

CONSTITUTION OF

Women in Technology

October 13, 2019

Preamble

The Women in Technology group aims to empower and support women in fields including, but not limited to: Science, Technology, Engineering, and Mathematics (STEM).

ARTICLE I

Name

This organization should be known as Women in Technology, and will be further referred to as WiT.

ARTICLE II

Membership

Section A. Membership

Membership shall be open to all students and faculty interested in encouraging and supporting the advancement of women in STEM fields.

General members may gain "Active Member" status by attending weekly meetings and attending at least one WiT-approved volunteer event per semester.

Section B. Membership Qualification

Membership in WiT shall not be denied because of age, color, disability, gender, familial status, height, marital status, national origin,

political persuasion, race, religion, sexual orientation, veteran status or weight.

Membership is not limited to only women; men and non-binary individuals are encouraged to join.

Section C. Selection of Members

New members are able to join WiT at any given point in the semester.

There will be no vote to approve new members.

Section D. Voting Privileges

All members, general and active, are granted voting privileges in elections for Executive Board and any other matter being voted on.

Section E. Termination of Membership

To voluntarily terminate membership, a member may stop attending meetings. After missing 3 meetings in a row, the membership will be classified as terminated.

A member may be nominated for termination if their conduct is deemed inappropriate. Upon nomination, the Executive Board will have 14 days to hold a vote, in which a two-thirds majority is required to terminate a membership.

**ARTICLE III
Officers**

Section A. Elected Officers

President:

Shall call and preside over regular and special meetings

Shall facilitate elections brought forward by any officer

Shall be the tie-breaking vote, when necessary

Shall be the primary contact for WiT

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Vice President:

Shall assist the President in any requested duties

Shall facilitate elections brought forward by the President

Shall assume the duties and responsibilities of the President in the case of an absence

May establish or remove any committee deemed necessary or unnecessary

Shall oversee committee chairpersons

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Treasurer:

Shall maintain the organization's bank account

Shall keep a detailed log of funds and expenditures

Shall coordinate efforts for fundraising

May bring financial issues to a vote

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Secretary:

Shall keep attendance, minutes, and points for all organizational meetings

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Event Coordinator:

Shall coordinate with the Treasurer to ensure good financial decision making

Shall coordinate with the President to book space required for events

Shall organize and facilitate events for students and faculty in STEM

Shall organize and facilitate events for students and faculty, regardless of major

Shall present proposed events during regular meetings with voting to follow

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Social Media Coordinator:

Shall use WiT branding for social media pages

Shall use WiT branding for creation of advertising material

Shall submit advertising material to the President for approval

Shall distribute and place advertising material after approval

Shall make frequent posts to social media advertising weekly meetings

Shall make posts to social media advertising special events, as needed

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Student Government Association Representative:

Shall attend and represent WiT at the weekly SGA meeting

Shall advocate at the weekly SGA meeting for WiT

Shall report back to a general meeting with updates

Shall seek feedback from members to bring to SGA meetings

Shall represent WiT fairly in interactions with the campus community

Shall attend regular and Executive Board meetings

Section B. Standing Committees

Committees shall be created and dissolved by the Vice President at any time.

The Vice President shall appoint a chairperson for each committee.

Section C. Qualifications for Holding Office

One must be an active member to hold office.

All active members that are on academic, social, or disciplinary probation are prohibited from holding any office – elected or appointed.

Section D. Selection of Officers

Elections for the following fall semester shall take place between the 10th and 14th week of each Spring semester.

Ruling of votes shall be based on the majority rules.

Officers shall assume office at the beginning of the fall semester.

Officers shall serve for one term and are able to be re-elected.

There is no term limit.

Section E. Filling Vacancies

In the event of a vacancy in the role of President, the Vice President shall assume the role of Acting President until an election can be held.

All other vacancies shall be filled by an election at the next earliest meeting.

Section F. Recall of Officers

Conditions for Removal: The Officer in question has failed to perform duties, has become an inactive member, or has excessive absences.

Impeachment shall be determined upon a vote of active members.

A call for impeachment must be seconded before any debating or voting may occur.

Any member may call for impeachment.

ARTICLE IV

Advisors

Section A. Selection of Advisor

Advisors shall be requested by a majority vote of the executive board.

In the event of a long-term absence, a new advisor shall be temporarily installed by majority vote of the executive board, for the duration of the absence.

ARTICLE V

Meetings

Section A. Frequency of Regular Meetings

Meetings will be held once a week.

Section B. Special Meetings

Meetings shall be called by the President.

May be called for any reason the President deems necessary.

Members shall be notified of special meetings via email.

ARTICLE VI

Treasury

Section A. Duties and Assessments

Dues will not be collected.

There will be no special entrance assessments.

Section B. Budget Planning

The budget shall be created within the first month of the semester.

Any Executive Board member may allocate funds, however there must be a two-thirds agreement before any funds may be spent.

Section C. Banking

Off-Campus banking arrangements shall be through Independent Bank.

If University Funding is accepted, the allocator shall adhere to the SBAC guidelines.

Section D. Disposition of Funds in the Event of Inactivation

All proceeds go to Michigan Council of Women in Technology Foundation.

**ARTICLE VII
Amendments**

Section A. Amendments

Any member, at any regular meeting, may propose a written amendment, final action on which will be delayed until the next regular meeting.

An affirmative vote of two-thirds of the active membership shall be required for adoption of an amendment.