

# THE BYLAWS OF THE BIN LU WOMEN IN COMPUTER SCIENCE CLUB OF WEST CHESTER UNIVERSITY

## Article I: NAME

### Section A:

The name of this organization shall be Bin Lu Women in Computer Science Club.

## Article II: PURPOSE

### Section A:

The purpose of this organization is to close the gender gap in the computer science field. Computer Science majors and Computer Science minors are free to join this club to show support for women in the computer science field. We encourage women to pursue a computer science degree by giving them a support system and social circle during their time here at West Chester University. To attend events and to apply for grants and scholarships that are available to women in computer science. The club focuses on academic, professional, and social progression for women in computer science.

## Article III: MEMBERSHIP

### Section A:

Any female West Chester University student may become a member of The Bin Lu Women in Computer Science Club provided that they have paid in full their Student Activities Fee.

### Section B:

Active members in good standing shall be defined as: any member that has at least a 2.0 GPA and has attended at least 3 meetings per each academic semester (3 effective Spring 2017). These individuals will be voting members, eligible to be nominated and run for office, and able to use funds that are granted to the club through the Student Government Association and outside grants. Members will adhere to membership requirements and sign an acknowledgement of these requirements within ten days of becoming a member of the Bin Lu Women in Computer Science Club, a record of this agreement is to be maintained by the executive board. Members will act in accordance with **Roberts Rules of Order** and the **Student Code of Conduct**. This includes but is not limited to the stipulations that: 1. Everyone has the right to participate, 2. Only one thing can be discussed at a time, and 3. Everyone has the right to know what's going on.

Section C:

Allies in good standing shall be defined as: any member that has at least a 2.0 GPA and has attended at least 3 meetings per each academic semester. These individuals will be eligible to vote. These individuals will not be eligible to be nominated and run for office. Their eligibility to participate in the use of grants or attending events will be determined by the specifications of the grant or event. They will be notified of their eligibility before the club applies for the grant or plans the event.

Section D:

If an individual serves as an executive board member of the Computer Science Club, she will not be eligible to run for an executive board position for the Bin Lu Women in Computer Science Club.

Article IV: OFFICERS AND DUTIES OF OFFICERS

Section A:

The Executive officers of Bin Lu Women in Computer Science Club shall be

- President
- Vice-President
- Treasurer
- Secretary

Section B:

The duties of the President shall be:

- i. To chair all meetings.
- ii. To be a non-voting member; will vote only in the case of a tie.
- iii. To be a prime representative of the club. Will be focused on the growth of the club in all areas but especially academic, professional, and social.
- iv. To encourage and proactively recruit club members.
- v. To attend, or delegate attendance to, all required WCU Council of Organizations meetings.

Section C:

The duties of the Vice-President shall be:

- ii. To preside over meetings in the absence of the President.
- iii. Will be a voting member of the Bin Lu Women in Computer Science Club.
- iv. Will focus on the growth of the club in all areas but especially

- academic, social, and professional.
- v. Will lead in the process of amending by-laws.

#### Section D:

The duties of the Treasurer shall be:

- i. To manage the monies of the Bin Lu Women in Computer Science Club. To create an overall budget in the beginning of each semester and to create the budget for individual events, including funds allotted to individual members (e.g. travel accommodations for conference).
- ii. To attend the annual SGA budgeting seminar meeting, held in the Fall of each year.
- iii. To be a voting member of Bin Lu Women in Computer Science Club.
- iv. To preside over meetings in the absence of the President and Vice President.
- v. To develop new ideas for fundraisers for Bin Lu Women in Computer Science Club.
- vi. To apply for grants to pay for events. Will confirm that the members using these funds are members in good standing.

Note: If a member is not in good standing and would like to attend an event, they will pay in full any expenses and will not be considered in the budget for that event.

#### Section E:

The duties of the Secretary shall be:

- i. To take and report all minutes from the Bin Lu Women in Computer Science Club meetings. The minutes will be published on Google Drive in a timely manner.
- ii. To be a voting member of the Bin Lu Women in Computer Science Club.
- iii. To maintain current and past membership
- iv. To preside over meetings in the absence of the President, Vice President and Treasurer.
- v. To serve as a liaison between the club and the alumni.

#### Section F:

- i. All officers will have a minimum cumulative GPA of 2.25 at the time of election and through their term of office. Any nominations made for someone who does not meet this requirement will not be honored. For an executive board position, if the officer's GPA drops below 2.25 for their second semester in the position they will be impeached without a trial and an election will be held according to Article V Section E.

- ii. Officers are able to run again for the same position but re-election is not Guaranteed.
- iii. All officers will be considered in good standing with the Office of Student Conduct.
- vi. The Office of Student Leadership and Involvement is responsible for maintaining records for these requirements.

## Article V: ELECTIONS

### Section A:

- i. The election process for the executive board will take place in March.

### Section B:

- i. Any member in good standing as defined in Article III, Section B, may be nominated for office. Nominations must be made by members that are in good standing.

