**The Constitution of Wildcat Women in Computer Science**

**PREAMBLE**

We exist to provide a community for anyone that supports the full engagement of women in all aspects of computer science and other technology-related fields. We encourage a supportive environment where women can be recognized in the male-dominated field.

**ARTICLE I– NAME**

Section 1: The name of this organization shall be Wildcat Women in Computer Science, hereafter referred to as WWiCS.

Section 2: The officers of WWiCS shall make up the Executive Board of WWiCS, hereafter referred to as the “Board.”

**ARTICLE II– PURPOSE**

Section 1:  The purpose of this organization shall be to improve the learning and working environments of women in computing.

Section 2:  The purpose of the Board shall be to organize and lead bi-weekly meetings and build a connection with external resources for the group.

**ARTICLE III– MEMBERSHIP**

Section 1: The general body of this organization must be comprised mostly of UNH students.  The specific requirements of membership are attendance to any of the meetings.

Section 2: The specific process for becoming a member of WWiCS is attending any of the meetings and enrolling in our mailing list.

Section 3: The privileges and responsibilities of membership are the privilege to vote at meetings, attend field trips, propose ideas to improve the organization and the responsibility to attend meetings.

Section 4: Any member may be removed from their position by 100% vote of the Board due to failure to attend any meetings during the academic school year. Any member removed from the organization may appeal to the general membership.  If their appeal is approved by 50% vote of the membership, said member shall be considered reinstated.

Section 5:  Membership rules of WWiCS shall not be contrary to the University of New Hampshire nondiscrimination policy as outlined in the *Students’ Rights, Rules, and Responsibilities.*

**ARTICLE IV– OFFICERS**

Section 1:  The WWiCS shall have a Chair and Vice Chair. These officers shall comprise the Board and must be listed as officers on the organization’s Wildcat Link page.

Section 2:  All officers must be members of WWiCS and support the mission of the organization as outlined in the preamble or this constitution.

Section 3:  All officers must be undergraduate or graduate students at UNH.

Section 4:  The term of office shall be a full year, starting from the fall semester.

Section 5:  Election of officers shall be held annually during the spring semester.

Section 6:  The officers shall be elected by a plurality of the votes cast at an annual election meeting or via electronic voting and serve for a minimum of one year.

Section 7:  A week notice will be given before the election meeting.

Section 8:  The current Char and Vice Chair shall nominate individuals and members are able to nominate themselves.

Section 9:  Any officer may be removed from their position by a 100% vote of the Board. Any officer may be removed if they fail to attend all the meetings during the academic year. Any officer removed from office may appeal to the general membership.  If their appeal is approved by 80% vote of the membership, said officer shall be considered reinstated.

Section 10: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

**ARTICLE V– DUTIES OF OFFICERS**

Section 1:  Chair

1. The president shall be the chief executive officer.

2. The president shall appoint all committee chairpersons.

3. The president, with approval of the Board, directs the budget.

4. Vacancies in offices will be filled by appointment of the president with approval of the general membership.

Section 2:  Vice Chair

1. The vice president shall be the parliamentarian for the organization.

2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.

3. The vice president will keep and have current copies of the Constitution and bylaws and will also be charged with ensuring that the copies of these documents on the WWiCS’s Wildcat Link page are also current.

4. The vice president will be responsible for scheduling programs.

**ARTICLE VI– COMMITTEES**

Section 1:  The Standing committees of this organization shall be programming committee, social media and community outreach committee, and academic committee.

Section 2:  The duties of each of these standing committees shall be:

1. Programming Committee
   1. Assisting Chair and Vice Chair in coming up with programming ideas for each meeting
   2. Assisting with gathering materials and resources needed to run the meeting
   3. Ensuring all material cost falls within the budget
2. Social Media and Community Outreach Committee
   1. Using various social media platforms to expand social outreach and awareness of the group
   2. Communicating with other UNH recognized student organizations to collaborate and work together on events and meetings
3. Academic Committee
   1. Providing assistance and resources to members to help them achieve academic success

Section 3:  How will committee members be selected and removed

1. The committee members will be selected through nomination, either by others or self, and a majority vote.
2. The committee members will be removed through recommendation of their fellow committee members and majority vote

Section 4:  Additional committees may be formed and dissolved by the organization by majority of the members recommendation to form or dissolve a committee with a vote of two-thirds because it is a small organization that may not have the members needed to sustain committees.

**ARTICLE VII– MEETINGS**

Section 1:Parliamentary procedure

1.  *Robert’s Rules of Order Newly Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the Constitution.

2.  The rules may be suspended by two-thirds vote of the present membership.

Section 2:Meetings

1.  At least seven days of notice shall be given for each regular business meeting.

2.  Special or emergency meetings may be called with less than 48 hours/days of notice by the Board.

3.  The meetings shall include a quorum, order of business, and disposition of the minutes.

Section 3:Voting

1.  A quorum will be: 60% of membership

2.  Any member will have a vote

3. The organization will not allow proxy voting.

**ARTICLE VIII– BYLAWS**

Section 1:  Bylaws of the organization shall be established and altered by thorough discussion with the members with the Chair and Vice Chair.

Section 2:  Bylaws of the Board shall be established and altered by proposing the changes to be approved by ACM-W and ACM headquarters before being presented to the membership for a vote.

Section 3:  Bylaws of the organization and of the Board will be attached to this document if they exist.

**ARTICLE IX– AMENDMENTS TO THE CONSTITUTION**

Section 1:  Any active member of the organization may propose amendments to the Constitution.

Section 2:  Amendments may be proposed by writing a letter to the Chair or Vice Chair.

Section 3:  Amendments are voted on two-thirds majority approval of all present.

Section 4:  Chair will be responsible to update the Constitution on Wildcat Link.

**ARTICLE X– RATIFICATION**

This Constitution shall be established by a vote of three-fourths majority of the membership of the organization.