University of Oregon Women in Graduate Science
Established May 3rd, 2004

University of Oregon Women in Graduate Science Bylaws
Amended January 2015

I. Mission Statement
The Women in Graduate Science (UOWGS) organization at the University of Oregon focuses on the professional development of women in all disciplines of science to enable them to become successful contributors to their fields. This mission is accomplished by informative workshops, inspirational speakers, and a community outreach program. In addition, the organization provides social support for female scientists at the University of Oregon, and offers financial support with yearly scholarships. The UOWGS invites all who encourage and support the advancement of women in science to become members. The UOWGS is supported by the University of Oregon Graduate School, generous donors, fundraising events, and member dues.

II. Membership
• Eligibility:
  o Anyone who supports the aims of this organization is eligible
• Once a term, members will meet to discuss the current state of the group, as well as potential future activities
• Privileges and Responsibilities
  o Voting: Each member is entitled to one vote in annual elections.
  o Privileges: Each member is entitled to all services of the organization, including voting rights and eligibility for scholarships and awards. Full members are also eligible to hold executive officer positions.
  o Participation: Each member is entitled to participate in all organizational events including but not limited to event subcommittees, membership meetings, outreach events, professional development seminars, workshops and social events.
  o Responsibilities: Pay dues annually as follows;
    ▪ $5 Grad Students/Undergraduates/Post-Docs/Staff
    ▪ $25 Faculty/Professional
• Honorary Membership:
  o Honorary membership will be given to any donor or other highly involved individual (as approved by the executive council)
  o Honorary membership includes open invitations to all events including membership celebration, but holds no voting power within the organization

III. Officers of the Executive Council
• Elections:
  o To be held once a year in August.
  o President, Treasurer and Social Chair should be chosen from the previous executive council.
    ▪ In the event that this requirement cannot be met, applicants who have
been active participants in several UOWGS events would be considered.

- Self-nomination is permitted
- A majority vote of the members elects the member into the executive position
- In case of ambiguity, the current executive council must act to ensure the positions are filled and resolve any conflicts
- A silent written vote via email will be cast to determine the executive council
  - In the event that a position cannot be filled by elections (and/or an officer is leaving their position early) the remaining officers of the executive board will redistribute the duties of that chair accordingly.

- General duties of officers of the executive council:
  - Attend monthly officers meetings
  - Review the organization’s by-laws at the first and last meeting of each year
  - Review long term goals (i.e. 5 year plans) for UOWGS at the first and last meeting of each year
  - Establish schedule of events at the first officers meeting
  - CC all communications regarding the group to the UOWGS email
  - Update the public calendar to include all upcoming events (via Gmail)
  - Keep electronic documents folder in Google Drive updated

**Executive Council Duties**

- Job descriptions are included but not limited to the bullets under each position
- Time commitments vary between positions
- Subcommittees should be utilized as much as possible to enable more member involvement and to more evenly distribute the duties of the organization

**President:** Serves one year (full time) plus 3 months aiding and teaching the new president.

- Oversee the University of Oregon Women in Graduate Science Organization
- Conduct the monthly meetings of the executive council
- Aid in the organization of each chair’s duties for the betterment of the whole organization
- Prepare presentations and documentation of progress reports for groups contributing funding to UOWGS in conjunction with the Treasurer
- Act as liaison with the Graduate School
- Monitor and oversee the email accounts
- Organize and run bi-annual membership meetings
- Organize and oversee scholarship activities
  - Review application forms with the executive council and vote on any proposed changes each year prior to the start of the application process
  - Collect and organize all application materials, make necessary copies, and distribute to the chosen committee members for evaluation along with a cover letter
  - Begin scholarship advertisement late winter/early spring quarter. Applications
should be submitted in April and students should be notified no later than June 1st.
  o Compile the results of the scholarship review committee (subcommittee use recommended)
  • Organize and oversee annual officer elections
    o Any officer not reapplying may assist the president

_Treasurer:_ Serves one year (full time) plus 3 months aiding and teaching the new treasurer.
  • Hold a yearly meeting in the fall with the current President, former President, and former Treasurer to review a budget for the organization
  • Manage the bank account, grant accounts, donations, online accounts, foundation account and membership dues.
    o Monitor and keep track of all financial paperwork and index reports
    o Distribute funds from various accounts as approved by the rest of the executive council
    o Maintain relationships with chemistry personnel regarding use of our various indexes and spending reports etc
  • Provide a detailed expenditure report quarterly at meeting of the executive council
  • Gather, prepare and manage documents for all UOWGS events and reimbursements
  • Prepare presentations and documentation of progress reports for groups contributing funding to UOWGS in conjunction with the President
  • Collect and deposit membership dues
  • Prepare a budget for the coming year
    o Keep organized records of all spending and fundraising
  • Assist the Funding Chair in the preparation of any grant or fellowship applications

_Seminar Chair:_ Serves one year (full time).
  • Locate and invite prominent scientists to speak who share in the goal of promoting women in science
    o Minimum one per term if funding permits
  • Gather and organize contact information (business cards) of visiting speakers and potential guests
  • Communicate with the invited speaker (cc the UOWGS email so that there is no ambiguity of the visit)
  • Book travel details (flights, hotels etc) for speakers when necessary
  • Plan the refreshments for seminar events
  • Provide speaker with necessary forms for reimbursement with the help of the Treasurer
  • Follow-up communication with speaker to ensure payment/reimbursement was received (cc Treasurer and UOWGS)

