I. Mission Statement
A Community for Minorities in STEM (CMiS) at the University of Oregon focuses on fostering a supportive and inclusive community for ethnoracial, other underrepresented minority students, and their allies across the STEM fields. This mission is accomplished through a three-pronged approach: (1) recruitment of students and faculty, (2) retention of community members, and (3) the facilitation of professional development opportunities. In addition, we encourage our members to participate in community outreach efforts within the greater Eugene and Oregon communities. CMiS is open to all community members and invites all who encourage and support the advancement of our organizational goals to participate. CMiS is supported by the Phil and Penny Knight Campus for Accelerating Scientific Impact.

II. Membership
a. Eligibility & Responsibilities
   i. Members must pay annual dues
      1. Students/Postdocs/Staff - $5
      2. Faculty/Professional - $25
   ii. Dues can be paid at any time to the Treasurer
   iii. Any member who volunteers for an outreach event involving minors must have a background check done as per University of Oregon policy

b. Privileges
   i. Members are entitled to vote in annual elections
   ii. Members are entitled to all services of the organization including awards and special programs
   iii. Members are eligible to hold executive board positions

III. Executive Board
a. Elections
   i. Elections for Executive Board positions will be held in the last week of May prior to dead week
   ii. Candidates can be nominated by others or self-nominated
   iii. Nominees will be contacted to confirm acceptance of nomination prior to their name being placed on the ballot
   iv. Each member is allowed one vote per position

b. General Duties
   i. Attend quarterly Executive Board meetings
   ii. Revise organizational bylaws once a year prior to elections
   iii. Review 5-year plans once a year prior to beginning of fall term
   iv. Keep electronic documents on Google Drive associated with CMiS account
   v. Provide a review containing proposed changes to respective Executive Board position prior to annual bylaws revisions
vi. Subcommittees can be formed during the planning and execution of CMiS events
vii. Follow up with invited speakers and/or faculty members to maintain good working relationships

c. Positions & Responsibilities
   i. President
      1. Oversee CMiS
      2. Conduct quarterly Executive Board meetings
      3. Oversee annual Executive Board nominations and elections
      4. Organize biannual application solicitation for travel awards
      5. Coordinate with Communications Chair and Vice President to advertise and reach a broad audience to solicit applications
      6. Oversee Travel Awards committee
         a. In the event the President is unable to serve on the conference awards committee, a nominated or self-nominated member of the Executive Board may serve as chair of this committee
      7. Work with Treasurer and Vice President to secure funding
      8. Work with departmental and administrative liaisons to address potential concerns
      9. Maintain and foster relationships with faculty and staff members in the Division of Equity and Inclusion (DEI), the Center on Diversity and Community (CoDaC), and the Phil and Penny Knight Campus for Accelerating Scientific Impact
     10. President must have served on the CMiS Board in another position before being elected.

   ii. Vice President
      1. Manage membership and contact information
      2. Manage and organize contents of CMiS Google Drive
      3. Reserve spaces for meetings and events
      4. Maintain the CMiS email account
      5. Distribute advertisements for organizational events
      6. Work with Treasurer and President on funding
      7. Maintain executive board position guides on CMiS Google Drive
      8. Vice President must have served on the CMiS Board in another position before being elected.

   iii. Treasurer and Travel Awards Coordinator
      1. Hold yearly meeting with President, Vice President, and Faculty Advisor to review and propose budget for funding including conference awards
      2. Manage and process reimbursements (including travel awards)
      3. Manage and document membership dues
      4. Manage accounts and billing indices
      5. Maintain and manage financial reports and associated paperwork
      6. Maintain digital copies of financial records on CMiS Google Drive
      7. Communicate with award applicants and recipients
      8. Keep track of awardees’ compliance with travel awards policy (including submission of photos/summaries in addition to reimbursements)
      9. Organize travel award data to build a knowledge base for reference moving forward (number of applicants, which conferences people are attending, which departments apply, etc.)
10. This position requires strong organizational skills and timely communication. Time commitments will be heightened during travel award application cycles and following CMiS events, as the coordinator helps facilitate reimbursements.

iv. Seminar Chair
1. Plan a minimum of two speakers from either academia or industry per calendar year
2. Lead the organization of CMiS-hosted and/or sponsored seminars
3. The Seminar Chair has a low average time commitment with the majority of responsibilities arising for specific events.

v. Social & Community Chair
1. Plan (at least) one social event per quarter
2. Organize themed-monthly lunches
3. The Social & Community Chair will spend most of their time writing blurbs, making fliers for monthly lunches, and ensuring the event information is disseminated. Larger social events will increase the time commitment as they arise.

vi. Communications Chair
1. Maintain CMiS social media on Facebook and Twitter
   a. This includes engaging with other groups and organizations via social media (e.g. sharing posts from other student organizations) at least once a week
2. Manage website and keep organizational information up to date
3. Maintain and regularly update CMiS Google Calendar with upcoming events
4. The Communications Chair’s time commitment on the board is low but consistent, with the goal of maintaining a constant presence on social media.

