

## **Wolfpack Women in Science**

Constitution

April 27<sup>th</sup>, 2006 (Revised)

### Article I: Name and Purpose

#### Section 1

This organization shall be known as the Wolfpack Women in Science.

#### Section 2

The purpose(s) of this club shall be...

- A. Fostering networking and collaboration of women in various science disciplines,
- B. Encouraging younger women to pursue scientific endeavors, and
- C. Promote awareness of the scientific fields and opportunities.

### Article II: Membership

#### Section 1

Membership shall be open to all regularly enrolled students, faculties, staff and alumni (female and male) who are interested in the activities of the club.

#### Section 2

Means of selection of members will be attendance of 50% of meetings and events.

### Article III: Officers

#### Section 1

The elective officers for this club shall be:

- A. President – responsible for managing all club activities. This includes supervision of all other officers, managing requests for volunteers from outside organizations, overseeing events management, and serving as a contact for events and mentoring as needed. The President also maintains the general job descriptions and policies of WWiS and performs fundraising efforts. The president must be a current and active member to be nominated and elected into this position.
- B. Vice President – assists the President with managing all club activities in any way requested. The Vice President assists with requests from outside organizations for volunteer work on behalf of WWiS. This position also includes finding and maintaining a network of volunteers to serve on committees or help with general tasks for WWiS.
- C. Secretary - responsible for maintaining all meeting minutes, as well as for general communications among board members, outside organizations, and general members. The Secretary is responsible for arranging the elections for the following term.
- D. Treasurer - responsible for maintaining accurate records of all financial transactions, as well as for completing any required maintenance of bank account information. This includes recording and storing all receipts for expenses and payments received. The Treasurer reimburses members for expenses in a timely manner and assists with fundraising efforts.
- E. Events Committee Chair - The Events Committee Chair is responsible for coordinating and maintaining a volunteer base for the events committee. This committee will manage various activities including, making fliers, coordinating food/snacks, and arranging locations for meetings and events. One or two chairs may be elected.

- F. Mentoring Committee Chair - responsible for coordinating and maintaining a volunteer base for the mentoring committee. This committee matches mentors/mentees with the best available mentoring candidate based on completed mentor/mentee forms. This position will involve a lot of startup work in the 2007-2008 academic year, including advertising work. One or two chairs may be elected.
- G. Web Author- responsible for maintaining and frequently updating the WWiS website with information, including meeting dates and events. In the 2007-2008 academic year, this position will involve creating a secure area for access to member-only materials. Web Author must be a currently enrolled student in order to qualify to update the website.

## Section 2

The officers shall be elected by the club members to serve a term of one year, beginning during the month of April. Supplemental elections can be called by the President if needed at any other time to replace board members in the event of graduation or the member has not fulfilled the described responsibility.

### Article IV: Dues

#### Section 1

Dues for the club shall be \$8.00 per semester or \$12 per year.

### Article V: Amending the Constitution and by-laws

#### Section 1

Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the members present and voting shall be required.

### Article: VI Meetings

#### Section 1

The club shall meet at least four times per semester for regular meeting. The dates and time will be determined by the club membership each semester. The board members must attend at least one board meeting each semester including one start-up meeting during the summer to maintain good standing in addition to the regular meeting requirement. The summer board meetings may be in person and/or online conferences.

### Article VII: Committees

#### Section 1

Event Committee – responsible for managing various activities including, making fliers, coordinating food/snacks, and arranging locations for meetings and events.

Mentoring Committee – responsible for matching mentors/mentees with the best available mentoring candidate based on completed mentor/mentee forms. The committee will work with the chair in advertising the mentoring program and educating the public about mentoring.