

# **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
  - Prior experience of one year required on the board, either as a member or as an officer
- 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.