

Women in Science (WINS) Constitution

ARTICLE I NAME AND PURPOSE

Section 1 Name

The name of this organization established by this constitution shall be Women in Science at University of Massachusetts Boston, but may be also referred to as Women in Science or abbreviated as WINS. Within this document, WINS is often referred to as “the organization”.

Section 2 Purpose

The purpose of this organization shall be:

- a. To unite women working in, studying and interested in science-related disciplines.
- b. To provide a social platform for women in these fields.
- c. To provide women with important skills and resources necessary to succeed in science-related areas.
- d. To foster awareness and understanding of women’s issues in science-related fields both in the academic and industrial worlds.

Section 3 Affiliations

This organization is not affiliated with any local, state, or national group.

ARTICLE II MEMBERSHIP

Section 1 Non-discrimination Statement

Membership in this organization shall be without regard to race, color, religion, creed, sexual orientation, national origin, handicap, age, marital status, veteran status, political belief, or affiliation, or membership or non-membership in any organization.

Section 2 Requirements for Membership

- a. A voting member shall be concerned and interested in women’s issues in science-related fields.
- b. Members may be proposed by any other association member. Such a proposal must be accompanied with a completed application for membership.
- c. She is willing to sign a statement indicating an agreement to abide by the provisions of the constitution and bylaws of the organization.

- d. Voting members shall consist of all members who are UMB students.
- e. Non-student members are not allowed to vote on any matters regarding the organization body.
- f. Each regular member is expected to serve the organization on request from the executive committee.

Section 3 Removal of Members

- a. Grounds for removal of members include:
 - Violation of University Policy.
 - Attempt to harm/hurt the organization in any sense.
- b. A member may be removed by the following process:
 - A petition submitted to the President. Such a petition must contain the signatures of at least a simple majority of the members. When such a petition is received, the President shall call a meeting of the organization to decide upon removal.
 - The grounds for removal and defense are to be presented at a regular or special meeting of the organization by the president.
 - The member in question shall be provided an opportunity to present a defense either in person or in writing.
 - A majority vote of members present shall decide on removal with voting not to occur sooner than 14 days after the presentation of grounds and defense have been made. There must be a quorum for the vote of removal.

Section 4 Appeal of Removal of Members

- a. Members may appeal their removal by requesting the President to call a special meeting of the organization. The President shall notify all members of the meeting, which is not to occur sooner than 14 days or later than four weeks after the appeal is received.
- b. The decision to uphold the appeal shall require a majority vote of the members present at the special meeting.

ARTICLE III OFFICERS

Section 1 Elected Officers

The following executive members shall be elected by the majority of the membership: the President, Treasurer, and Social Director.

Section 2 Qualifications for Holding Office

In order to be eligible to hold an office in the organization, the following qualifications must be met:

- a. The candidate must be a student member of the organization.

- b. The candidate must have held membership in the organization for at least three months.

Section 3 Elections

- a. The officers of the organization shall be elected for a term of 1 year.
- b. There will be no restrictions placed on the number of offices a person may hold.
- c. Elections will be held in May of each year.
- d. Election to office will be by a simple majority of the members present.

Section 4 Duties of the Officers

- a. The President shall be responsible for executing both external and internal affairs, scheduling of the activities and functions of the organization, coordination between the officers, the Graduate Student Assembly and the organization, and other organizations. She shall run the organization on a function-to-function basis. She shall appoint special committees as deemed necessary.
In case of emergency, she may call a special meeting of her executive committees to settle problems. The President shall also activate/renew WINS at the beginning of each semester at the Graduate Student Assembly.
- b. The Vice President shall assist the president in the performance of all his/her duties and preside over meetings and activities in the absence of the President. The Vice President will assume the presidency of the WINS if the president resigns or is impeached. The Vice President will remain President until the beginning of a new semester when he/she shall supervise new elections for the presidency of the WINS. The Vice President shall organize and chair cabinet meetings of the WINS executive. The Vice President will serve as Liaison between the WINS and other student's organizations.
- c. The Treasurer shall be responsible for managing the finances of the WINS. The Treasurer shall share signatory power over all WINS financial matters with the President of the WINS. The Treasurer, in collaboration with the executives of the WINS, shall be responsible for preparing the annual budget of the WINS, and for submitting the budget to the UMB Student Government, and appropriate committees. The Treasurer of the WINS shall work with the Vice President, Secretary and Public Relations Officer to organize fundraisers for the WINS if need be. The Treasurer shall give financial insights during the decision making process of the organization. She shall keep all financial records of the organization, submit financial reports to the members, prepare all budget requests for funds, billings, and submit financial records for an annual audit to the Graduate Student Assembly at the end of the Spring Semester.
- d. The secretary shall take minutes of each meeting and be responsible for the deliverance of official messages to members. The Secretary shall prepare and distribute flyers with the Social Director/Coordinator for events organized by WINS. The secretary will be responsible for reserving rooms and ordering refreshments for WINS meetings and events. She shall be responsible for all the secretarial works of the organization.

