Career Development for the Sciences

Article I

Name and Mission

Section 1 — Name
The name of this organization is Career Development for the Sciences (herein, CDS).

Section 2 — Mission
We are a student led group dedicated to providing training, support, and informational programming about career development for all trainees across all departments of the Division of Science at Brandeis University.

Article II

Membership

Section 1 — Steering Committee Membership
Each graduate program that is represented by the Office of Graduate Affairs in the Division of Science at Brandeis University will be allowed up to three representatives on the steering committee. Postdoctoral fellows will be allowed a total of two representatives. Lastly, there will be one Administrative Advisor from the Division of Science. The total number of members on the board will not exceed 18 members. If there are fewer than 18 members on the steering committee, Master's students will be allowed to join regardless of program limits.

Section 2 — Selection of Steering Committee Members
Steering committee members will be appointed by the Administrative Advisor and the Chair (defined in Article III). The members will be selected from volunteers from the graduate programs listed in Section 1, Article II.

Section 3 — Steering Committee Member Expectations
Members will be expected to attend all meetings within a semester. Additionally, each steering committee member is required to fulfill a subcommittee role defined below.

Section 4 — Attendance at CDS events
CDS programming events, such as seminars, workshops, etc., are open to the entire Brandeis student population including undergraduates, graduate students, and postdoctoral fellows from all departments within the University.
Section 5 — Diversity and Inclusion

The primary focus of diversity efforts within CDS are with academic discipline. CDS represents students from Biology (MCB, Neuro, BCBP), Chemistry and Physics. The data subgroup follows the attendance of the programming events, keeping records of class year and program. Cognizant that the students that we serve have a diversity of salient and invisible intersectional identities and lived experiences, we aim to reflect that diversity in our choice of speakers and within the peer groups. To respect the privacy of the students, the data subcommittee will not collect information on the identities of students attending.

Article III

Roles

Section 1 — Chair

The Chair will be responsible for ensuring the smooth operation of the entire CDS and strategically planning the organization’s direction. He/she will hold Executive Board meetings before CDS Steering Committee meetings and initiate meetings when a quorum is reached, as defined by the Chair. In addition, he/she will run the Steering Committee meetings. The Chair will work as a liaison between the members of the board, the Steering Committee, Brandeis community and the greater science community. The Chair is the only member with the power to call for a vote. He/she will also decide any ties that occur during voting at Steering Committee meetings. The Chair will also be responsible for filling committee roles with the help of the Administrative Advisor, and together the Chair and the Advisor can create and consolidate committee positions.

Section 2 — Co-Chair

The Co-Chair will be responsible for ensuring the smooth operation of the entire CDS in the event that the Chair is unavailable. The Co-Chair will fill in for the chair if the chair is unable to attend or carry out his/her duties. He/she will function as the liaison between the graduate students and the CDS to ensure that programming and workshops are meeting the needs of the population.

Section 3 — Executive Administrator

The Executive Administrator will be responsible for keeping records of all CDS activities. They will post meeting agendas and meeting notes that will be accessible to all CDS Steering Committee Members. They will be in charge of the Bylaws and responsible for bringing up any relevant change as needed. Lastly, the secretary will be in charge of internal notices and reminders to the Steering Committee (eg. meeting reminders).
Section 4 — Treasurer
The treasurer will be responsible for overseeing the management and reporting of the CDS finances. This may include working with the Administrative Advisor to solicit funds from contributing departments/entities within Brandeis, and reporting back to funding agencies to ensure funds are being spent appropriately. The treasurer will also act as the coordinator of the Fundraising Subcommittee, and will have all duties pertaining to management of the Fundraising Subcommittee, including securing additional funding to support activities outside of the normal costs determined within the budget.

Section 5 — Administrative Advisor
The CDS Advisor will provide administrative support and service to the students on the CDS Committee. Administrative support may include promoting the mission of the group to higher administration and faculty, facilitating meetings, coordinating events, administering the budget, and applying for outside funding support. The Advisor will advise the Executive Board on University policies and procedures when needed. The Advisor will assist during transitions in Executive leadership, and will help students to develop a sustainable and uninterrupted structure. As a member of the DivSci Graduate Student Affairs Office, the Advisor will ensure that students on the CDS Committee are serving the needs of the entire DivSci graduate student population. Finally, the Advisor will ensure that the academic responsibilities of the students on the CDS committee are being met.

Section 6 — Term Limits of Roles
Each role will serve one academic year (August to August). Chair and Co-Chair will be term limited to only one year of service in that position. The Treasurer and Executive Administrator will be limited to two years.

Section 7 — Elections
Elections will be held every August to fill Executive positions in the steering committee. Nominations for Executive positions will come from the steering committee and subsequently voted on as defined below. In the case of the Chair resigning from their position mid-year the Co-Chair will assume responsibilities of the Chair and a new Co-Chair will be elected. Total terms on the Executive Board will not be more than 3 years.

Secretary and Treasurer positions are term limited for two years. After their first year they will be asked if they wish to continue to serve for a second year. If they wish to continue they will be given the role for a second term.

