# Constitution of the Stevens Institute of Technology Section (E082) of the Society of Women Engineers

**Article I: Name**

The name of this organization shall be Society of Women Engineers, herein referred to as SWE.

**Article II: Purpose**

The purpose of SWE is to be the driving force that establishes engineering as a highly desirable career, serves as an aspiration for women, empowers women to succeed and advance in those aspirations, and be recognized for their life-changing contributions and achievements as engineers and leaders.

**Article III: Membership**

**Section 1: General Membership**

All Stevens’ undergraduate and graduate students are eligible for membership in SWE.

**Section 2: Voting Membership**

Any member in good standings with SWE, as defined by this constitution’s bylaws, shall be considered a voting member.

**Section 3: National Membership**

National membership in this Section shall be conferred upon students enrolled in the institution only after the applicant has fulfilled the membership requirements by the National Society of Women Engineers.

**Section 4: Quorum**

Two-thirds of the voting membership shall constitute a quorum for the conduct of the business of this organization.

**Article IV: Executive Board**

**Section 1: Positions**

There shall be an Executive Board consisting of no fewer than four officers. These officers shall include, but not be limited to, President, Vice-President, Treasurer, and Secretary, and any other officers provided for in this constitution’s bylaws.

**Section 2: Duties**

1. President
   1. The President shall reside over all meetings of SWE, both private and public.
   2. The President shall be the official representative of SWE, in all student, faculty, and administrative matters.
   3. The President shall have the power to call regular and special meetings of SWE.
   4. The President shall have the power to form committees and to appoint their respective chairpersons.
   5. The President shall perform or delegate all duties not specifically outlined in this constitution as required by SWE.
   6. The President shall have the power to appoint an SGA Representative.
   7. The President shall take over any Executive Board member’s position if the member is unable to do so until the position is filed.
   8. The President shall be in charge of any responsibilities regarding SWE National.
2. Vice-President
   1. The Vice-President shall assume all responsibilities of the President in her absence.
   2. The Vice-President shall perform all duties assigned to her by the President.
   3. The Vice-President will assist all Executive Board members with their duties when necessary and will monitor the progress of all other Executive Board member’s tasks.
   4. The Vice-President shall keep the SGA apprised of any changes that are made to the Executive Board membership of SWE and shall serve as the liaison to the SGA.
   5. The Vice-President shall be responsible for keeping records of all events and activities that are held by SWE, and for reporting all such records to the SGA.
3. Treasurer
   1. The Treasurer shall be responsible for, and maintain the records of, all financial matters of SWE.
   2. The Treasurer shall perform all duties assigned to her by the President.
   3. The Treasurer will assist all Executive Board members with their duties when necessary.
4. Secretary
   1. The Secretary shall be responsible for all correspondence of SWE.
   2. The Secretary shall take the minutes of all meetings and update all methods of media, including but limited to, the SWE website and list serve.
   3. The Secretary will assist all Executive Board members with their duties when necessary.

**Article V: Committees**

**Section 1: Positions**

There shall be committees consisting of, but not limited to, K-12 Outreach, Professional Development, Social, and Fundraising. Each committee shall have a chair to run the committee, with duties as described in Article V, Section 2.

**Section 2: Duties**

1. K-12 Outreach Chair
   1. The K-12 Outreach Chair shall be responsible for planning and overseeing all events and activities that extend beyond the campus community for educational purposes.
   2. The K-12 Outreach Chair will lead a committee of members to coordinate and execute educational outreach programs that are beneficial to the membership and intended audience.
   3. The K-12 Outreach Chair will assist all Executive Board members with their duties when necessary.
2. Professional Development Chair
   1. The Professional Development Chair shall be responsible for planning and overseeing all events, whose focus is professional development, including but not limited to conferences, lectures, educational workshops, and scholarship opportunities.
   2. The Professional Development Chair shall be responsible for serving as the liaison for corporate partners and shall plan and execute events with said partners.
   3. The Professional Development Chair will lead a committee of members to coordinate and execute programs and events that are beneficial to the membership and intended audience.
   4. The Professional Development Chair will assist all Executive Board members with their duties when necessary.
3. Social Chair
   1. The Social Chair shall be responsible for planning and overseeing all events and activities that are beneficial to the SWE membership and Stevens community.
   2. The Social Chair will lead a committee of members to coordinate and execute these events and activities.
   3. The Social Chair will assist all Executive Board members with their duties when necessary.
4. Fundraising Chair
   1. The Fundraising Chair shall be responsible for planning and overseeing all events with the intention to raise funds for the section.
   2. The Fundraising Chair will lead a committee of members to coordinate and execute these events and activities.
   3. The Fundraising Chair will assist all Executive Board members with their duties when necessary.