vii. Department Liaisons
1. Encouraged to attend executive board meetings (not required)
2. Communicate and coordinate activities between CMiS and your department (when necessary)
   a. Ensure formal communication from CMiS is being distributed to your department’s graduate student population (i.e. establish a point person in department administration)
   b. Promote informal communication within the graduate student community in your department about CMiS-related events
3. Act as a representative for your department
   a. Propose seminars/workshops/activities that will build a stronger relationship between your department and the CMiS community

IV. Travel Awards
   a. Application Process
      i. Awards will be offered biannually (in the fall and spring terms)
      ii. Applications will be available throughout the year
      iii. The Review Committee will review applications during the second or third week of the fall and spring terms. If application is submitted after the review committee meets, application will be reviewed at the next cycle.
      iv. Members are encouraged to apply for funding prior to incurring expenses. Priority will be given to applicants who have not yet completed the professional development opportunity.
v. Application materials required:
   1. Google Form available on the CMiS website
   2. \leq 500-word personal statement (submitted through the Google Form) that addresses the following:
      a. Reason and/or motivation for attending the professional development opportunity
      b. Benefit of attending the professional development opportunity for both the applicant and the advancement of the mission of CMiS
      c. Specify how applicant meets the specific criteria outlined for the award in question (see below)
      d. Any other relevant information for the review committee to consider

vi. Applications materials must be submitted through the Google Form posted on the CMiS website under the “Funding Opportunities” tab

vii. Applicants may only apply for one of the two Travel Awards each cycle

b. Selection Criteria
   i. To be eligible for CMiS Travel Awards, applicants must:
      1. Be a current CMiS member in good standing (having paid the annual membership dues of $5)
      2. Submit all application materials prior to the application deadline
      3. Preference will be given to those who have not received a CMiS Travel Award previously

   ii. Travel awards offered:
      1. CMiS Excellence in Research Travel Award prioritizes applicants:
         a. Of traditionally underrepresented ethno-racial and/or cultural minorities (including students of low income/socioeconomic backgrounds)
         b. Presenting their research at academic conferences
         c. Who can speak to how their experiences engaging with or being part of an underrepresented minority group have influenced their academic path

      2. CMiS Community Engagement Travel Award prioritizes applicants:
         a. Attending conferences with an emphasis on diversity and inclusion (e.g. SACNAS)
         b. Presenting their research at academic conferences
         c. Demonstrating strong leadership and dedication to community engagement

c. Review Process
   i. A new committee will be formed for each application cycle
   ii. Committee will consist of two CMiS board members and one UO faculty member
      1. Committee members cannot apply for an award during their tenure
      2. Faculty members cannot serve on the committee if their student(s) is applying for an award
   iii. At the beginning of each application cycle, the Treasurer will inform the committee of the funding available prior to meeting
   iv. The Vice President will compile and anonymize applications (name, financial need) before distributing to the committee
   v. The committee will review applications anonymously to increase objectivity in the process
vi. If the committee is undecided between two or more applicants, financial need will be considered

d. Award Policy
   i. All applicants must fill out a waiver if funds will be used for travel
   ii. CMiS will only cover costs up to the amount awarded
   iii. Award will be given in the form of a reimbursement for travel/registration fees
      1. If students are unable to cover initial costs, they can contact the Treasurer to discuss having CMiS cover for costs upfront
   iv. If recipient is presenting their work, acknowledgement of CMiS funds must be shown
   v. Following the conference, recipients are required to submit a short paragraph outlining their experience to share on the CMiS website (submit within 1 week of return)
   vi. Recipients are encouraged to share photos from the conference with CMiS to post on the website and social media
   vii. Reimbursements must be submitted within 60 days of the end of conference date, or funds will be no longer be available to award recipient

V. Peer Recruitment in Science and Mathematics (PRISM) Program
   a. Eligibility
      i. Must be a current CMiS member in good standing
      ii. Must be in good academic standing
      iii. Must have a publication, manuscript in submission, or presented research a conference prior to applying
      iv. Must have support of their research advisor and department head
      v. Preference will be given to applicants whose alma mater directly serves or is in proximity to schools which serve underrepresented populations
   b. Responsibilities
      i. Chosen Graduate Student Ambassadors will prepare a 40-min research presentation with a 15-min recruitment portion
      ii. Prior to the trip, ambassadors must plan to present a minimum of two practice talks with the members of the Executive Board
      iii. Serve on mentoring committee for future PRISM ambassadors

VI. Donations
   a. All donations to CMiS should go through the University of Oregon Foundation
   b. All requests for money from CMiS should follow the protocol below
      i. Discretionary funds (5% of total budget) will be set aside for potential donations from CMiS to outside groups
      ii. Individuals or groups requesting discretionary funds must submit a formal written request including how they align with our mission statement, and how they would use the money

VII. Sponsorships or Endorsement
   a. CMiS is not a political organization
   b. If an outside organization requests the public support of CMiS, we will do so only under the following circumstances:
      i. The group requesting support must be clearly and fully aligned with the CMiS mission statement
ii. In ambiguous situations, support would be granted only if there were a two-thirds majority vote by the Executive Board.

iii. In the event of non-agreement within the Executive Board, the vote for support may be opened to members; in which case, a two-thirds majority vote of members would grant support.