

CONSTITUTION OF THE SOCIETY OF WOMEN ENGINEERS

UNIVERSITY OF OKLAHOMA CHAPTER

Article I. Name

Section 1

The name of the organization is the Society of Women Engineers, also referred to as SWE

Article II. Purpose

Section 1

The society of Women Engineers is established as an affiliate of the Society of Women Engineers Corporation, whose business and objectives shall be exclusively educational and in furtherance of such educational purpose to inform the public of the qualifications, abilities, and achievements of women engineers to bring about the better utilization of engineering talent for the economic and social benefit of humanity and to encourage young women with suitable aptitudes and interest to enter the engineering profession and to guide them in their educational programs.

SWE is organized to serve the needs of the female engineering student community of the University of Oklahoma.

Article III. Membership

Section 1- Qualifications

Membership of this organization is limited to Student Members in good standing of the Society of Women Engineers.

- a. One is eligible for the grade of Active Student Member if such person meets the following requirements and is not employed full time in an engineering position or a field related to engineering.
 - 1) Is pursuing an undergraduate course of study towards an associate or a baccalaureate degree in engineering, engineering technology, or a field related to engineering in a recognized college or university (or)
 - 2) Is pursuing a full-time graduate course of study in engineering or a field related to engineering in a recognized college or university.

- 3) Membership of the Society of Women Engineers University of Oklahoma Chapter is limited to OU students.
- 4) Attends a minimum of two meetings and one event per semester.

Subject to the Society's policies and purposes, this organization shall not discriminate in connection with its membership and its services to the public at large. Subject to University policy, the organization will not base membership or its related benefits on gender, race, color, religion, national origin, age, sexual orientation, disability, veteran status, marital status, or political belief.

Article IV. Dues

Section 1- Establishment and rebate of dues

Annual Society dues, as established by the SWE Council of Section Representatives, are payable to the Society. No Student Section is permitted to levy local dues. The Organization receives a rebate (20% of current dues) towards the operating expenses of the local Organization.

Section 2- Payment of Dues

A student member in good standing for the fiscal year in which the SWE Headquarters receives the correct dues and updated membership information

Article V. Officers

Section 1- List

The officers of SWE are:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Historian
- f. Publicity Chair*
- g. Fundraising Chair*
- h. Volunteer Chair*
- i. Professional Relations Chair*

- j. Freshman Relations Chair*
- k. High School Girls' Day Chair*
- l. Girl Scout Badge Day Chair*
- m. Mr. Engineering Pageant Chair*

*May be set up as Co- Chairs if decided by Executive Council.

Section 2- Responsibilities and Authority

All officers shall be responsible for deciding upon and planning all activities associated with the organization. All officers shall also be responsible for attending all officers' and general organization meetings and for participate in all SWE related activities throughout their terms. All officers shall be responsible for the set-up and clean-up of all meetings and events. All officers are expected to communicate with the President and Vice President in the event that officer cannot adequately fulfill their assigned responsibilities and or duties. In addition:

- a. The President shall:
 - a. Preside at all meetings of the organization.
 - b. Organize and lead all officer and general meetings
 - c. Attend all monthly meetings of St Pat's Council and Engineering Leadership Roundtable
 - d. Act as liaison between Executive Council and Regional/National SWE Chapters
 - e. Meet regularly with faculty and staff advisors
 - f. Appoint all committee chairs, subject to the approval of the Executive Council.
 - g. Prepare the annual report of this organization's activities, obtain the SWE Faculty Advisor's counter-signature, and submit the report to the Student Activities committee Regional Coordinator by deadline
 - h. Assume all other executive duties not otherwise delegated.
- b. The Vice President shall:
 - a. Perform all the duties of the President in the absence, or at the request, of that officer.
 - b. Perform duties of Executive Council members, in their absence
 - c. Prepare for all officer and general meetings of the organization (includes reservations, refreshments, etc)

