

## **CROW INSTITUTE BYLAWS**

### **ARTICLE I-NAME AND MISION**

The organization shall be known as the J. F. Crow Institute for the Study of Evolution or just the Crow Institute. It is a community of UW-Madison faculty, staff, and students, committed to furthering evolution research, education, and outreach at UW-Madison.

### **ARTICLE II-GOVERNANCE**

- 2.1 Day-to-day operations of the Crow Institute will be overseen by the Evolution Coordinating Committee (ECC)
- 2.2 Finances and the appointment of continuing members of the Crow Institute will be overseen by the Crow Institute Executive Committee (CIEC)
- 2.3 The ECC and CIEC will be chaired by the Crow Institute director
- 2.4 The Crow Institute Director will be nominated by the ECC, but appointed by the CALS Dean, in consultation with the Deans of the supporting colleges and the Chair of Genetics.

### **ARTICLE III-MEMBERSHIP IN CROW INSTITUTE**

- 3.1 All UW-Madison faculty, staff, graduate or undergraduate students are eligible to become members of the Crow Institute
- 3.2 Membership may be either “continuing” or “rolling”
- 3.3 Rolling membership is annual and is granted automatically for all eligible individuals who request such membership by an email or another means to the administrator of the Crow Institute;
- 3.4 Rolling membership may be renewed indefinitely;
- 3.5 Continuing membership is granted at the discretion of the executive committee to faculty or academic staff with permanent/rolling horizon appointments who are conducting research, education, and/or outreach activities that are aligned with the mission of the Crow Institute.
- 3.6 Continuing membership does not require annual renewal, but it will expire automatically on departure from UW, and can be rescinded at any time by the executive committee if the member’s research, education, or outreach ceases to align with the mission of the Crow Institute.

### **ARTICLE IV-MEMBERSHIP OF THE EVOLUTION COORDINATING COMMITTEE (ECC)**

- 4.1 ECC shall serve as the administrative body of the Crow Institute
- 4.2 ECC shall be composed of up to 10 faculty members and up to 8 students and postdocs, as elected by members of the Crow Institute
- 4.3 The Crow Institute Director, the director of CORE, and the Crow Institute Administrator shall automatically serve as members of ECC;
- 4.4 Any member of the Crow Institute is eligible to be nominated by another member as a potential ECC member;
- 4.5 The elected term of members of the ECC will normally be for three years;
- 4.6 ECC members duly nominated and elected may continue to serve as members of the ECC without limit of term;
- 4.7 All members of the Crow Institute have equal voting rights.

4.8 Elections will be held annually in the fall with new members beginning their terms in January.

#### **ARTICLE V-MEMBERSHIP OF THE CROW INSTITUTE EXECUTIVE COMMITTEE (CIEC)**

5.1 CIEC shall serve as the executive authority of the Crow Institute

5.2 CIEC shall be composed of all continuing members of the Crow Institute who also serve on the ECC. Additionally, the Chair of Genetics (or a nominee) and the Deans of the Supporting Colleges (or their nominees) will be members of CIEC, *ex officio*.

#### **ARTICLE VI - DUTIES**

6.1 The ECC shall:

- meet regularly during the school year to discuss actions to be taken in furthering the mission of the Crow Institute
- oversee ongoing activities, such as the evolution.wisc.edu Web site
- oversee the nomination and election process for future membership of the ECC
- discuss and approve nominations of the chairs of standing committees
- nominate an individual to serve as the Crow Institute Director

6.2 The CIEC shall:

- meet at least once per semester
- oversee financial and budgetary decisions
- decide on applications for continuing membership

6.3 The Crow Institute Director will

- preside over meetings of ECC and CIEC
- represent the Crow Institute in meetings with deans and other individuals
- appoint the evolution administrator
- provide a brief annual report to the dean of CALS
- provide an annual report to the Crow Institute membership of the status of the institute at an annual general meeting

6.4 The evolution administrator shall

- Attend ECC meetings, *ex officio*, and standing committees, as requested by the chairs
- Circulate minutes of the ECC meeting minutes
- Oversee the day-to-day operations of the initiative, including maintaining the Web site and the listserv
- Work with the Crow Institute Director and CIEC to oversee financial resources.

6.5 Standing Committee Chairs shall

- Populate their committees so as to be representative of the evolution community to include members within and without ECC
- organize and preside over the meetings;
- report back to ECC regarding committee work.

#### **ARTICLE VII-STANDING COMMITTEES**

The standing committees shall be

7.1 Evolution Curriculum Committee

7.2 Evolution Seminar Series Committee

7.3 Outreach and Darwin Day Committee

## **ARTICLE VIII-AMENDMENTS TO BYLAWS**

8.1 Amendments to the Bylaws can be offered before the ECC;

8.2 If the ECC does not contest the amendment, then it will be sent to the community for a vote;

8.3 If ECC does contest the amendment, then it will be discussed for no more than 2 meetings, after which it will be sent for a vote;

8.4 Votes for changes to the bylaws require a 2/3 majority of the voting members