Chair - Crystal Moran
The Chair of NWiS is responsible for the overall direction of the group. The chair will call and lead general meetings and will ensure that all activities of the group are consistent with the mission statement. The chair is responsible for delegating duties to responsible individuals.

Vice Chair - Johanna Heideker
The Vice Chair of NWiS is responsible for sharing the duties of the Chair. If the Chair is unavailable, the vice chair will fill in. The Vice-Chair will also take meeting minutes if the Secretary is not present.

Webmaster - Sophie Rozenzhak
The webmaster is responsible for maintaining the website, email databases and the forums/bulletin board. The webmaster is also responsible for seeking out other officers to obtain updated content.

Secretary - Liz Culyba
The secretary is responsible for taking minutes at meetings, submitting minutes and meeting notices to the webmistress and sending out general meeting reminders. The secretary will also be responsible for submitting reimbursement requests to appropriate person(s) at TSRI. The secretary will be listed as a contact on the website.

Publicity Officer - (position currently unfilled)
The publicity officer is responsible for the posting of flyers, submitting articles to the webmistress, TSRI News & Views and taking photos. The publicity duties for each event will be split between the publicity chair and the members of the event subcommittee.

SOF Liason - Leah Shriver
The SOF liason will represent NWiS at SOF meetings and facilitate communication and collaboration between the two organizations. They will attend both SOF and NWiS meetings. It is also their responsibility to assure that NWIS and SOF events are not overlapping.

DLS Committee Representative - Liz Culyba
The Distinguished Lecture Series is sponsored by the graduate program to organize lectures at TSRI by well-known scientists. The representative from NWiS to DLS will coordinate jointly sponsored invitations and encourage the invitation of more women DLS lecturers.

Treasurer - Emily Plummer
The treasurer will be responsible for keeping track of group finances and assuring funds available for planned activities.

CURRENT SUBCOMMITTEES

1. Coffee/Wine Hour: Crystal Moran, Emily Plummer
2. Postdoc/Graduate Student Mentoring Lunch: Leah Shriver, Crystal Moran, Liz Culyba

3. Website Updates: Sophie Rozenzhak, Emily Plummer, Johanna Heideker

4. Networking with Local Women's Organizations: Johanna Heideker, Namandje Bumpus

5. Childcare Fair: Liz Culyba

I. NWIS MISSION

The goal of the Network for Women in Science at TSRI is to provide support, guidance, and opportunity for female scientists at Scripps; to create awareness of issues that affect scientific career development and success; to promote diversity at TSRI; and to make a positive difference in the culture of science for the benefit of the entire scientific community.

II. STRATEGY

To organize events that promote the goals in our Mission Statement.

To have a democratic process of decision-making.

To be positive and optimistic in our communications and actions.

III. MEMBERSHIP

The Network for Women in Science is open to any member of the Scripps community who would like to help promote the goals described in our mission statement.

IV. ORGANIZATIONAL STRUCTURE

A. ADVISORY COMMITTEE

1. Members (Officers): Chair, Vice Chair, Treasurer, Webmaster, Secretary, Publicity Officer, SOF Liaison and Distinguished Lectureship Selection Committee Representative

2. The Advisory Committee is expected to be present at general NWIS meetings, which are held once a month. The entire Scripps community is welcome to attend general NWIS meetings. Event-planning meetings will be held as needed.

3. All positions will be elected by the network for 1-year terms. Nominations will be garnered and elections will be held.
4.†† Positions of Vice Chair, Webmistress, Secretary, Publicity Officer, and Social Chair will be filled by one or two people that will share equally in the responsibility. †

5.†† Representative to the Distinguished Lectureship Selection Committee will be either elected or voluntary/appointment by the Chair or Vice-chair.† SOF Liaison will be selected by the SOF group.

6.†† Officers are expected to delegate their duties to other members of NWiS as needed or desired. The officer is then responsible for following up with the person to whom the task was delegated to make sure it was completed.†

7.†† In the event of a resignation, another election will be held to fill the position. The Chair and Vice chair will appoint an interim officer if needed.

