



She's the First

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish She's the First (STF) 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

She's The First at the University of Rochester aims to sponsor girls' education in low income countries, allowing them to become the first in their families to graduate from secondary school. We achieve this through both fundraising efforts, as well as events to raise awareness about the issue of poverty and education for women. This chapter is part of a larger national organization: She's The First. In addition, our chapter hopes to accomplish additional work with girls in the local Rochester community, such as regular tutoring events and afterschool activities.

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 - an individual who attends more than half of the general member meetings during the school year, at least one of the two awareness events put on during the academic year, at least one cosponsorship, and fulfills a minimum of 2 service hours a semester.
- 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. In order to be an associate member, an individual must at least attend one to two meetings over the entire school year. However, as they are not active members of the organization, they are not eligible to participate in the voting process, nor run for positions themselves.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as one half 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. President - must previously be on executive board for at least one semester.
- B. Vice President
- C. Business Manager
- D. Events Chair
- E. Secretary
- F. Community Outreach Chair
- G. Social Media Manager
- H. General Member Representative (Spring semester only)

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. The President will also be responsible for ensuring that the chapter meets the national requirements from the She's The First Organization. Additionally, the President shall be responsible for

meeting with the staff advisor and attending Community Service Network Presidential Meetings.

- F. The Vice President will assist the presidents with all matters, but will also help in overseeing the larger events put on by the organization, and assist the Events Chair in those matters. The Vice President will be responsible for facilitating communication between the Executive Board and the general members, and will coordinate our chapter's Global Awareness Program (GAP) as outlined by the national organization, including coordination of a GAP event each academic year.
- G. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. The Business Manager will be responsible for handling all transactions through the SOFO office, keeping records of all transactions and producing a detailed budget for the next academic year. They also have to attend the mandatory Business Manager training at the start of the academic year.
- H. The Events Chair will be in charge of all events put on by the organization (at least 2 per academic year), in accordance with the She's The First national guidelines. The Events Chair may also appoint a smaller project team to help with such events, and thus will be in charge of that team if they choose to do so. The Events Chair is in charge of tabling, the details of the events, and organizing the general members for these events.
- I. The Secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. They 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. Secretary will also be responsible for communicating with general members about meetings and events as well as making room reservations for meetings and events.
- J. The Community Outreach Chair will be in charge of coordinating volunteering and other events within the Rochester community, such as volunteering at the Boys and Girls Club or asking local schools to participate in the She's the First Summit. The Community Outreach Chair will be in charge of planning the annual summit. K. The Social Media Manager will be responsible for raising awareness of upcoming events, and the general organization presence on campus. The Social Media Manager is also in charge of managing the facebook page and the website. In addition, the Social Media Manager will be in charge of designing any merchandise and posters used for fundraising and campus awareness.
- K. The Social Media Manager will be responsible for raising awareness of upcoming

events, and the general organization presence on campus. The Social Media Manager is also in charge of managing the facebook page and the website. In addition, the Social Media Manager will be in charge of designing any merchandise and posters used for fundraising and campus awareness.

- L. The General Member Representative shall be a liaison between the executive board and new members, and assist the e-board with bonding events and general member meetings. The General Member Representative will also work closely with the Vice President, including the Global Awareness Program. The key function of this position is member retention.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - The candidate for the president position will be nominated by the outgoing EBoard, and will only be open to individuals who have already served on the EBoard. The remainder of the positions will be open to all members. All candidates will be voted on by eligible general members, and the candidate with a plurality of votes will be elected into the position. Members will indicate their interest in positions before the elections, and can run for multiple positions, dropping down in this order (President, Vice President, Business Manager, Events Chair, Community Outreach Chair, Secretary, Social Media Manager). Election platforms will be given during a General Member meeting, and votes will be taken and counted by the outgoing President.
- B. Term of Office - 1 Academic Year for all positions except for General Member Representative, whose term is one semester. Transitions will occur at the end of April through the beginning of May.
- C. Timing of Elections - Elections must occur at least two weeks prior to 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. She's the First 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 She's the First. 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

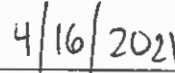
She's the First abides by the nondiscrimination policy of the University of Rochester.



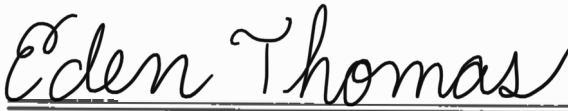
Signature of Confirmation

Isabelle Longfellow

President, She's the First



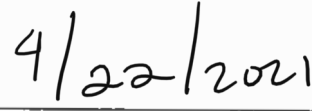
Date



Signature of Approval

Eden-Lyn Thomas

Chair, Student Organization Administration & Review Committee



Date