

## **BYLAWS**

### **The Brody Women Faculty Committee**

#### **Article I**

The name of this organization shall be the Brody Women Faculty Committee (BWFC).

#### **Article II**

##### **Purpose**

The purpose of the BWFC shall be to provide a forum for women professionals (i.e., faculty and administration) at the Brody School of Medicine (BSOM) to augment their professional skills and also enhance their career development. This shall be done through advocacy, mentoring, collaboration, education, and support for the women professionals and the leadership of BSOM.

Through this, the BWFC shall facilitate a work environment supportive of women professionals at BSOM, especially with respect to equity, family issues and diversity. This shall enable BSOM to increase the recruitment and retention of BSOM professionals and enhance institutional effectiveness.

#### **Article III**

##### **Membership**

Section 1: Members of the BWFC shall be as follows:

Section 1.1: Full members of the BWFC shall be restricted to women professionals representing clinical sciences, basic sciences, and administration within the BSOM.

Section 1.2: Associate members of the BWFC shall include women professionals from other divisions within the health sciences, including students, postdoctoral fellows, and trainees.

Section 1.3: Associate members shall have no voting privileges.

Section 2: All members shall verify BWFC membership each fall semester.

Section 3: Only full members may vote for BWFC officers.

## **Article IV**

### Officers

Section 1: The Executive Committee of the BWFC shall be comprised of the following officers:

Past chair  
Chair  
Chair-elect  
Program Chairs (minimum of two)  
Secretary/Treasurer

Section 2: Only full members are eligible to serve as officers of the BWFC.

Section 3: The term of office of each officer shall be for one year and begin immediately after the final meeting of the academic year, generally held in May.

Section 4: The chair elect shall serve as chair in the following year.

## **Article V**

### Election of officers

Section 1: The office of the Chair shall be a term of one year at the conclusion of which the Chair shall automatically transition to the office of the Past chair for a term of one year.

Section 2: The Chair-elect shall be chosen by a vote of full members present during the final meeting of the academic year and shall be a term of one year at the conclusion of which the Chair-elect automatically accedes to the office of Chair

Section 3: The Program Chairs and Secretary/Treasurer shall be chosen by a vote of the full members present during the final meeting of the academic year and shall be a term of one year beginning immediately after the final meeting of the academic year.

Section 4: In the event of a vacancy in the Chair, the Chair-elect accedes to that office. An election shall be held to fill the office of Chair-elect. In the event of a vacancy of the Program Chairs or the Secretary/Treasurer, the Executive Committee may make an appointment or may provide for a special election to fill the vacancy until the unexpired term is completed.

## **Article VI**

### Administration

Section 1: The BWFC shall be guided by the Executive Committee except as otherwise herein expressly provided.

Section 2: The Chair shall preside at all meetings of the BWFC and of the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. In the Chair's absence, the succeeding order of officers shall preside.

Section 3: The Chair and Secretary/Treasurer shall be authorized to use funds provided to the BWFC by the BSOM Dean's Office. Use of funds shall be restricted to those uses expressly allowed by the BSOM.

## **Article VII**

### Responsibilities of officers

Section 1: The duty of the past chair is to serve as an advisor to the Executive Committee

Section 2: The Chair shall manage and direct the overall functioning of the BWFC.

Section 3: The Chair-elect shall (1) serve as a member in the Executive Committee, (2) assist the chair and act in the chair's absence.

Section 4: The Program Chairs shall be responsible for scheduling and coordinating all the program meetings of the BWFC and to serve in the Executive Committee.

Section 5: The duties of the Secretary/Treasurer shall include (1) taking and keeping minutes of the Executive Committee meetings and the business portion of the general meetings, (2) keeping reports on file when appropriate, (3) maintaining the archives of the BWFC, and (4) overseeing the budget.

Section 6: The Executive Committee shall oversee the nomination process and the selection of the recipient of the BWFC Women's Advocacy Award.

## **Article VIII**

### Meetings

Section 1: Regular meetings of the BWFC shall be held at least once per month each fall and spring semesters or as otherwise designated by the Executive Committee.

Section 2: The Executive Committee shall meet at the discretion of the Chair at any time during the fall and spring semesters.

Section 3: Special meetings of the BWFC may be called at any time by the Executive Committee, by the Chair, or upon the written request of BWFC members.

Section 4: A quorum shall consist of 20% of the BWFC full membership.

**Article IX**

Bylaws Changes

Section 1: The Bylaws may be amended by a majority of votes received from BWFC full members.

Section 2: Proposed amendments must be submitted in writing to the Secretary/Treasurer of the BWFC at least two months before a scheduled meeting. The Secretary/Treasurer shall immediately mail a copy to all members. The proposal shall be read at the scheduled meeting.

Section 3: The vote shall be by electronic ballot to full members.