



# **Society of Women Engineers**

## **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish Society of Women Engineers (SWE) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

## **ARTICLE II - MISSION STATEMENT**

The Society of Women Engineers are guided by the mission to stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity. The objectives of the Society of Women Engineers Organization are to inform young women, their parents, counselors, and the general public, of the qualifications and achievements of women engineers and the opportunities open to them, to serve as a center of information on women in engineering and encourage women engineers to attain high levels of education and professional achievement.

## **ARTICLE III - MEMBERSHIP**

### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member – Any member of the Student's Association who attends a minimum of half of the semester's General Member Meetings, as well as a minimum of two additional events hosted or cosponsored by the Society of Women Engineers per semester is considered an active member.

- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization. Any member of the Student's Association who does not meet the requirements for active membership status but participates in club activities is to be considered an associate member.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/3 of the active membership plus two or more officers.

### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. The officer positions in the Society of Women Engineers are the President, Secretary, Business Manager, Social Chair, Community Outreach Coordinator, Professional Chair, Conference and Industry Coordinator, and Publicity Chair. To be eligible for an officer position the member must achieve active membership status in the semester prior to the start of their term. Should a vacancy occur at a time other than during elections the member must be active during the semester of the vacancy. Any member may be part of any Committee of their choosing.

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

- F. The President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions, as well as managing any fundraising opportunities.
- H. The Secretary shall call roll at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. The Community Outreach Coordinator shall work with the Engineering Dean's office to organize the two SWE Girls' Workshops. The Community Outreach Committee shall organize and encourage volunteers for other community outreach events on and off campus.
- J. The Social Chair shall organize the social events for the group throughout the year, with the assistance of the Social Committee.
- K. The Professional Chair shall act as the primary contact person between U of R's SWE chapter and Rochester's Professional SWE chapter as well as the U of R's Greene Center. The Professional Committee shall organize any professional development events including workshops, panels, and dinners for networking and other professional skills.
- L. The Conference and Industry Coordinator shall work with companies interested in fostering a relationship with U of R's SWE chapter to establish connections and plan events between the organizations. They are also to organize the group's travel to the national and local conferences each year. The Coordinator will be assisted by the Conference and Industry Committee.
- M. The Publicity Chair shall publicize all events the club is hosting to the campus community, as well as maintaining any social media or club websites the club may be a part of, with the assistance of the Publicity Committee.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure – Members shall be notified of elections at least two weeks prior to the election. Any active member will be able to self-nominate themselves for up to three open positions. An active member can be elected to only one position. The elections will be held in person or virtually depending on current circumstances and any current executive board member not running for a position shall count votes.
- B. Term of Office – Office positions will last one year. Officer positions will begin in the spring and end the following spring, and the transition period will begin immediately upon completion of the election.
- C. Timing of Elections – Elections will take place in the spring. Elections should take place at the General Member Meeting closest to April 1<sup>st</sup>.

**SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

**ARTICLE VI - RESOURCES**

**SECTION ONE - RESOURCES**

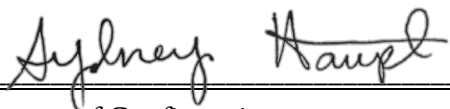
- A. The Society of Women Engineers of the University of Rochester will abide their Resource Agreement.

**ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Society of Women Engineers. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**ARTICLE VIII - NONDISCRIMINATION POLICY**

The Society of Women Engineers abides by the nondiscrimination policy of the University of Rochester.

  
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Signature of Confirmation

Sydney Haupt

**President, Society of Women Engineers**

April 1, 2021  
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Date

  
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Signature of Approval

Eden-Lyn Thomas

**Chair, Student Organization Administration & Review Committee**

4/7/2021  
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Date