

By-Laws of the International Rusty Blackbird Working Group

Last Revised: 11/18/2013 (KH)

These by-laws establish three general areas of membership and involvement within the working group: General Membership, Steering Committee, and Executive Committee.

1. General Membership

Membership to the working group is open. Any individual with an interest in Rusty Blackbirds is welcome to join by expressing interest to a member of the Steering Committee. The only requirement is that each prospective member complete and submit a directory questionnaire which includes contact information, professional affiliations and specific disciplinary interests. A directory of all member information will remain posted on the working group website to promote coordination and interaction among members. The directory will respect the interests of any member who wishes their contact information to remain private. Members will be added to the working group listserv, and can voluntarily engage in any activities of the working group as they choose.

2. Steering Committee

a. Purpose and Duties

- i. Establishing the priorities, direction, and work activities of the working group.
- ii. Providing leadership and oversight to working group efforts.
- iii. Promoting the working group and its efforts among individuals, partners and institutions having complementary interests and/or collaborative potential, and to popular outlets more generally.
- iv. Identifying and responding to funding opportunities to support the priorities of the working group.
- v. Regularly communicating updates, progress and accomplishments to the broader working group membership (e.g. via the group listserv), and stimulating general interest and engagement among the working group in opportunities to participate and collaborate in Rusty Blackbird work.
- vi. Ensuring updating and maintenance of the working group website.
- vii. Participating in regularly scheduled conference calls, meetings, and projects that constitute the work of the Steering Committee.

- viii. Identifying and establishing ad hoc or standing committees to focus on particular needs or upcoming working group events. Each established committee shall include at least one Steering Committee member.
- ix. Planning and organizing semi-annual (e.g. 2-3 year intervals) working group meetings and workshops.

b. Composition and Administration

- i. The Steering Committee shall comprise at least 7 and no more than 11 individuals who will commit themselves and budget time for involvement in the committee.
- ii. The Steering Committee will be headed by an Executive Committee (see 3).
- iii. Each member shall serve at least 2 years.
- iv. At 2-year intervals, or opportunistically as appropriate, the Steering Committee will determine opportunities for available committee seats. Opportunities will be announced to the working group, and volunteers will be sought to fill these seats. An election may be held if the number of volunteers exceeds the number of available seats. This election will involve the steering committee and will be decided by simple majority.
- v. The extant Steering Committee will confirm new committee members and verify that appropriate composition and size will be maintained. No more than 4 Steering Committee members shall be replaced at any one time.
- vi. Steering Committee decisions will be approached by seeking general consensus, or where necessary, by voting, with a simple majority determining the outcome (but see 2 b vii). Decisions and votes should involve a quorum comprising no less than 51% of the Steering Committee membership.
- vii. Amendments to by-laws shall be proposed and voted on by Steering Committee members, with at least 2/3 of all Steering Committee members voting in favor for the proposed amendments to be adopted.
- viii. One Steering Committee member shall be designated as Webmaster, with lead responsibilities for at least 1 year in coordinating on and ensuring and up-to-date and engaging online presence.
- ix. Steering Committee members who cannot fulfill their obligations may be asked to step down or seek suitable replacement.

3. Executive Committee

a. Purpose & Duties

- i. Coordinating Steering Committee activities, to involve identifying and delegating tasks.
- ii. Ensuring accountability and timeliness in completion of Steering Committee action items.
- iii. Calling meetings and conference calls.
- iv. Representing the working group and Steering Committee to outside partners and the public.
- v. Maintain accurate meeting and call notes and ensure basic communication with the Steering Committee and working group at large.

b. Composition and Administration

- i. The Executive Committee shall comprise a Chair, Co-chair, and Secretary.
- ii. Executive Committee positions shall be decided by Steering Committee vote, with simple majority determining the outcome.
- iii. As with the Steering Committee, each Executive Committee member shall serve at least 2 years.