 2 weeks prior to the election.
- 9.3.3. The election will be by a show of hands vote at the July general meeting.
- 9.3.4. Candidates must be approved by simple majority of the members voting. If an election is uncontested, the President may ask the Secretary to cast one vote for the slate as presented.
- 9.3.5. Members unable to attend the election meeting may cast an absentee ballot. Absentee ballots must be delivered to the Secretary at least 2 days before the election.

10. Amendments to the Charter

- 10.1.** Amendment to this Charter must be proposed by the Executive Board to the membership for discussion at a general meeting.
- 10.2.** 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.
- 10.3.** Amendments must be approved by two-thirds of the members in good standing present at that meeting.
- 10.4.** The charter shall be reviewed at least every three years and voted on at the September general meeting of the revision year.