MCW SOCIETY OF TEACHING SCHOLARS
BY-LAWS

Article I: Name
The name of this organization shall be the MCW Society of Teaching Scholars hereafter called STS.

Article II: Mission Statement
• To recognize and advance excellence in education through leadership, innovation, and educational scholarship

Article III: Membership
Members are elected to the society in recognition for a body of work in education and with the expectation of service to the institution consistent with our mission statement.

1. Membership Categories
The STS will have two membership categories. The categories are outlined below with associated expectations, eligibility and rights
A. Active
   (1) Eligible: All STS members upon election to the society
   (2) Expectations: To maintain “active membership” status, members will be expected to serve/participate in STS no less than 8 hours/year (June 1 – May 30).
[Approved 10.4 2008]
Examples of service/participation include:
   a. Participation/leadership in STS administration and programmatic activities (e.g., planning committees, attendance as STS quarterly meetings)
   b. Attendance at STS events including
      (i) Annual Symposium (1/2 day)
      (ii) Programmatic activities (e.g. STS sponsored grand rounds/session with invited speaker)
   (3) Rights: Participate in:
      a. the election of new members,
      b. STS meetings,
      c. STS leadership roles,
      d. STS decisions requiring a vote
B. Associate
   (1) Eligible: All STS members who do not meet the criteria for “active” status.
   (2) Expectations: Participation in STS administration, programs and events as desired but not achieving levels required for active status.
   (3) Rights: Do not participate in:
      a. The election of new members,
      b. Society decisions requiring a vote.
   (4) All associate members can return to active status upon meeting the criteria in Section III.1.A. (2).

Article IV: Organizational Structure
The organizational structure of the STS will consist of:
1. STS Director
A. The Steering Committee will nominate the director and the secretary/treasurer from the active membership. [Amended 8.4.08]

B. The active members will elect the director for a 2-year term with a maximum of two consecutive terms.
   (1) A Director-elect will be elected at the mid-point of the director’s term to provide continuity and succession planning
      a. The director may run for a second term, resulting in the absence of a director elect.
      b. Convenes quarterly meeting of the society
      c. Convenes regular meetings of the Steering Committee (e.g., monthly)
      d. Appoints the chairs of the membership committee, programmatic committee and ad-hoc committee(s).

2. Steering Committee
   A. Composed of the STS Director, Director-elect, the immediate past Director, the Secretary/Treasurer as well as chairs/co-chairs of each of the programmatic working groups, the STS representative to Faculty Assembly and the Membership Committee Chair. [Amended 8.4.08]
   B. Responsibilities/Functions
      (1) Marketing and visibility of STS
      (2) Funding
         a. Advocate, secure and allocate funds from the Dean and other sources to carry forth STS mission. Administrative support for budgeting is provided by the Office of Educational Services.
      (3) Establishing criteria for STS projects consistent with mission (e.g., excellence in education through leadership, innovation, and educational scholarship)
      (4) Communication
         a. To membership via regular updates, face to face and electronic/written medium regarding STS activities, opportunities, and initiatives.
         b. To Faculty Council via STS Faculty Council representative
         c. To MCW at large
      (5) Organize elections annually for membership on standing committees and ad-hoc committees as needed.

3. Membership Committee
   A. Committee membership
      (1) Open to all active STS members.
      (2) Composed of 5 members; 4 plus the STS appointed chair
      (3) Three Members of the committee will be elected annually, prior to the Fall STS meeting with the 4th member appointed by the chair to insure broad-based representation of members.
   B. Responsibilities and Functions
      (1) Revise/update membership selection criteria and active membership status
         a. Review member activities to ascertain active status
         b. Notify members annually of their current membership status (active; associate) prior to the fall STS meeting.
      (2) Establish criteria for member selection and review
      (3) Administer nomination and member selection process
4. **Program Committees**
   A. Primary responsibility for the design, implementation, and evaluation of programmatic initiatives in educational leadership, innovation, and scholarship
   B. Committee membership is open to all STS members with no limit on members
      (1) Each program committee chair is appointed by the STS Director
         a. Provide updates/reports to the steering committee
         b. Actively participate in steering committee initiatives

5. **STS Representative to MCW Faculty Council**
   A. Elected bi-annually by the Steering Committee from the active membership with no term limits
   B. Advocate for STS and its educational mission and liaison between Faculty Council and STS Steering Committee and STS members

6. **STS Secretary/Treasurer [Amended 8.4.08]**
   A. The secretary/treasurer shall be elected by the active membership for a 2-year term with no term limits.
      (1) The secretary/treasurer is responsible for meeting minutes and for management of the STS accounts.
      (2) If the secretary/treasurer is unable to take minutes, the previous secretary/treasurer or previous STS Director shall take the minutes.

**Article V: Programmatic Initiatives**
The STS will advance excellence in education through a series of strategic/programmatic initiatives aligned with the three foci articulated in mission statement. Initiatives include, but are not limited to:

1. **Leadership**
   A. Advocate/secure corporate funding for education, educators and STS

2. **Innovation**
   A. Conduct a Innovations in Medical Education ½-day / 1-day session with abstracts, poster and platform presentations by MCW faculty/staff on educational innovations
   B. Host an Annual STS Symposium
   C. Organize Integrated Grand Rounds

3. **Educational Scholarship**
   A. Establish and conduct an advanced Faculty Development Program
      (1) For STS members
      (2) For MCW at large

**Article VI: By-Laws Adoption/Revisions**

1. **Initial Adoption of Bylaws**
   Bylaws were circulated to active STS members requesting approval within 2 weeks of circulation date. If more than 20% of responding members disapproved the proposal, the proposal will be tabled until the next quarterly meeting of the STS for full discussion and action.
   A. A quorum will consist of all active STS members who attend the quarterly meeting.
   B. If a simple majority of members approve the proposal, the proposal will become the by-laws.

2. **Amendments to the Bylaws**

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1 Bylaws were approved effective January 7, 2005.
A. Changes to the bylaws may be proposed by any STS member by submitting the proposed change in writing to the Steering Committee.

B. The Steering Committee may vote to reject the proposed changes or may vote to bring the suggested change to the STS.

C. If supported by the Steering Committee (per 2.B), the proposed bylaws changes will be circulated to active STS members, requesting a vote within 2 weeks of the circulation date.

D. The by-laws will be amended if two-thirds of those members who respond vote for the by-laws change.

E. If the bylaw change does not pass, any active STS member may request that the by-law change be discussed at the next STS quarterly meeting.
   (1) For discussion purposes, a quorum will consist of all STS members who attend the quarterly meeting.
   (2) If a simple majority of members present at the meeting vote to re-circulate the proposed change in by-laws (or an amended version), the proposal will be circulated (via email) to all active STS members for a vote following the process outlined in VI. 2.C