If any of the Executive roles need to be filled an election will be held. The Steering Committee will be notified of openings on the executive board and will be given the choice to nominate themselves or another individual on the steering committee. In the case of nomination of an individual, the Administrative Advisor will ask if the individual is willing to serve in an executive role. An electronic ballot will be used and administered by the outgoing Chair and Administrative Advisor.
Section 8 — Terminating Roles

Term limits and service duration for Executive Board members are detailed in Article III Section 7. Subcommittee members do not have term limits. If a subcommittee member elects to voluntarily step down from his or her position, he or she will notify the Chair and the Advisor in writing (electronic or other) one week prior to relinquishing the position.

In order to remove an Executive Board member from their role, the Steering Committee must vote in favor of removal by a 2/3 majority following a minimum of two weeks notification. The vote must be conducted during a Steering Committee meeting. Steering committee members can be removed by agreement between the Advisor and Chair.

Article IV
Subcommittees

Section 1 — Events Coordination

The Events Coordination Subcommittee will be responsible for coordinating all necessary aspects of all CDS events. The Subcommittee will work with all other relevant subcommittees to ensure that the all CDS events are run smoothly. Specific responsibilities include, but are not limited to: (1) Work with the Fundraising subcommittee to secure additional funding/event sponsorship when needed; (2) work with Administrative Advisor to book rooms, purchase food, beverages, and gifts; (3) ensure point person has been selected for each event and support the point person in their role; (4) work with the Marketing and Communications subcommittee to inform DivSci student and postdoc trainees of upcoming events; (5) ensure set-up and clean-up each CDS event; (6) monitor the event and provide any last minute help to the point person; (7) ensure that attendance at each event has been recorded by Data Analysis Subcommittee and subsequently analyzed; and (8) send out follow up surveys regarding the event to the DivSci trainee population

Section 2 — Marketing and Communications

Marketing and Communications Subcommittee will work jointly to create and post all fliers for any programming along with increasing awareness of the CDS and promoting CDS and CDS affiliated events. Their roles include but are not limited to event photography, generating content for social media, updating social media accounts and the CDS website, and generating advertisements for CDS events.

Section 3 — Fundraising

The Fundraising Subcommittee will track all incoming money from outside sources. They are also responsible for seeking sponsors for events and insuring donations to the CDS are received and processed.
Section 4 — Data Analysis

The Data Analysis Subcommittee will be responsible for collecting and visualizing all attendance and survey information collected from trainees attending CDS events. They will analyze event demographics to determine participation trends and other useful metrics. They will report their finding to the Steering Committee and suggest ways to increase attendance from underrepresented groups and programs represented by the CDS.

Section 5 — Peer Mentor Groups

The Peer Mentor Groups Subcommittee will be responsible for facilitating and overseeing self-run peer mentoring groups. These peer mentoring groups will serve as a support system for students and post-dots to successfully transition to their desired careers. The responsibilities include: (1) the creation of groups; (2) regular check-ins with the individual group facilitators and subsequent support actions; and (3) moderating any potential conflicts that arise within the groups. This subcommittee will act as a link between the peer groups and the CDS, reporting all feedback from peer mentor groups to the CDS and disseminating information from the CDS to the peer groups. Membership in a peer-group is confidential to the CDS, and records of membership will be maintained in the CDS google drive.

Article V

Steering Committee Responsibilities

Section 1 — Programming

The CDS Steering Committee will be responsible for hosting programming approximately once a month. The programming will involve hosting seminars and workshops addressing various careers open to all trainees at Brandeis University. These seminars will aim to educate trainees about different career opportunities and how to pursue and obtain a position following their experience at Brandeis. The CDS will facilitate smaller networking opportunities with each speaker when possible. The CDS will also facilitate skill workshops focusing on improving specific skills to help trainees prepare for entering the job market.

Section 2 — Peer Mentor Groups

The goal of the Peer Mentor Groups (PMGs) is to serve as a support system for students and post-dots to successfully transition to their desired careers. The CDS will provide the backbone to a network of PMGs. This will be led by the Peer Mentor Group Coordination Subcommittee. Defining and populating each group will be based upon the career goals of the individuals participating in the PMGs. The Peer Mentor Groups Subcommittee will be responsible for assigning people to the groups and managing any conflicts that arise in the groups. The Subcommittee has the ability to create and terminate specific PMGs, and to redistribute members between groups.
Article VI

Meetings

Section 1 — Meeting Requirements
Meetings will be held no more than every two weeks. All meetings will be kept to one hour. Additional time can be created for special circumstances to cover additional topics at the discretion of the Chair and Advisor.

Section 2 — Meeting Planning
Meetings will be planned with the help of the Executive Administrator. An agenda will be published before the meeting time and sent out to all members in advance. This agenda is subject to change due to last minute changes. An updated agenda will be present at the meeting. Each item on the agenda will be assigned a certain amount of time deemed necessary for discussion. If a meeting runs late, any unfinished business will be brought up at the beginning of the following meeting. This can be waived if it is decided other business is more important for the time.

Article VI

Amendments to the Bylaws

Section 1 — Ratifying Amendments
Any amendments to the Bylaws will require passing with two-thirds of the Steering Committee quorum approving.

These Bylaws were ratified by the CDS Steering Committee March 28, 2017.