**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is “Women in Computer Science and Engineering”.  This organization will utilize the acronym “WiCSE” when needed.

**ARTICLE II. PURPOSE STATEMENT**

Women in Computer Science and Engineering is established to facilitate growth in the number and empowerment of women in the field of computer science and engineering through outreach to younger students and the establishment of a community of support at the University of Florida.

**ARTICLE III. COMPLIANCE STATEMENT** Upon approval by the Department of Student Activities and Involvement, Women in Computer Science and Engineering shall be a registered student organization at the University of Florida. Women in Computer Science and Engineering shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

Women in Computer Science and Engineering agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Women in Computer Science and Engineering agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

Women in Computer Science and Engineering agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Women in Computer Science and Engineering will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. OFFICERS**

Section A: The elected officers of Women in Computer Science and Engineering shall be President, Vice-President, Secretary, Treasurer, and Historian. Officers must be full time students registered at the University of Florida with a GPA at or above 2.75. Failure to meet these requirements will result in the effective resignation of the officer. Officers may be undergraduate, masters, or PhD students.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.

Part 3: The Treasurer shall receive all monies of Women in Computer Science and Engineering; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement when requested by the President or Vice President.

Part 4: The Secretary shall record the minutes of all meetings of Women in Computer Science and Engineering and shall send reminders and news to members via email.

Part 5: The Historian shall photographically document Women in Computer Science and Engineering meetings and other events and shall perform other duties as may be delegated.

Section B: The appointed officers of Women in Computer Science and Engineering shall be Webmaster, Public Relations Director, Social Media Director, Mentoring Coordinator, Outreach Coordinator, and Event Coordinator.  Appointed officers will be selected by a majority vote between the elected officers based on an application process.

Part 1: The Webmaster, Public Relations Director, Social Media Director, Mentoring Coordinator, Outreach Coordinator, and Event Coordinator shall be appointed by a majority vote of the President, Vice President, Secretary, Treasurer, and Historian.

Part 2: The Webmaster create and/or maintain the website for Women in Computer Science and Engineering.

Part 3: The Public Relations Director shall be responsible for the advertisement of Women in Computer Science and Engineering on campus and in the community and shall perform other other duties as may be delegated.

Part 4: The Social Media Director shall be responsible for the representation of Women in Computer Science and Engineering in social media such as Facebook, Twitter, and Pinterest.

Part 5: The Mentoring Coordinator shall be responsible for the organizing a mentoring program for members of Women in Computer Science and Engineering each semester.

Part 6: The Outreach Coordinator shall oversee outreach events including but not limited to presentations, coding classes, and mentorship programs.

Part 7: The Event Coordinator shall oversee events not related to outreach including but not limited to social events, general meetings, and corporate sponsor presentations.

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section D: Any officer of Women in Computer Science and Engineering may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

**ARTICLE VII. ELECTIONS**

Section 1. Normal election process

Nominations for all elected officers will take place annually from members starting in January. Nominations and elections will take place annually in late March to early April to allow for turnover between old and new board. In order to be eligible to be elected as President or Vice President an individual must have been a member of Women in Computer Science and Engineering for one academic year. In order to be eligible to be elected as President an individual must have a major in the Computer and Information Science and Engineering department.

Members may nominate themselves to be elected as well as nominate another voting member. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting.

Section 2. Provisions for the first set of elected officers

Due to their shortened term. the first set of elected officers (those holding office during spring 2014) shall be given the opportunity to, without running for re-election, continue to hold the same officer position for the duration of the following academic year (2014 - 2015) provided that said officer still meets the eligibility requirements. The officers must make decisions on the matter prior to late March 2014. In the event that an officer does not choose to continue, elections for that officer position shall be held in the manner outlined in Article VII, Section 1.

Section 3. Special situations

If any special situations occur, such as vacant officer position or impeachment, new candidates will nominate themselves, members will conduct a secret ballot and the majority will rule.

**ARTICLE VIII.  FACULTY ADVISOR**

Section 1.  The role of the faculty advisor is to give advice to the leadership of the organization.

Section 2.  The faculty advisor will be appointed in the following manner:

(a) The general body shall suggest potential faculty members,

(b) Executive officers shall approach these faculty members for interest,

(c) the officers shall nominate one of these faculty members for voting by the general

body based on their interest and willingness to help the society,

(d) the general body shall vote by a majority (50% +1) to appoint this faculty member.

In the event that the general body does not approve of the nominated faculty advisor, the officers can return to the list they have or start the process again.

Section 3. Term of office

The term of office for the advisor shall be until he/she resigns or is removed by the officers and members by the process designated in section 4.

Section 4.  Removal or Resignation of a Faculty Advisor

The removal process for a faculty advisor is the same as that of an officer.  The replacement of a faculty advisor will be in the manner as outlined in Article VIII, Section 2.

**ARTICLE IX. FINANCE**

Women in Computer Science and Engineering will not require membership dues; however, it will raise funds via corporate sponsorship and other fundraisers.  Members are expected to participate in fundraising activities. Women in Computer Science and Engineering may apply for Student Government funding in the future.  Funds will be applied toward guest speaker, meeting, and conference expenses and other operational expenses of the organization.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the Anita Borg Institute.

**ARTICLE XI APPOINTED OFFICERS**

Section 1.  Appointed officer positions are created and withdrawn at the discretion of the elected officers to fit the current needs of the organization. The constitution will be modified to reflect changes in the set of appointed officer positions prior to the start of a new academic year.

Section 2.  Removal of an Appointed Officer

A person can be removed from an appointed officer position if:

(a) any elected officer brings the issue to the other elected officers and they approve a warning for the appointed officer by a majority (50% +1),

(b) the appointed officer has an opportunity to defend themselves. Non-response to their warning in a reasonable amount of time constitutes that appointed officer’s willingness to forgo a defense,

(c) the officers then vote to remove the chair by a majority (50% +1).

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Amendments to this constitution may be made at any regular meeting of Women in Computer Science and Engineering provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.