- e. The Social Director/Coordinator shall be responsible for organizing activities and functions of the organization. She shall maintain a good relationship between the organization and the UMB students as well as the community at large. She shall be in charge of communications with other organizations and informing the general public about the organization and activities. She shall prepare and distribute flyers with the Secretary for events organized by WINS.
- f. Management by objective and teamwork is the key managerial policies of the organization. Coordination between the officers is a 'must' in running the organization effectively.

Section 5 Removal of Officers

- a. Grounds for removal of an officer include:
 - Violation of University Policy.
 - Failures to perform the duties of the office are set forth in the constitution, and bylaws of the organization.
 - Attempt to harm/hurt the organization in any sense.
- b. An officer may be removed by the following process:
 - A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of 2/3 of the members of the organization. When such a petition is received, the officer should call a meeting of the organization to decide upon removal.
 - The grounds for removal are to be presented at a meeting of the organization by another officer.
 - The officer in question shall be provided an opportunity to present a defense either in person or in writing. A 2/3 majority vote of the members present, or, simple majority vote of the entire membership (whichever is greater), is necessary to remove the officer in question. There must be a quorum for the vote of removal. Voting or removal shall not occur sooner than 7 days after the presentation of grounds and defense have been made.

Section 6 Appeal of Removal of Officer

- a. An officer may appeal her removal within 14 days of the vote for removal by requesting a special meeting of the organization. The President shall notify all members of this meeting which is not to occur sooner than 7 days or later than four weeks after the appeal is received.
- b. The decision to uphold the appeal shall require a 2/3 majority vote of the members present at the special meeting.

Section 7 Changes in Officers

All changes in officers or mailing addresses shall be submitted to the Graduate Student Assembly within two weeks of such a change.

ARTICLE IV ADVISOR

Section 1 Advisor selection

- a. The advisor to this organization must be a member of the UMB faculty or staff.
- b. The organization advisor shall be elected by a simple majority vote each year at the time of regular organization elections.

Section 2 Role of the Advisor

- a. The Advisor must co-sign all financial transactions of the organization.
- b. The Advisor shall assist the officers and the members in accomplishing the purpose of the organization.
- c. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

ARTICLE V MEETING

Section 1 Meetings

Business meetings of the organization shall be called by the President at least once a semester during the academic year.

Section 2 Special Meetings

- a. Special meeting may be called by the President upon 14 days notice to the members.
- b. The President shall call a special meeting when requested by 1/2 of the voting membership.

Section 3 Quorum

A quorum at business meetings shall consist of 1/2 of the voting membership.

Section 4 Parliamentary Authority

The Parliamentary Authority for the organization shall be Robert's Rule of Order, Newly Revised.

ARTICLE VI FINANCIAL STRUCTURE

Section 1 University Account

- a. All funds must be deposited and maintained in a University of Massachusetts Boston account.

- b. The financial records/ledger must be submitted for an annual audit to the Graduate Student Assembly at the end of each spring semester.
- c. The President and the Treasurer shall be authorized to sign all vouchers dealing with organization funds.
- d. The Advisor of the organization must co-sign all financial transactions of the organization.

ARTICLE VII EXECUTIVE COMMITTEE STRUCTURE

Section 1 Responsibility

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

Section 2 Membership

The President, Vice President, Treasurer, Social Director/Coordinator and Secretary shall constitute the executive committee.

Section 3 Meetings

The Executive Committee shall meet monthly to organize and plan future activities.

Section 4 Quorum

A quorum of this committee shall consist of three members.

ARTICLE VIII BY-LAWS

Section 1 Provision for Bylaws

- a. The organization may approve bylaws for the specific operation of the organization.
- b. No bylaw shall be adopted that is contrary to the provisions of this constitution.

Section 2 Vote Requested

- a. The organization may adopt, amend, or rescind any bylaw by a simple majority vote of the membership.
- b. Proposed bylaws may be voted upon at the same meeting at which they are proposed.

ARTICLE IX AMENDMENTS

Section 1 Ratification

Ratification of an amendment to this constitution shall require a 2/3 vote of the members present at a regular scheduled business meeting or special meeting of the organization. A proposed amendment may be voted upon at the same meeting at which it is proposed.

Section 2 Approval by Student Policy Committee

All amendments to this constitution shall be approved by the Graduate Student Assembly before take effect.