8.†† The Chair will be elected from previous advisory committee members.†

B.††††† SUBCOMMITTEES†

1.†† Subcommittees will be formed on an as-needed basis for planning of specific events. Event subcommittees are responsible for designing flyers, submitting In Brief articles to TSRI News & Views, the NWiS webmistress and the publicity chair.†

2.†† Subcommittees chairs are filled voluntarily or by appointment by the Chair or Vice-chair. They are responsible for sending out subcommittee meeting reminders. They are expected to attend advisory committee meetings to report on progress and planning.†

3. Subcommittees members are expected to attend all relevant subcommittee meetings and to take an active role in accomplishing the task for which the committee was established.

C.††††† FACULTY ADVISORS TO NWiS†

Several TSRI faculty members will serve as advisors to the NWiS. They will be recruited informally by NWiS members. Faculty advisors are asked to attend some of our general membership meetings or subcommittee meetings and advise our members at their convenience on various issues. Members may seek their input as needed concerning event planning, choosing speakers, budgeting, and other issues.†

Previous faculty advisors included the following faculty. We are currently updating this list.

Jane Dyson Professor of Molecular Biology dyson@scripps.edu

Marty J. Fedor Associate Professor of Molecular Biology mfedor@scripps.edu
D. INSTITUTIONAL SUPPORT

1. Jan Hill, of the TSRI Employee and Graduate Student Counseling Center, has agreed to provide administrative and other guidance. She has done flyer printing and email announcements for us in the past.

2. The administrative assistant to the Dean of the Graduate Program will provide support for reimbursement of NWiS members for monies spent on NWiS events. Requests for reimbursement will include a request for payment form with attached receipt; this should be submitted to the Secretary.

V. EVENTS

1. The NWiS will organize four high-impact events per year. These events will be open to the entire Scripps community and any other interested people.

2. Every event will have a stated goal.

3. Every event will have a committee of responsible individuals who will organize and plan the event, in collaboration with the officers of the organization.

4. Every event will be publicized beforehand through flyers, TSRI News & Views, the NWiS website, our event email list, and a Scripps-wide email list.

5. Every event will have an article or notes written about it to be posted on the NWiS website and/or submitted to the TSRI News & Views.

VI. ELECTRONIC COMMUNICATION

A. EMAIL LISTS

1. Members
This email list is open to members of NWiS. It will communicate meeting times, calls for volunteers, invitations to participate in NWiS events, and information about career-
building seminars and other events of interest to NWiS members. This list will be maintained by the webmistress.

2. Events
This email list is for individuals outside the Scripps community who are interested in the events sponsored by NWiS. This list will be used for announcing events only. This list will be maintained by the webmistress.

3. Discussion
This email list has not yet been established, and may not be for some time. This list is for members who are interested in news and politics. Members are added to this list upon email request to the secretary. This list could communicate links to news articles, political websites, and other things pertaining to women in science and to feminism in general. In addition, discussion about events, news, and politics would be encouraged on this list. This list will be un-moderated. In the event that lack of moderation becomes a problem, the secretary will decide how to proceed.

4. Scripps-Wide Email Lists For Publicizing Events
NWiS will use one of the lists maintained by research computing to send out event announcements. In the past, we have used Seminars and FYI.

B. WEBSITE

The NWiS website will be used to communicate the goals listed in our Mission Statement, to publicize NWiS events and promote communication between NWiS members. The website will contain information relevant to NWiS events, information of interest to NWiS members and contact information. The NWiS website will allow people to subscribe to email lists and participate in discussion forums/bulletin boards. The discussion forums will allow NWiS members and other interested parties to address issues that concern the goals of the group. Participation in the discussion forum must meet the guidelines set forth by the webmistress and is at the sole discretion of the webmistress.

VII. MAINTAINING THE BYLAWS

1. The NWiS bylaws may be altered or updated by a majority vote of the advisory committee at any time. Advisory committee members are expected to seek and consider the opinions of NWiS members regarding changes in the bylaws before they become official.

2. Upon changing the bylaws, an updated version will be given by soft copy to all advisory committee members. The secretary is responsible for distributing updated versions.

3. The bylaws will be posted on the website.