

Women in STEM (Science, Technology, Engineering, and Mathematics) Organization Constitution

Article I: Name

Women in STEM (Science, Technology, Engineering, and Mathematics)

Article II: Purpose

This Organization aims to provide resources, networking, support, and encouragement for women in STEM with the intention to combat negative stereotypes, microaggressions, and discrimination. The Organization will hold regular meetings according to a schedule set forth by the Leadership Team. The content of the meetings will consist of customary Organization business matters and/or informative material in the form of student/faculty presentations and outside speakers. Other events will be scheduled at the discretion of the Leadership Team (e.g. Fundraisers, Seminars). Any person (student/faculty/staff) involved in a STEM (science, technology, and mathematics) field is welcome to participate, regardless of gender.

Article III: Membership

All University of South Dakota students, faculty, and staff are eligible to participate in this organization. Members will not formally be classified into groups. There are no membership requirements. The Organization will not discriminate in membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.

Article IV: Leadership Team (Leaders)

The Organization will have a Leadership Team which consists of a President, Vice President, Treasurer, and Secretary. Once a Leader has been elected, he or she may continue to serve in the position until he or she leaves the university, assuming he/she remains active in the Organization. Preference will be given to undergraduates, over graduate students, to fill Leadership Team positions. Below are the expectations and requirements of each position.

President

- Preside over meetings of the Organization
- Facilitate Leadership Team meetings
- Maintain Organization web page

- Represent the Organization to the University
- Communicate directly with the faculty advisor
- Organize and schedule meetings with guest speakers
- Assist all Leaders
- Provide encouragement and motivation to fellow Leaders and Members

Vice President

- Assumes the duties of the President in his or her absence
- Maintain appropriate Organization documentation as required by USD
- Facilitates election of Leaders
- Recruits new Members
- Advertises meetings/events (via flyers, USD calendar events, etc.)
- Maintains Organization email
- Handles all correspondence of the Organization
- Performs other duties as directed by the President

Treasurer

- Maintains records of Organization finances
- Prepares budget
- Responsible for reimbursement protocol
- Coordinates fundraising efforts
- Performs other duties as directed by the President

Secretary

- Obtains appropriate facilities for Organization activities
- Maintains a record of all Members of the Organization
- Maintains a record of all activities of the Organization
- Prepares an agenda with the President for all meetings
- Maintains attendance at all meetings
- Keeps and distributes minutes of each meeting of the Organization
- Performs other duties as directed by the President

Article V: Selection of the Leadership Team

The Leadership team may initiate elections any time a vacant position exists on the Leadership team. The Leaders will announce the vacancies and distribute the Application Form. Once the candidate has submitted the Application Form, he or she will then prepare a 5-minute

presentation about their qualifications for the Leadership position which will be heard at the next meeting.

At the next meeting, presentations will be heard from nominees and a secret ballot vote will be completed. Any absentee votes will be allowed at the discretion of the president. Ties will be decided at the discretion of the Leadership Team. The newly elected Leader(s) will be notified and a mass email will be sent to Members announcing the new Leader.

If any Leadership Team member or the faculty advisor wishes to have a Leader removed, a meeting with all Leadership Team members and the faculty advisor will occur and a decision will be made among them.

Article VI: Finances

The Leadership Team will request funds from the Student Government according to procedures set by them. A budget will be created by the Treasurer with input from all Leaders. The Treasurer will manage finances and facilitate reimbursement.

Article VII: Amendments

Changes to the constitution may be proposed by any Member during any meeting and an open discussion will occur (if there is no time at the current meeting, the discussion will be added to the agenda of the following meeting). The Leadership Team will draft an amendment based on the discussion. Once the details of the proposed amendment have been determined, during the next meeting, the proposed changes will be announced and a simple vote (i.e. raising hands) will be performed. The amendment will be accepted if 75% of Members agree, but minimum attendance criteria must be met (at least 8 Members/Leaders are present).

Article VIII: Diversity

This organization's name focuses its attention on the inclusion of women in science, technology, engineering, and mathematics. However, we are also supportive of the inclusion of *all* underrepresented groups in STEM. USD's diversity statement: "USD embeds diversity and inclusiveness throughout every dimension and sector of the University. This inclusive excellence creates a welcoming community engaged in diversity. It provides an environment that prepares all students for living and working in a diverse society."