- d. Organize and manage National and Regional Conference trips
 - e. Perform any other duties assigned by the Executive Council.
- c. The Secretary shall:
- a. Keep record of all meeting of this organization and of the Executive Council and distribute records to all council member by the following Monday.
 - b. Conduct all chapter correspondence.
 - c. Keep record of attendance of members and of the officers and implement a participation points system to determine Active Member status.
 - d. E-mail freshman participation to appropriate staff member and to Freshman Relations Chair
 - e. Update constitution when needed
 - f. Maintain all of the organizations' paperwork
 - g. Check SWE mailboxes regularly and distribute mail to appropriate officer or advisor
 - h. Assemble folders for new officers
 - i. Create and maintain interest lists and e-mail to appropriate officer.
- d. The Treasurer shall:
- a. Pay all bills authorized by the Executive Council.
 - b. Responsible for receipt, custody, investment, and disbursement of funds
 - c. Oversee and document all transactions/purchases made within our accounts
 - d. Plan and manage budgets for each SWE event/meeting
 - e. Handle all receipts for SWE related activities, and ensure that purchasers are promptly reimbursed
 - f. Interview with UOSA for funding and become familiar with all UOSA spending policies
 - g. Contact Corporate Relations Chair when donations have been received (so chair may prepare and send Thank You card)
 - h. Turn in financial reports to regional/national SWE by deadline.

- i. Give treasurer's reports at meetings of the Executive Council when called upon.
 - j. Keep an exact account of all receipts and expenditures and report them to the Society Treasurer, c/o SWE Headquarters or as specified, at the close of the school year.
- e. The Historian
 - a. Maintain Roster of all officers and members
 - b. Take pictures at all SWE events
 - c. Manage bulletin board on 1st floor of Carson
 - d. Compile photographs in attractive manner at the end of the academic year to document the SWE activities
 - e. Archive SWE files yearly (obtain materials needed to do so)
 - f. Maintain SWE promotional board
- f. The Publicity Chair(s) shall:
 - a. Manage publication of all SWE events to the University of Oklahoma engineering community
 - b. Responsible for SWE email account & email list serve
 - c. Get interest email addresses from Secretary and add to SWE email list serve`
 - d. Manage SWE informational tables
 - e. Get events on COE calendar
 - f. Insert events in hub.ou.edu calendar to get events in OU newspaper
- g. The Fundraiser Chair(s) Shall:
 - a. Responsible for the designing and selling of any type of merchandise that will be used for the act of fundraising (shirts, pencils/pens, etc)
 - b. Keep track of money from fundraising events (Hamburger feeds, etc.), and forward member point information to Secretary
 - c. Present fundraiser ideas to Executive Council for approval
 - d. Set fundraising goals
 - e. Make Excel document of fundraising events, and observe what type of event/activity is most productive

- h. The Volunteer Chair(s) Shall:
 - a. Responsible for organizing presenting event ideas to Executive Council
 - b. Organize and manage meeting donations
 - c. Organize and manage volunteering events
- i. The Professional Relations Chair(s) Shall:
 - a. Prepare literature (brochures, letters, etc.), and disburse to local and national companies informing them about SWE and how they can help us achieve our goals
 - b. Make/update/manage sponsorship packets & follow up
 - c. Connect with professional SWE in Oklahoma
 - d. Connect with OU College of Engineering alumni
 - e. Get local donations for meetings (prizes, etc.)
 - f. Manage and distribute thank you letters accordingly
- j. The Freshman Relations Chair(s) shall:
 - a. Inform freshmen engineering students of SWE events.
 - b. Speak in freshman orientation classes when necessary.
 - c. Manage Housing and Food Services flyer approval and distribution
 - d. Manage SWE promotional/informational table at freshmen recruiting events
 - e. Email or mail incoming freshmen engineers about SWE
 - f. Keep record of freshmen attendants
 - g. Manage freshmen nights at least once per semester with E1
- k. The High School Girls' Day Chair(s) shall:
 - a. Coordinate the annual High School Girls' Day event in the spring semester.
 - b. Responsible for organizing and leading event
 - c. Recruit volunteers and take all necessary actions to effectively plan and promote event (form committees, assign assistant positions, etc)
 - d. Keep Executive Council informed of event progress

