



## **STEM Initiative**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish STEM Initiative (stem) 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**

STEM Initiative aims to inspire students in Rochester schools to pursue studies and careers in the STEM fields. We hope to have a long-lasting impact on these students to stimulate interest in the STEM field. We also hope to make STEM education more widely available to young students who currently lack access to the full spectrum of STEM education.

### **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 - To be an active member, students must attend at least 10% of the volunteering events per semester at one of the schools/organizations we are partnered with.
- C. Definition of associate member - All University of Rochester faculty, sta, 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 perform, compete, nor travel as part of a college student organization.

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

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus 5 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, anonymously in writing, unless otherwise specified by the presiding officer. The President shall only vote again to break a tie.

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

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

- A. President - Must have held an executive board position for at least one semester within STEM Initiative previously. Must have been an active member during the previous semester, unless no one else is qualified.
- B. Vice President - Must have been an active member during the previous semester, unless no one else is qualified.
- C. Business Manager - Must have been an active member during the previous semester, unless no one else is qualified.
- D. Secretary - Must have been an active member during the previous semester, unless no one else is qualified.
- E. Volunteer Coordinator (up to 2) - Must have been an active member during the previous semester, unless no one else is qualified.
- F. Curriculum Chair (up to 2) - Must have been an active member during the previous semester, unless no one else is qualified.
- G. External Relations - Must have been an active member during the previous semester, unless no one else is qualified.

### **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. All officers shall volunteer on a bi-weekly basis, unless excused by the President.
- F. 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. The President shall also 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 Vice President shall be responsible for duties of the President if the President is absent and overseeing subcommittees as necessary. In addition, if the President cannot attend SA Presidents' meetings or advisor meetings, the Vice President is responsible for overseeing those duties. In absence of the Secretary, the Vice President will be responsible for recording meeting minutes.
- H. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. In addition, they are responsible for communicating with the Curriculum Committee to ensure that lesson supplies are ordered/purchased in a timely manner. The Business Manager is responsible for tracking expenses throughout the semester and proposing the budget at the end of each academic year. The Business Manager must also attend any SA training relevant to the Business Manager position.
- I. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. Also shall maintain organization of the organization's Google Drive. The Secretary will also be the primary Virtual EMS contact, and is responsible for reserving rooms and event necessities.
- J. The Curriculum Chair(s) is responsible for overseeing the curriculum committee, which is a committee dedicated to creating the lesson plans for each visit to the Rochester schools. This includes both lesson plans created through members of STEM Initiative, and collaborative lessons with other organizations such as academic clubs, honor societies, and Greek organizations.
- K. The Volunteer Coordinator(s) is responsible for physically being present to oversee each lesson. In addition, the Volunteer Coordinator(s) is responsible for maintaining and organizing a volunteer list, along with reserving and securing transportation to and from the schools, which may include reserving the SA Vans. Volunteer Coordinator(s) is expected to be at all volunteer sessions, unless there is a schedule conflict. Volunteer Coordinator(s) is responsible for gathering supplies and copies of lesson plans beforehand. Up to two Volunteer Coordinators may be elected, and the duties may be divided.
- L. The External Relations Chair is responsible for maintaining social media pages (Facebook, Instagram, etc.), as well as the CCC page. The External Relations Chair must also facilitate publicity and external outreach for STEM Initiative's annual Family Science Day event. All communication with other student organizations is the responsibility of the External Relations Chair.

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

- A. Nomination and Elections Procedure - Nomination will open early April. All nominees must submit their platform through a Google Form. Late nominations will be allowed, again, by the discretion of the President. A member may only be elected on the day of elections. In the event that the nominee cannot physically make the election, he or she may still run, under the discretion of the President.
- B. Term of Office - All officers maintain their positions for a full academic year. Transition period takes place two weeks before the end of the Spring semester after the election.
- C. Timing of Elections - Elections will occur during a general member meeting in mid-April at least two weeks before the end of the semester.

### **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  $\frac{2}{3}$  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 STEM Initiative of the University of Rochester will abide by 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 STEM Initiative. 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**

STEM Initiative abides by the nondiscrimination policy of the University of Rochester.

*Jaclyn*

12/12/2023

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Signature of Confirmation

Date

Jaclyn Dron

**President, STEM Initiative**

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2/19/24

Signature of Approval

Date

Evan Ji

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