

WOMEN IN STEM CONSTITUTION

Article I: Name

The name of this organization is the Women in STEM at the University of Texas at San Antonio.

Article II: Purpose

This organization is committed to establishing an environment of motivation and mutual support among collegiate women pursuing their undergraduate degree in any of the STEM-related fields by providing networking, service and leadership opportunities for our members.

Article III: Membership

- A. Membership in the organization shall be open to those enrolled at the University of Texas at San Antonio who have declared a major that falls within the STEM disciplines.
- B. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, veteran status, or disability.
- C. To be a member in good standing, one must attend three of the six General Meetings, three "Social" events per semester, volunteer at three Women in STEM and/or UTSA sponsored events, and participate in two fundraising events.
- D. Members in good standing are eligible to apply to be in Advocacy Groups. Advocacy Groups can be established on a semester basis in order to allow the organization to address the membership and the community's needs at the time.

Article IV: Meetings

- A. General meetings shall be scheduled bi-weekly during the academic year. Executive Board and Events Meetings shall also be scheduled bi-weekly during the academic year.
- B. Additional special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 48 hours' notice prior to the meeting time.
- C. Meetings shall be governed by Roberts Rules of Order.
- D. All members of the Executive Board are required to attend 80% of all events put on by the organization per semester throughout the duration of their term. Absences due to class or emergencies will not count against this rule.
- E. 50% + 1 of active membership shall constitute a quorum. Simple majority of the active membership is needed to pass any motion, not an amendment to the Constitution of Bylaws.

Article V: Finances

- A. Membership dues shall be \$20 per semester. No late fees will be charged if paid past the deadline.
- B. Should the Women in STEM close, the assets of the organization will be given to the College of Sciences at UTSA.
- C. Dues are expected to be paid by the third general meeting of every semester. Members who have not paid their dues by the due date shall still have the opportunity to pay the dues, and shall not lose any membership privileges.

Article VI: Governance

The organization and all its members agree to abide by University policies and all federal, state, and local laws.

Article VII: Amendments

This constitution and its bylaws can be amended by a majority vote of the Executive Board.

Article VIII: Officers

- A. The officers of this organization shall be:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Events Coordinator
 - 6. Director of Public Relations (also referred to as "Social Media Coordinator")
- B. The collection of these officers shall be known as the Executive Board.
- C. Election of officers shall occur every year in the month of April.
- D. No member may hold more than one office.
- E. Those seeking a position must plan on being a student during the entire term of office.
- F. Those seeking a position must be in good standing with the University, must maintain an overall GPA of 2.75, and must be a degree-seeking student majoring in a STEM-related field.
- G. Graduate students may apply for officer positions but must have a minimum overall GPA of 3.0.
- H. Should a position become vacant during the year, the following process will be followed:
 - 1. Notice will be given to the membership that there is an open position, and the Executive Board will decide when the election will be held.

Section 1: Executive Board Duties

- A. The entire Executive Board duties and power of control:
 - 1. The Executive Board can set procedures for the organization that do not infringe upon the rights of the members.
 - 2. At Executive Board meetings, a quorum of 4/6 is necessary to conduct business.
- B. Applications for all positions will be released to all members of the organization. All members will be given adequate time to submit applications. Applications submitted past the set deadline will not be considered. Application responses will be anonymized by the President and distributed to all members of the Executive Board. The Executive Board will then vote for the new officers.
- C. Officers shall assume office immediately following the end of the voting period and shall serve until either graduation, or voluntary/involuntary resignation.
- D. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by the expedited application process explained previously.
- E. The President shall serve as the chief executive officer of the organization, shall oversee the Executive Board, run General and Executive Board Meetings and shall act as the liaison between Advocacy Groups and the Leadership Board. Additionally, the President shall oversee Banquet preparation, if the Executive Board votes to hold one that year.
- F. The Vice President shall assist other officers when needed, handle interpersonal and external relations (Interpersonal: bonding efforts among members and Leadership. Must organize an annual Leadership development event. External: Connecting with organizations with similar missions and outreach to youth). Additionally, the Vice President shall be in charge of awards and Peer Mentor Program pairing each semester.
- G. The Treasurer shall collect dues each semester via Venmo, Paypal, CashApp and cash, handle reimbursements, organize fundraisers, and create budgets. The Treasurer of the organization shall create monthly budgets before the start of each month and update financial records as purchases are made.
- H. The Secretary shall take minutes at all general meetings of the organization, keep these on file, and distribute copies to all organization members. The Secretary acts as liaison between members and officers (via email), controls Google Drive access for members and manages membership (monitor attendance + points, making sure members get membership perks once dues have been paid). Additionally, the Secretary shall take minutes at all Executive Board meetings, keep these on file, and distribute copies to all members of the Leadership Board.
- I. The Events Coordinator shall act as the liaison between the events committee and the Executive Board. They shall oversee the Events Committee by delegating, assigning, and following up on tasks for events as needed within the committee. The Events Coordinator shall continuously work alongside the Director of Public Relations to promote all Society events.

- J. The Director of Public Relations (“Social Media Coordinator”) shall oversee the Public Relations Committee and manage all social media pages. Additionally, the Director of Public Relations shall work to promote the organization in general by organizing walk arounds, making flyers, finding advertising opportunities, etc. The Director of Public Relations shall continuously work alongside the Events Coordinator to promote all Society events.
- K. Members of the Leadership Board will be required to resign from their positions if they fail to fulfill their duties three times during their one year term. This will be referred to as the “3 Strikes Rule.” Strike-worthy incidences include but are not limited to:
 - 1. Failure to accomplish a task by its deadline
 - 2. Failure to fulfill any of the position’s duties
 - 3. Absent for more than 20% of events per semester
 - 4. Not attending a required meeting with no excusable reason
 - 5. Inappropriate conduct during any organization event or meeting

Section 2: Committees

- A. The committees of this organization are the Events Committee and the Public Relations Committee. The members of these committees may either be elected in by a majority vote of the membership or appointed by the Executive Board.
- B. The Events Committee shall consist of three members: A Supplies Coordinator, a Communication Coordinator, and a Scheduling Coordinator.
 - 1. The Supplies Coordinator shall create lists of necessary supplies needed for events and is to ensure that all supplies are purchased and brought to each event. If crafting is required for the event, the Supplies Coordinator is to work with other Events Committee members and/or member volunteers to ensure that crafts are made beforehand and brought to the event.
 - 2. The Communication Coordinator shall communicate with event facilitators via email (invite them to participate in the event, remind them of the event 1 week before, write thank you notes to give to them after the event).
 - 3. The Scheduling Coordinator shall schedule all events (dates and times) and work with the President to reserve spaces for scheduled events. If setup and/or cleanup is required for an event, the Scheduling Coordinator is to work with the Supplies Coordinator, other Events Committee members and/or member volunteers to create a schedule for setup/cleanup and ensure people will be there to do the work needed.
- C. The Public Relations Committee shall consist of two members. Both members will be Bloggers for the chapter website and will assist the Director of Public Relations with promotion efforts.

Created: September 21, 2019

Updated: May 4, 2023