WOMEN IN SCIENCE GIVING CIRCLE

BYLAWS

Approved January 15, 2014

1. MISSION/PURPOSE

The Women in Science Giving Circle (“The Circle”) acknowledges that diversity fosters innovation in STEMM (Science, Technology, Engineering, Mathematics and Medicine). To maximize STEMM talent at Wright State University and beyond, The Circle supports gender equity and provides funds to support the development of women in STEMM fields.

2. THE GOALS OF THE CIRCLE

(a) Support promotion to the next level for women faculty in STEMM

(b) Encourage women who are students and post-doctoral fellows in STEMM to pursue careers in STEMM

(c) Provide communication of the impact and accomplishments of The Circle

(d) Expand philanthropy and increased giving by faculty, staff, alumni and the community

(e) Raise awareness about STEMM gender disparity in our community

To support these goals, The Circle solicits funds from individuals as well as local, regional, national or international sources who support its philanthropic mission and, through their contributions, become participating members of The Circle.

The Circle intends to provide for its future by continually attracting new participating donors

3. SPONSOR

The Circle has established a donor-advised fund with the Wright State University Foundation, Inc.

4. NAME

The Women in Science Giving Circle is the official name of the organization.
5. **DONORS**

All people who wish to further the mission and goals of The Circle through financial support and participation may become donors, with annual donation categories delineated below.

**Section 5.1 Donor Categories**

- **University Level:** Donors who donate $10,000 or more
- **Professorate Level:** Donors who donate $5,000 - $9,999
- **Advocate Level:** Donors who donate $1,000 - $4,999
- **Catalyst Level:** Donors who donate $500 - $999
- **Associate Level:** Donors who donate $250-$499
- **Assistant Level:** Donors who donate $100-$249
- **Friend Level:** Donors who donate $1 - $99

**Section 5.2 Responsibilities of Donors**

(a) Encourage participation of individuals and organizations that support the mission and goals of The Circle

(b) Honor financial commitments made to The Circle’s donor-advised fund.

**Section 5.3 Benefits of Participation**

(a) Participation in an organization that invests in women in STEMM

(b) Helping to make strategic and informed decisions about The Circle’s philanthropy

(c) Invitation to The Circle’s Annual Meeting and other special programs

(d) Networking opportunities with people with shared values

(e) Eligibility for membership on the Advisory Board and standing committees of The Circle

(f) Yearly listing of contributors under each Donor category on The Circle sponsored flyers and Annual Reports. Corporate Donors may supply their company logo for the listing. In the first year of the Bylaws activation, the cumulative donation of each individual to The Circle for the past 5 years will be listed, but in subsequent Annual reports, the current annual donation will be listed.

(g) **Voting rights are given to** any donor contributing $100 or more in the current year.
6. GOVERNANCE

The Circle is governed by the Advisory Board, a group of no more than 21 members, selected from the Donors. The Advisory Board is responsible for yearly oversight of The Circle’s management and operations as enacted by the Executive Committee. The officers and committee chairpersons (the Executive Committee), selected from within the Advisory Board, shall be: Chair, Vice-Chair, Treasurer, Secretary, the Chairs of standing committees including Annual Meeting/Special Events Committee, Grants Committee, Donor Development/Nominating Committee, and Communications/Bylaws Committee.

Section 6.1. Officers

1. Chair
   - General supervision of the business of the organization
   - Chair of the Advisory Board meetings, Annual Meetings and Executive Committee meetings

2. Vice Chair
   - Assumption of the responsibilities of the Chair, as needed, when the Chair cannot be present.
   - Other duties assigned by the Chair

3. Treasurer
   - Yearly Financial Reporting
   - Preparing and presenting annual budget, with appropriate information from each committee

4. Secretary
   - Take minutes at meetings, query meeting attendees for corrections, post minutes for review and approval

Section 6.1.a Terms of Office

Officers will serve two-year staggered terms with a maximum of two consecutive terms.

Section 6.1.b Nomination, Election and Installation of Officers

Officers will be elected as needed by the Advisory Board and installed at the Annual Meeting in September.

Section 6.2 The Advisory Board

Members of the Advisory Board will be selected among the donors by the Donor Development Committee. The benefits of membership on the Advisory Board are:
(a) Supporting the mission and goals of The Circle through community connections, personal financial support and new donor development

(b) Attending the annual scheduled meeting of the Advisory Board and the Annual Meeting

(d) Developing and overseeing policies and programs that reflect the organization’s mission

(e) Overseeing the reporting the organization’s financial condition and accomplishments annually to the donors.

Section 6.2.a Meetings of the Advisory Board

An Annual Meeting of the Advisory Board shall be held at the end of the Spring Semester, where the Board will make suggestions about the directions taken in management and development of The Circle.

Members of the Advisor Board will also be invited to the Annual Meeting of The Circle held in September and any other Special Events sponsored by The Circle.

Section 6.2.b Terms of Service

The members of the Advisory Board will hold three-year terms, renewable for one additional three-year term, with a maximum of two three-year terms.

Members of the Advisory Board may be invited to resume their service after the expiration of their term of membership or their resignation, provided that 12 months have elapsed since they left service.

Section 6.3. Committees

Executive: The Executive Committee is made up of the officers and standing committee chairs. It is responsible for the overall functioning of The Circle, such as setting meeting dates, agendas and facilitating communication among committees. The Executive Committee will receive the recommendation of the Grants Committee for recipients of the The Circle’s grant and scholarships, and will finalize the awards list before the Advisory Board Meeting.

Grants: The function of the Grants Committee is to design and implement the grant making process. It determines eligibility criteria, the grant cycle, and grant evaluation. The Grants Committee will review grant proposals and recommend grant awards to the Advisory Board for approval.

Donor Development/Nominating: The Donor Development Committee is responsible for the recruitment and retention of donors and oversees administrative functions related to these donations, including database management. They will supply the yearly listing of donors for Circle Annual Reports and flyers. This Committee will also serve as the Nominating Committee, responsible for developing an annual slate of Officers and Members of the Advisory Board. In addition, it recommends candidates to the Executive Committee for vacancies occurring in the Advisory Board during the current year.
Annual Meeting/Special Events: This committee will oversee the organization of the Annual Meeting and any Special Events for The Circle, including arranging for the room(s) in which the meeting/events will be held and any food or drinks provided. The committee will ensure that invitations to the events are sent, RSVPs noted, and copies of Annual Reports or other Circle information is provided for attendants.

Communications/Bylaws: This committee is responsible for completion of The Circle Bylaws and subsequent modifications to the approved Bylaws. After Bylaws are completed, the Committee main purpose will be PR/Communications, responsible for both internal and external communications. This committee will develop communications about the accomplishments of The Circle to potential donors, in the Annual Report, and to those affected by supporting the development and success of women in STEMM.

Ad Hoc Committees. These will be appointed as needed to address issues as they arise.

Committee Composition:

- Minimum of 3 members
- Tenure of 1 year, effective beginning in September of each year.
- Leadership elected by committee members
- Members of Committees chosen from the Advisory Board and other donors.
- At least one member from the Advisory Board must be on each committee


There shall be an Annual Meeting in September that will be publicized. All donors will be invited to attend the Annual Meeting. Only those donors who contributed $100 or more in that year may vote on issues presented to the membership. Every donor will receive an Annual Report.

8. Deadlines for Grants and Scholarships

- December 1st: Announcement about Grants and Scholarships with application and deadline for filing made across the STEMM fields
- February 15: Deadline for Applications due into the COSM Dean’s Office
- March 15: Recommendations of the Grants Committee given to the Executive Committee for finalization.

April: Award Winners Announced