



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

Women in Medicine and Science Organization

Bylaws

Article I: Purpose

Section I. **Name:** The name of this organization shall be the Paul L. Foster School of Medicine (PLFSOM) Women in Medicine and Science (WIMS).

Section II. **Mission:** The mission of the PLFSOM WIMS is to advance the careers of women in medicine and science by promoting an environment that supports opportunities to succeed in academic medicine.

Section III. **Purpose:** The purpose of PLFSOM WIMS is:

1. To support and promote the professional development of women faculty.
2. To promote scientific and teaching excellence in women faculty.
3. To increase the representation, participation and leadership of women in the organizational structure of the Paul L. Foster School of Medicine and its standing committees.
4. To promote equity for women with regard to faculty recruitment, leadership positions, salary, retention, and promotion and tenure.
5. To promote the development and enhancement of leadership skills.
6. To facilitate communication and networking among women in medicine and science at all levels within PLFSOM.
7. To provide mentorship and support for women faculty and trainees at PLFSOM.
8. To create and promote a positive and healthy work environment for women.

9. To sponsor and support high-quality faculty development opportunities for all faculty within the School of Medicine.
10. To build a supportive community for women, from both within and outside the institution.
11. To spearhead the nomination and recognition of women faculty for awards locally, regionally, and nationally.

Article II: Membership

Section I. **Members:** Membership in the WIMS organization is open to all female and male faculty at the Paul L. Foster School of Medicine.

Article III: Governance

Section I. **Executive Committee:** The governance of the organization and the management of its affairs shall be vested in the Executive Committee (EC). The EC shall consist of the:

- President
- Immediate Past-President
- President-elect
- Chairs of Standing Committees
- Chairs-Elect of Standing Committees
- *Ex officio* voting members will consist of the Senior Director of the Office of Faculty Affairs and the Senior Director of the Office of Diversity, Inclusion, and Global Health who provide administrative support to WIMS. The Dean's office has directed that funds and fiscal management come from the Office of Diversity, Inclusion, and Global Health.
- *Ex officio*, non-voting members will include Senior Advisor(s), the immediate past president(s) of the WIMS organization, who are invited to attend WIMS Executive Committee meetings in an advisory capacity. Former past presidents are eligible to serve in this Senior Advisor capacity for up to three (3) years following the conclusion of their term of office as Immediate Past-President.

The majority of the voting members serving on the EC shall constitute a quorum.

Section II. **Selection of Officers:** The officers shall be nominated and voted upon by the membership at large. Terms of service are for a period of one year. If there are no nominees for an office, the President shall appoint a member to the position. Should the President's seat become vacant during the term of office, the President-Elect will assume the President position for the remainder of that term. Should the President-elect's seat become vacant, a special election will be held.

Section III. **Officers:**

A. President

The President shall manage and direct the overall functioning of the organization. The specific duties of the President shall include (1) serving as Chairperson of the Executive Committee, (2) presiding at all business meetings, (3) calling special meetings as needed, (4) appointing members to ad hoc committees, (5) filling any vacancy that arises on the Executive Committee, (6) presenting an Annual report to the membership, and (7) assuring that incoming Officers and Chairs are properly oriented. The President automatically becomes immediate past-President after serving the one year term.

B. Immediate Past-President

The duties of the Past-President shall include (1) serving as an advisor to the officers and the Executive Committee and (2) serving as a voting member of the Executive Committee.

C. President-Elect

The President-elect shall (1) serve as a voting member of the Executive Committee and (2) assist the President as requested. The President-elect will automatically become the President after serving the one year term.

Article IV: Committees

Section I. Standing Committees: The standing committees of WIMS are established to assist in achieving the goals of the organization. Standing committees shall include:

- A. **Bylaws Committee:** At a minimum, the bylaws committee will be comprised of the Executive Committee. Upon initial bylaws approval, the President-Elect will be responsible for annual review and will present to the Executive Committee for approval. Adhoc members may be asked to participate at the discretion of the President -elect.
- B. **Career Development Committee:** This committee shall plan and implement career development activities for WIMS including an annual meeting
- C. **Research collaborations:** This committee will foster research collaborations across the campus.

Additional committees, as needed will be determined by the Executive Committee.

Standing Committees shall provide regular reports to the Executive Committee with recommendations for programming and other activities.

Section II. Chairs of Standing Committees: The Committee Chairs will serve a one-year term.

Committee Chairs-Elect shall be nominated and voted upon for each committee by the membership at large on an annual basis. If there are no nominees for chair, the President shall appoint a Committee Chair. Should a chair's seat become vacant during the term of office, the Chair-Elect will assume the Chair position for the remainder of that term. Should the chair-elect's seat become vacant, the President of WIMS, in consultation

with the Chair of the standing committee, will appoint an interim Chair-Elect to serve the remainder of the term until the next regularly scheduled election cycle.

Standing committee chairs will report on the activities of the standing committees at business meetings and participate in the annual strategic planning of the WIMS organization. Committee chairs will be held accountable for achieving objectives specific to their respective committee. Committee chairs will schedule quarterly meetings with their committees for program planning and will report to the Executive Committee on all program planning for final approval prior to implementation.

Committee chairs may be relieved of their positions at the discretion of the President, with concurrence by the Executive Committee.

Committee chairs-elect will assist the chair as needed and will assume all duties of the chair in their absence. The chair-elect will assume the role of Chair for the second year of their term.

Section III. Committee Composition: The committees shall be made up of interested members. The chair of the committee may limit the number of participants if they deem it necessary. Members cannot serve on multiple committees. The process for reaching decisions within committees is to be determined by each committee.

Section IV. Ad Hoc Committees: The President may appoint ad hoc committees to accomplish the aims of the organization. The President will appoint the chair. The chair may then recruit the members of the committee. Once the specific task has been accomplished, the committee will disband.

Article V: Meetings

Section I. Meetings of the Executive Committee: Meetings of the EC shall be held monthly to set agenda for business meetings, approve WIMS programming and other activities including strategic planning.

Section II. Business Meetings of WIMS Membership: Business meetings shall be open to all organization members. Members will be notified in advance of dates. The WIMS business meetings will be held at least quarterly, or more often as needed.

Section III. Meeting Procedures: Roberts Rules of Order shall be the parliamentary guide in the deliberations of the organization.

Article VI: Amendments

Section I. Proposed amendments to the bylaws may be submitted to the President-Elect in writing. They will be reviewed by the bylaws committee and presented to the Executive Committee. Notification of proposed changes will be sent to membership at large 10 days prior to the voting deadline. Amendments to the bylaws shall be voted upon and approved by a majority vote of the returned ballots.

Article VII. Elections

Nominations will be solicited from the WIMS general membership in September. The Executive Committee will review and approve all nominations. Elections will occur in October for President-elect and committee chairs-elect (career development, and research collaborations). Nominees will be voted upon and selected by a majority of the returned ballots. Terms will begin on November 1 and will be held for one year. President-elect will continue on to serve a full year as President and another year as immediate past-President. Chairs-elect will continue on to serve a full year as Chair.

Article VIII. Ratification of these bylaws

These bylaws shall become effective when approved by a majority of the returned ballots. Bylaws shall be given to all new members of the Executive Committee on a yearly basis. Changes in the bylaws should be considered by the Executive Committee before submission to the general membership.