

**BYLAWS
THE WOMEN FACULTY
of the SCHOOL OF MEDICINE
Case Western Reserve University
School of Medicine**

Article 1.

The mission of the Women Faculty School of Medicine organization at Case Western Reserve University is to provide:

- 1) **Professional Development** opportunities for women faculty in the School of Medicine.
- 2) **Advocacy** on behalf of women in academic medicine at CWRU and affiliates.
- 3) **Networking** among women and leaders in academic medicine to promote academic, professional, and personal growth.

Article 2. Purpose of the Bylaws

These bylaws and amendments shall henceforth constitute the rules and regulations governing the conduct and procedures of the Women Faculty of the School of Medicine.

Article 3. Organization of the Women Faculty

A. Membership

- 1) Full Members: All women faculty in the School of Medicine shall be eligible for membership in this organization.
- 2) Associate memberships shall be offered to female Case Western Reserve University SOM medical students, residents and fellows of Case affiliated hospital programs.
- 3) Members in good standing are those who have paid their annual dues.
- 4) All School of Medicine Faculty (women and men) are encouraged to attend and participate in WFSOM programs and events

B. Officers

The officers shall consist of a President, Vice President, Secretary/Treasurer, Registrar, and Past President.

The election of officers shall be an annual email ballot. The officers shall be elected for two-year terms and may serve consecutive terms if re-elected. The position of Vice President shall also be the position of president-elect. Terms shall start at the June meeting, and all officers will be elected for a term of two years.

1. The President shall call to order the meetings of the Women Faculty and of the Steering Committee and shall conduct the meetings of these groups. The President shall issue notification of the meetings to the respective members of the Steering Committee.

2. The Vice President shall act in the absence of the President.
3. The Treasurer shall oversee the financial activities of the organization including collection of dues, payment of bills, maintain bank accounts, and make an annual report to the members at the annual meeting.
4. The Secretary will oversee the development and distribution of materials pertinent to the organization (such as a newsletter, website) as appropriate to support programmatic goals of the organization. This person will record and distribute minutes from meetings, or delegate this responsibility to an appropriate party.
5. The Registrar shall promote membership and recruitment activities and maintain a current list of all women faculty of the School of Medicine.

C. Meetings

General Meetings of the full membership of WFSOM shall occur at least annually and as needed to solicit input from the general membership regarding policies and future planning of the organization.

General Meetings shall be conducted according to Roberts' Rules of Order, Newly Revised. A majority vote of members present and voting shall be necessary to effect action. In the absence of scheduled meetings, some of the functions of the Women Faculty may be conducted by email.

D. Meeting Attendance

The Women Faculty of the School of Medicine Steering Committee will hold 10 meetings per annum, with attendance expected of all Steering Committee Members. Absence from three (3) consecutive meetings or five (5) non-consecutive meetings without explanation will require review by the Steering Committee Officers and may result in committee membership termination.

E. Committees

Members of the Steering Committee will be elected or appointed by the President.

The President shall appoint one of the members of the WFSOM to be the Chairperson of each committee. The committees shall include a Steering Committee, a Nominating Committee and other committees, which are necessary to carry out the functions of the Women Faculty.

1. The Steering Committee shall consist of the officers of the Women Faculty and up to 20 more members. The Steering Committee shall carry out the business of the Women Faculty as delegated by that body.

The functions and duties of the Steering Committee shall include the following:

- (a) To recommend the level of the annual dues;
 - (b) To hear reports of the committees of the WFSOM and to recommend action on such reports;
 - (c) To recommend the establishment or discontinuance and the representative composition of the Standing Committees of the WFSOM;
 - (d) To make recommendations as to the annual objectives of the WFSOM;
 - (e) To plan the annual programs
2. Members of the Nominating Committee shall be nominated by the current Steering Committee, and shall include a minimum of three current Steering Committee members, including no more than one current officer.

The Nominating Committee shall nominate candidates for the offices of the WFSOM as well as candidates for the Standing Committees of the Women Faculty.

Additional nominees shall be solicited from the general membership by email and shall be submitted to the Chair of the Nominating committee by March 1.

3. The Awards Committee shall solicit, review, and select candidates for WFSOM Sponsored awards including: Yamashita Award, Helen Evans Mid Career Development Award, Junior Faculty Development Award, The Gender Equity Award, and the Humanistic Values in Medicine Award.

F. Elections

Nominees for officers, members of the Steering Committee, Nominating Committee, and other Standing Committees will be presented by electronic ballot to members in good standing by April 5th of each year.

Ballots shall include a deadline date for validity.

Two (2) to three (3) weeks shall be allowed between the mailing of ballots and the determination of election results.

Voters shall consist of members of the Women Faculty of the School of Medicine who have paid their annual dues.

Winners of the election shall be announced at the Spring Annual Meeting of WFSOM

Article 4. Amendment of the Bylaws

An amendment of these bylaws may be proposed by majority vote of the Steering Committee or by written petition of 20 or more members of the Women Faculty.

The proposed amendment shall be sent by email to all members in good standing, designated as members who have paid their annual dues.

Comments and approval shall be solicited by email and electronic ballot.

Approval shall require an affirmative vote by a majority of WFSOM members.

At least three (3) weeks shall be allowed between the mailing of the ballots and the determination of the election results.

Propose amendments will be considered by the WFSOM within the same academic year if submitted by April 1st of that year

Article 5. Ratification of the Bylaws

These bylaws shall become effective when approved by a majority of the WFSOM members voting at the annual meeting or by email ballot.

A draft of these bylaws shall be distributed to each member of the WFSOM.

Comments concerning changes in the draft will be considered by the Steering Committee and may be incorporated into the draft prior to the final vote.

Ratified July, 1996, under direction of Lynn Singer, Ph.D.

Amended January 25, 1999, under direction of Katherine L. Wisner, M.D.

Amended April 2003, under direction of Anne Matthews, PhD

Amendments Submitted for Approval, January, 2011,
under direction of Karen R. Horowitz, M.D.

Amended April 2011, under direction of Karen R. Horowitz, M.D.