

Wildwood Institute for STEM Research and Development

Bylaws

Bylaw 1: Definition of the Institute

- The institute is an entity under the umbrella of Wildwood School.

Bylaw 2: Board Nominations

Board positions last one year. Board positions may only be held by Full Members. The Board at large engages in the nomination and replacement process for Board positions.

- Director of Board replacement process:
 - A prior member of the Board may be nominated for this position by any member of the Board including themselves. Once seconded by another member, the nominee is placed on a closed ballot.
 - The full Board anonymously votes on the Director replacement. In the absence of a majority, the top two vote-getters enter a runoff election. The nominee with a majority vote assumes the Director position.
 - The election occurs at a date prior to Wildwood summer break, specified at the discretion of the Board.
- Program Director replacement process:
 - Follows the same process as the Director replacement.
- Other Specified Board Positions
 - Other specified Board positions are assumed on a yearly basis. Board members may volunteer for these positions.

Bylaw 3: Board Roles

- Director
 - Responsible for leading the organization in terms of program strategy and implementation, including oversight of other board responsibilities
 - Works with the COO on external internships, on-site visits, and guest speakers (presenters)
 - Prior experience of one year required on the board
- Program Director
 - Steps in when Director is unavailable
 - Assists in program strategy implementation
- Treasurer
 - Responsible for overseeing annual report on financial condition
 - Budget development and implementation
 - Oversees funding requests

- Historian
 - Records minutes of the Board Meetings
 - Records minutes of the Annual Membership Meeting
 - Maintains WISRD files
- Dir. of Public Relations
 - Directs WISRD branding and messaging
 - Esp. in communicating WISRD message to Wildwood School
 - Responsible for planning and overseeing WISRD events
 - Fosters presence within community
 - Oversees:
 - Director of Web Communications
 - Responsible for overseeing
 - Social media
 - WISRD website
 - Manages team of designers for internal and external viewership
- Dir. of Communications
 - Responsible for overseeing:
 - Magazine
 - Research Journal
- Board Members (no specialized role by interest, skills, experience)
 - Assists wherever possible
 - New idea generation
 - Work on innovation ideas
- Non Voting Roles:
 - Chief Operations Officer (COO), an employee of Wildwood School, he/she maintains lab operations and serves as consultant for the Board and the various labs.
 - Principal Investigators

Bylaw 4: Institute Membership

- Full Members
 - Involved in research project with intended publication
- Affiliate Members
 - Not a participant of any individual lab or currently conducting research

Bylaw 5: Duties and Rights of Members

- Duty to participate in WISRD research and submit publications
- Duty to contribute to the Institute through self development

- Duty to maintain online blog/journal/updates
- Duty to support and promote WISRD activities
- Right to access WISRD materials, contacts, articles, and other resources
- Right to annual meeting of all members
- Right to attend annual report of the Institute activities of the year by the Director:
 - Plan for the coming year
 - Treasurer report of the financial condition of the Institute
 - Take notes of the current Annual meeting for presentation next year
- Right to attend and participate (Non-Voting) in any Board Meeting unless otherwise specified

Bylaw 6: Role of WISRD Visiting Scholars

- From time to time, visiting scholars may join the Institute to conduct research and/or provide expertise for various projects and labs. Visiting Scholars may be assigned by Wildwood School, appointed by the COO, or approved from a pool of applicants by the Board. Visiting Scholars are non-voting members of the Board.

Bylaw 7: Dissolution

- The Institute may be dissolved at the discretion of Wildwood School, or by a complete consensus of the Board.