### Section C:

- i. There will be a minimum of two weeks between nominations and election of officers.

### Section D:

- i. Voting will be done by secret ballot. Ballots will be counted by an uninvolved third party such as the advisor or the president, since they cannot vote.

### Section E:

- i. Vacancies will be filled by current members of the Bin Lu Women in Computer Science Club. Nominations will be made at the next regular meeting, or at an emergency meeting; the general election process outlined in these bylaws will be followed.

### Section F:

- i. Terms of office will begin at the conclusion of the election and will continue until the conclusion of the next election

## Article VI: OFFICER AND MEMBER ACCOUNTABILITY

#### Section A: Maintaining Membership

- i. Any member or officer who is not in good standing or fails to meet the responsibilities of their office may be subject to removal.
- ii. Any member/officer subject to removal will receive notice of the allegations in a timely manner, communication from the Executive Board and/or Advisor, and will have the opportunity to be heard. Final removal decisions are not subject to appeal, as each student will have been afforded adequate due process.
- iii. All members are encouraged to respect the privacy of any member/officer who is engaged in a Member Accountability process.

#### Section B:

- i. Any member in good standing of the Bin Lu Women in Computer Science Club may file written impeachment charges and submit them to the group's faculty advisor.
- ii. The faculty advisor will form an Ad Hoc Committee and select a chairperson for that committee.
- iii. The Committee will convene within 7 days of the receipt of the charges; any member of the Committee under impeachment charges will be excluded from this meeting.
- iv. The Committee will revise the charges and give recommendations in writing to the accusers as to the validity of the charges within 7 days of convening to consider the charges.
- v. After receiving these recommendations from the Ad Hoc Committee it is the option of the accusers to proceed with or to drop the charges. Within 7 days of receiving the recommendations of the Ad Hoc Committee, the accusers will state their intentions in a letter to the Ad Hoc Committee.
- vi. The accused will be given a minimum of 48 hours notice, in writing, of the charges and when the impeachment proceedings will take place.
  - a. A special meeting will be called to have the impeachment trial.
- vii. Neither the accusers, nor the accused will preside at the trial; subject to that provision the following will be the rank for determining who will preside:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
- viii. The agenda for trial proceedings will be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Presentation of charges by the accusers; the accusers will appoint a spokesperson who will be permitted a maximum of 5 minutes speaking time to make the charges.
  - d. The accused will be permitted a maximum of 5 minutes speaking time to answer the charges.

- e. The floor will then be open for questions and debate.
- f. At the conclusion of debate, a vote will be taken by secret ballot with two-thirds (2/3) of the members present voting in the affirmative necessary for removal.

Section C: Impeachment of Officers - the process of the removal an officer shall proceed as follows:

- i. Any member in good standing of the Bin Lu Women in Computer Science Club may file written impeachment allegations and submit them to the group's advisor.
- ii. The advisor will form an Ad Hoc committee and select a chairperson for the Ad Hoc committee.
  - a. The Ad Hoc committee is responsible for reviewing allegations, hosting due process meetings and making recommendations to the Advisor in the form of a report containing facts found by the committee, and a final recommendation.
- iii. The committee will convene within (7) days of the receipt of the allegations. At the discretion of the committee, the Complainant (individual reporting the allegations) may attend a portion of the meeting to explain the allegations but will not be present during deliberation.
- iv. The committee will review and assess the allegations and provide recommendations to the Advisor for review and consideration.
- v. In the event that there are no grounds to proceed, the Complainant(s) will receive written notification from the Advisor.
- vi. In the event that there are grounds to proceed, the Respondent will receive written notice of the allegations within 7 days of the Ad Hoc Committee's review which will include the date, time and location of the impeachment proceeding.
  - a. A special meeting will be scheduled for the impeachment proceeding.
  - b. A quorum must be present for the impeachment proceeding.
- vii. Neither the Complainant(s), nor the Respondent will preside at the hearing. Subject to that provision the following will be the rank for determining who will preside:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
- viii. The agenda for the hearing proceedings will be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Presentation of allegations by the Complainant(s): the Complainant(s) will appoint a spokesperson who will be permitted a maximum of (15) minutes speaking time to articulate the allegations.
  - d. The Respondent will be permitted a maximum of (15) minutes speaking time to respond to the allegations.
  - e. The floor will then be open for questions and discussion.

- f. At the conclusion of discussion, a vote will be taken by secret ballot, with 2/3 of the members present voting in the affirmative necessary for removal.
- ix. In the event that an officer is removed, the officer may still be permitted to remain a member of the organization provided the officer has not been processed through the Member Accountability process as outlined in Section D.
- x. Outcome of this process will be communicated in writing with the Office of Student Leadership and Involvement.

#### Section D: Member Accountability Process

- i. Any member may be referred to the Executive Board in response to failure to comply with minimum membership expectations.
- ii. A member may be removed for the following reason:
  - a. Non-adherence to Minimum Membership requirements as defined in Article III.