**Article VI: Elections**

**Section 1: Eligibility**

Any member of SWE who runs for or holds an elected or appointed position under the jurisdiction of this constitution must be a voting member of SWE and be eligible per the requirements of the Office of Student Life.

**Section 2: Nominations and Elections**

SWE will follow protocol established by the Student Government Association’s Unified Elections. Executive Board and Committee Chair positions will be elected by a majority vote of the voting membership.

**Section 3: Vacancies**

1. The vice president shall assume the office of president for the remainder of the term in the event of a vacancy.
2. A vacancy in the position of the vice president, secretary, treasurer or committee chair shall be filled by an election.

**Article VII: SWE Counselor**

**Section 1: Qualification**

The SWE Counselor should be a voting member of the National Society of Women Engineers whenever possible, but the National Board of Directors of the National Society of Women Engineers can be petitioned to approve an Associate in the event that a voting member is not available and if the qualifications of the Associate are acceptable. Any SWE Counselor approved by the Board of Directors must be a member in good standing of the Society.

**Section 2: Replacement**

SWE may, at any time, via a majority vote of its membership, replace the SWE Counselor subject to the approval of the National Board of Directors. The National Board of Directors, via the National Student Activities Committee, must be notified, in writing, of the proposed new Counselor’s name and address. The incumbent SWE Counselor shall be informed of this action and the SWE Counselor-elect shall understand and be willing to accept the responsibilities of the office if approved by the National Board of Directors.

**Article VIII: Committee on Student Interests Representative**

The Committee on Student Interests Representative (also known as the “RSO Representative”) is responsible for attending meetings of the sub-committee of the Committee on Student Interests to which the Section belongs. Also, they must submit a complete transition report of position’s duties/accomplishments upon the completion of their term to the incoming CSI Representative and perform all duties assigned by the President.

**Article VIII: Bylaws**

**Section 1: Integration**

The bylaws of this constitution shall be valid for intents and purposes as a part of this constitution, save that may require only a majority vote to pass, suspend, or negate.

**Section 2: Limitation**

No bylaw shall supercede or be inconsistent with this constitution

**Section 3: Approval**

All bylaws shall exist within the sufferance of the SGA. If at any time the SGA finds them inappropriate, it may require them to be changed or negated.

**Section 4: Membership**

All members are considered voting members if they fulfill the following requirements:

1. Attendance at 75 percent of scheduled meetings and events. Members may be excused if notice is provided to the Secretary within 24 hours of the scheduled meeting or event.
2. Completion of 2 service hours to the section each semester. This includes any help given at an event held by the section, which will be monitored by the committee chairs and the Secretary.

**Section 5: Removal**

An Executive Board member can be removed from their position by a two-thirds vote of membership if they have accumulated three or more unexcused absences from scheduled meetings and events.

**Article IX: Implementation**

**Section 1: Approval**

This constitution shall become effective upon the approval of:

1. Any existing organization bearing the name Society of Women Engineers.
2. Any existing RSO having the same stated purpose as Society of Women Engineers.
3. The Student Government Association (SGA)

**Section 2: Effects**

The approval of this, constitution of Society of Women Engineers, shall abolish all previously existing constitutions for the governance of title and purpose.

**Article X: Amendments**

This Constitution may be amended by the two-thirds vote of a quorum of the SWE Section E082 membership, provided the amendment shall have been proposed at least one meeting prior to the time of voting. A quorum of the membership, which must be present for the purpose of transaction business, shall be two-thirds of the section voting members. An Amendment will become effective only after acceptance by the Student Government Association of Stevens Institute of Technology.