_Funding Chair:_ Serves one year (full time)
  • Organize and administrate over fundraisers for UOWGS
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- Apply for grants and fellowships on behalf of UOWGS with help from the Treasurer
- Coordinate annual winter UOWGS Benefit
- Cultivate various campus and community relationships (i.e. ASUO)

\textit{Outreach Co-Chair:} Serves one year (full time, prefer two year commitment)
- Organize activities with K-12 and undergraduate students to promote the betterment with women in science and promote science education
- Maintain relationships with local schools, groups on campus and external informal science education partners
- Plan science curriculum
- These events include but are not limited to:
  - Science Factory Saturdays (Second Saturday Jan-June)
  - Mad Duck Fridays
  - Undergraduate outreach event (Fall quarter)
  - Undergrad mentorship program (Year long)
  - WISE (Jan/Feb)
  - SAIL (Planning starts in January, camp held the last week of July)
- Head any committees associated with aforementioned activities

\textit{Recorder Chair:} Serves one year (full time)
- Schedule and organize the monthly meetings of the executive council and make an agenda for the meeting
  - Book a room for the meeting
  - Make meeting agendas
    - Request for agenda items from each chair at least one week prior to the meeting
    - Agenda should be sent to the president at least 24hrs prior to the meeting
    - Keep record of chair commitments between meetings and update the agenda to reflect these commitments
- Record minutes at meetings and distribute to the executive board for review within a week after each meeting
- Keep an up-to-date membership and contact list
  - Update list monthly prior to each executive meeting
- Provide thank you notes for the invited speakers and donors
- Organize documents of membership, contact information, pictures and newspaper clippings of the group including physical paper work and electronic records on the Google Drive.
- Oversee the permanent records of the UOWGS
- Maintain/update various list-serves

\textit{Public and Alumni Relations Chair:} Serves one year (full time)
- Create and post flyers to advertise the upcoming speakers or events
- Contact all science departments with news of upcoming events
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- Serve as liaison with department recruiters to arrange the availability of information regarding the UOWGS to new and/or potential students
- Maintain our presence in social media (i.e. Facebook, Instagram, Twitter, LinkedIn)
- Maintain organized and up to date contact lists for undergraduate, graduate listservs and various departments
- Reserve rooms for seminar events
- Maintain alumni contact list
- Organize annual alumni newsletter with the help of the rest of the executive council

**Social Chair:** Serves one year (full time) plus 3 months aiding and teaching the new social chair
  - Plan and oversee social events, including but not limited to;
    - Yearly recruiting event (membership drive) (Fall quarter)
    - Interdisciplinary Science Hour (Year round, at least 1 per term)
    - Annual Generations Luncheon (Early spring quarter)
    - MSI women networking social (June)
    - Annual Membership Banquet (Late spring quarter or early summer quarter)
  - Any other social events agreed upon by the executive council
  - Head any committees associated with aforementioned activities

**Website Chair:** Serves one year (full time)
  - Organize and update our professional website (uowgs.com)
  - Ensure the privacy/security of documents we collect online
    - Examples: officer contact information, meeting schedules, planned events, calendar, list of guest speakers, membership applications etc…
  - Experience with html, css, website design and configuration is highly recommended for members seeking to apply for this position
  - Manage the collection and organization of pictures for website

**Graduate Student Advisory Board Chair:** Serves one year (full time)
  - Attend monthly GSAB meetings and report to executive council
  - Advocate for relationship with ASUO and Graduate School
  - Serve as liaison with other graduate student groups on campus

**Sub-Committees:**
  - Any full member is allowed to be on a committee run by a chair from the executive council
  - The committee members are required to aid the chair with their duties
  - Meetings will be held with the chair as necessary

**IV. Scholarships**
  - Review committee must consist of at least 3 science faculty or post doc members, ideally in different departments
    - Committee can be chosen from those who previously served, but new
committee members are preferred
  o If a reviewer’s student(s) apply for an award, that reviewers comments will not be included in the review
  o A 4th reviewer, outside the sciences is recommended (i.e. someone from the Grad School)
• Scholarships must be submitted in hard copy by 3pm on the due date to the chemistry office mailbox
• Records of applicants should be updated on Google Drive (hard copy materials can be destroyed once reviewed)

V. Donations
• All donations to UOWGS should go through the UO Foundation
• All donation requests for money from UOWGS should follow the protocol below;
  o Discretionary funds (5% of total budget) will be set aside for potential donations from UOWGS to outside groups
  o Individuals or groups requesting discretionary funds must submit a formal written request including how they align with our mission statement, and how they will use the money if it is donated.

VI. Sponsorship or endorsement
• UOWGS is not a political organization. If however an outside organization requests the public support of UOWGS, we will do so only under the following circumstances:
  o The group requesting support must be clearly and fully aligned with the UOWGS mission statement
  o In ambiguous situations, support would be granted only if there were a 2/3rd yes vote by executive council.
  o In the event of non-agreement within the executive council, the vote for support may be opened to the full membership; in which case, a majority yes vote of full members would grant support.