#### Section E: Member Removal process is as follows:

- i. Any member in good standing of the Bin Lu Women in Computer Science Club may submit a written report regarding a member's non-adherence to Minimum Membership requirements as defined in Article III to the Advisor.
- ii. *Upon receipt of the allegations, the Advisor will send a written request to the member in question via email to schedule a meeting with the Advisor to discuss the reported allegations.*
- iii. *The purpose of the meeting is to review the allegations and if appropriate, establish an action plan to address the reported allegations.*
- iv. *The Advisor will provide a written summary of the meeting via email to the member outlining an action plan including a timeline, if applicable.*
- v. *In the event that the member does not complete the action plan requested by the designated deadline, communication from the Advisor to the President will be provided regarding initiation of the formal removal process.*
- vi. Once a formal request for the removal of the member has been communicated, the President will call and hold a mandatory meeting within five (5) business days with the Executive Board, the Advisor and the member in question.
- vii. The member must be *notified* of the meeting at least 3 business days in advance, will be scheduled when the member in question does not have class.
  - a. If the President is the student in question, the Vice-President will assume the role of convening the executive board meeting and carrying out the duties in this section.
- viii. At the meeting the Executive Board will discuss the allegations with the member. If the member does not appear or chooses to not participate in the meeting, the officers will be allowed to take action at the scheduled meeting.

- ix. A 2/3 affirmative vote is required to remove the member from the organization.
- x. The member will be *notified* in writing of the outcome upon conclusion of the meeting.
- xi. The outcome of the proceeding will be communicated in writing with the Office of Student Leadership and Involvement.
- xii. Appeals

Section F: The process defined in Article VI: OFFICER AND MEMBER ACCOUNTABILITY may not be used for any violations of University policy. Allegations of violations of University policy should be discussed and reviewed with the Advisor. Violations must be reported to the proper University channels as defined in Article X.

- i. Once reported, these processes are confidential.
  - a. The organization and its members will not be privy to any investigation process or final conclusions.
- ii. Membership removal may be recommended by the investigatory office following a meeting with the member to review any relevant documentation.
- iii. If membership removal is not recommended, an action plan will be created for each individual student that has gone through the member accountability process.
  - a. This action plan will be created in collaboration with the President and Faculty/Staff Advisor, and student in question.
  - b. This action plan will include measurable outcomes related to the stated behavior in question.
  - c. The President and Faculty/Staff Advisor are responsible for ensuring that this action plan takes place within the provided timeframe.

## Article VII: MEETINGS

### Section A:

- i. Meetings will be held biweekly (effective Spring 2017).

### Section B:

- i. Quorum will be defined as 50% + 1 member for official business to take place.

## Article IX: AMENDMENTS

### Section A:

- i. These bylaws may be amended as necessary by a 2/3 majority vote of members in good standing, attending the meeting where amendments shall take place.
- ii. Any bylaw proposals or future amendments must also be approved by:



- i. The Bin Lu Women in Computer Science club faculty advisor
- ii. The Computer Science department chairperson
- iii. The Student Government Association

Section: B:

- i. The process of amending these bylaws shall be as follows:
  - i. Amendments to these bylaws will be suggested by the officers of the Bin Lu Women in Computer Science Club.
  - ii. Amendments will be presented at the next The Women in Computer Science Club meeting. At this time, discussion will take place.
  - iii. The language for amendment will be tabled for no less than one week.
  - iv. After that period of no less than one week, a vote by secret ballot will take place.

Article X: ANTI-DISCRIMINATION STATEMENT

Section A:

West Chester University and the Bin Lu Women in Computer Science Club are committed to providing leadership in extending equal opportunities to all individuals and prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision making regarding admissions, employment, or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

Section B: Any violations of the above must be reported via the following channels for member accountability:

- i. Office of Diversity, Equity and Inclusion Reporting Forms:
  - Sexual Misconduct
  - Discrimination and Harassment

Section C. Any violations of the Student Code of Conduct need to be reported via the Office of Student Conduct reporting form.

Article XI: PURCHASES

Section A:

Purchases used with the Bin Lu Women in Computer Science club's budget can only be made if they are approved by:

- i. A simple majority of all officers
- ii. A simple majority of all members in attendance during the voting of the purchase request
- iii. The Bin Lu Women in Computer Science club faculty advisor

Section B:

All purchase requests must be signed by:

- i. At least two current club members but preferably the President and Treasurer
- ii. The Bin Lu Women in Computer Science club faculty advisor

Written by: Renee Williams 2/10/16

Revised:

River Gennaria 01/26/2025

Jessica Arriaga 4/17/24

Mahrukh Siddiqui, 2/10/16

Renee Williams, 2/18/16

Renee Williams, 3/8/16

Carla Tamburro 11/10/16

Brittney Walsh-Piwowarski 09/21/17