- I. The Girl Scout Badge Day Chair(s) shall:
 - a. Coordinate the annual Girl Scout Badge Day event in the fall semester.
 - b. Responsible for organizing and leading event
 - c. Recruit volunteers and take all necessary actions to effectively plan and promote event (form committees, assign assistant positions, etc)
 - d. Keep Executive Council informed of event progress
- m. Mr. Engineering Pageant Chair(s):
 - a. Coordinate the annual Mr. Engineering Pageant event in the fall semester.
 - b. Responsible for organizing and leading event
 - c. Recruit volunteers and take all necessary actions to effectively plan and promote event (form committees, assign assistant positions, etc)
 - d. Keep Executive Council informed of event progress

Section 3- Term and Procedures for Election

Elections for all officer positions will be held at the last monthly meeting of each year. The term begins immediately upon election and lasts for one year, until the last meeting of the following year. All members who are in good academic standing are eligible to run for officers. All members are eligible to vote for officers. A candidate can be nominated by himself or herself, or by another member. Nomination shall take place at the election meeting, and a candidate must be present at the meeting in order to be nominated. During an election, nominees will leave the room, and a vote by secret ballot will be taken. The member receiving a simple majority will win the election.

Section 4- Removal of officers and filling of vacancies

Officers may be removed on ground of not fulfilling their duties. Actions that constitute failure to fulfill duties include:

- a. Failure to attend at least 75% of executive and general meetings without prior notification of the extenuating circumstances.

The Vice President shall fill a vacancy in the office of President. A vacancy in any other office shall be filled by special election of the organization's voting members for the remainder of that term in office.

Article V. Faculty Advisor

Section 1- Faculty Advisor

SWE must have one or more advisors who are full-time members of the University of Oklahoma faculty or staff. The advisor(s) will serve as a guide to the entire student organization and to the officers in executive decisions.

Article VI. Meetings

Section 1- Meeting Times

- a. SWE will hold general meetings once a month. Meeting times will be selected at the beginning of the academic year by the executive council.
- b. Meetings of the officers will be held in addition to the general meetings in order for the executive council to discuss administrative details. Officer meetings will be selected at the beginning of the academic year by the Executive Council.

Section 2- Special Meetings

Special general meetings can be called at any time by a simple majority vote of the officers. A special general meeting must be announced at least two days before it is to occur. Special officers meetings can be called at any time with the consent of the president and the concurrence of at least one other officer. A special officers meeting must be announced at least one day before it is to occur.

Section 3- Required Notice of Meeting

Notice of general and officer meeting must be given at least two days in advance of the meeting.

Section 4- Quorum

A quorum of the membership which must be present for the purpose of transacting business shall be one-third or fifteen of the section voting members, whichever is less.

Article VII. Administrative Board

Section 1- Formation of Committees

A committee may be requested by any officer to help execute his or her responsibilities or may be proposed by any officer or fulfill any of the student organization's needs that may arise. Committees may be formed with the consent of a simple majority of the officers.

Section 2-Appointment to Committees

Each committee must have a chair who reports back to the officers at the first officer meeting of each month. Committee chairs may be current officers or volunteering members and must be approved by a majority of the officers.

Article IX. Parliamentary Authority

Section 1-Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised is the parliamentary authority.

Article X. Amendment Procedure

Section 1- Amendments

This constitution may be amended by a two-thirds vote of a quorum of this organization, provided that amendment shall have been proposed at least one meeting prior to the time of voting. After acceptance by the membership, an amendment must be submitted to the Student Activities Committee Chair, c/o SWE Headquarters, for Society Bylaws Committee review and submittal to the Society Board of Directors. An Amendment will become effective only after acceptance by the Board of Directors.

Article XI. Adherence to the Bylaws of the National Organization

Section 1- National Organization

The Society of Women Engineers is part of a national organization that includes both students and engineering professionals. This student section of SWE will conform to all of the rules and procedure set forth in the national organization's charter, bylaws, and rules as well as those bylaws and rules that it has set for all affiliated organizations so long as they do not conflict with the University of Oklahoma Student Code. The Society of Women Engineers is subject to Local, State, and Federal laws.