

## 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 at 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)
  - c. Academic activities including:
    - (i) Convocation and Commencement
    - (ii) Mentoring faculty
    - (iii) Assisting the Office for Educational Improvement to review teaching tapes and provide feedback
    - (iv) Planning or judging entries in Educational Innovations
- (3) Rights:
    - a. May participate in STS leadership roles,
    - b. May vote in the election of new members,
    - c. May vote in other STS decisions requiring a vote,

d. May attend STS meetings

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. Associates are not eligible to vote.
- (3) 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) Promote visibility of STS
  - (2) 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) Establish criteria for STS projects consistent with mission (e.g., excellence in education through leadership, innovation, and educational scholarship)
  - (4) Communicate
    - 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) The chair of the Membership Committee will recruit new members as needed and will ensure broad-based representation of members.
  - B. Responsibilities and Functions
    - (1) Revise/update membership selection criteria and active membership status
    - (2) Administer nomination and member selection process
    - (3) Make recommendations to the Steering Committee concerning changes to the appropriate number of new members to be elected annually
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 MCW funding for education, educators and STS
2. Innovation
  - A. Provide leadership for MCW's 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
3. Educational Scholarship
  - A. Establish and conduct an advanced Faculty Development Program
    - (1) For STS members
    - (2) For MCW at large

#### **Article VI: Bylaws Adoption/Revisions**

1. Initial Adoption of Bylaws

The original bylaws were circulated to active STS members and were approved January 7, 2005.

2. Amendments to the Bylaws

- 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 bylaws will be amended if two-thirds of those members who respond vote for the bylaws change.
- E. If the bylaw change does not pass, any active STS member may request that the bylaw 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 bylaws (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