

# The University of New Mexico

## Student Organization Constitution and Bylaws

### The Society of Women Engineers (SWE)

#### CONSTITUTION AND BYLAWS

##### ARTICLE I: NAME AND PURPOSE

###### Section 1: Name

The name of this organization shall be the Society of Women Engineers, hereafter referred to as the Society, the section, and SWE.

###### Section 2: Purpose

The purpose(s) of this organization shall be to help foster the growth, success, and advancement of women within STEM fields, as well as achieve recognition for the contributions already made to STEM fields by women. SWE aims to establish engineering (and all other STEM fields) as an extremely valid career choice for women through networking, outreach, scholarships, training programs, conferences, and more. Specifically, SWE intends to:

- 1) Provide the community with outreach events that get local kids excited about STEM.
- 2) Provide our members with a strong support system of STEM students (of all genders) to help each other through school and create new relationships.

###### Section 3: Power

The section is empowered by the Society to pursue the objectives of the Society under these bylaws and in consonance with the bylaws of the Society and in consonance with the rules and regulations of University of New Mexico.

##### ARTICLE II: MEMBERSHIP

###### Section 1: Members

75% of our organization's members must be UNM students. There shall be no specific GPA requirements, department affiliation, academic standing, academic restrictions, or basic skills safety tests required to participate in the section. The section only suggests that the members show interest in the Society events but does not mandate it. Participation in vote items is subject to Society members in the section.

###### Section 2: Meeting

A meeting of the general membership to conduct the business of the section may be called by the president, the executive council, or by a group of five percent or five of the voting members of the section, whichever is greater. At least three days written notice shall be provided to all members prior to such a business meeting.

###### Section 3: Points

Members receive points for attending any SWE related events or assisting with various SWE tasks. An active, good standing SWE member must have a minimum of seven (7) points at the end of an academic semester to be considered an active SWE member for the given term. Member activity and points are considered when appointing members to SWE committees, sending members to conferences, allocating SWE graduation cords, nominating members for scholarships, and any other Society opportunities determined by the executive council. Points are scaled accordingly:

- General meetings: 1 point
- Social Events: 1 point
- Outreach Events/ Volunteer: 1 point/hour
- Blog posts: 2 points
- Other events/ tasks as determined by the executive council: determined by the executive council.

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### Section 4: Non-discrimination Statement

Neither membership in this student organization, nor services provided by this student organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.)

### Section 5: Membership Dues

Members are required to pay a \$20 membership due in which activates their membership for the Fall and Spring semesters.

### Section 6: Revocation of Membership

If a member does not pay dues and earn the minimum number of points to remain active, membership could be revoked at the will of the executive council. If a member violates the non-discrimination statement or discriminates against anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition while represent this organization, their membership will be revoked at the will of the executive council. Revocation procedures not covered by law or these bylaws shall be developed and approved by the executive council.

## ARTICLE III: VOTING

### Section 1: General Member Quorum

Fifteen voting members or thirty percent of the voting members of the section, whichever is less, shall constitute a quorum for the conduct of the business of the section.

### Section 2: Voting Requirements

Each member must be in good standing to vote. A member in good standing has a minimum of seven (7) points by the end of the Fall or Spring semester and has paid their membership dues.

### Section 3: Executive Council Quorum

A quorum shall be a majority of the members of the executive council then in office, but not less than three, one of whom is the president or vice president. No member of the executive council may vote by proxy.

### Section 4: Committee Quorum

A quorum shall be a majority of the members of the officers then in office, one of whom is the president or vice president. No member of the executive council or committees may vote by proxy.

## ARTICLE IV: OFFICERS

### Section 1: Eligibility

Undergraduate students serving as officers must be registered for a minimum of six (6) credit hours per semester. Graduate and professional students serving as officers must be registered for a minimum of three (3) credit hours per semester. All elected officers must have one semester prior of active, good standing SWE membership. Officers may hold more than one office, except: no one may hold the office of president and treasurer at the same time and Executive Council members cannot hold more than one executive cabinet role or two chair positions.

### Section 2: Officer Duties

Officers include the executive council (president, vice president, treasurer, and secretary) and committees (outreach, community events, conference, professional development, social media, and technical chairs). The executive council may establish or remove committees as the need arises. All officers are tasked with furthering the SWE purpose.

#### PRESIDENT Duties

- 1) Arrange and run Executive Council meetings.
- 2) Oversee Social Media committee.
- 3) Send follow up emails for General Council, SOE council, and Executive Council meetings.
- 4) Create the presentation for General Council meetings.
- 5) Manage the Section's official email and Google account.
- 6) Manage section calendar.

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- 7) Oversee general operations of the Section.
- 8) Hold bi-monthly office hours.
- 9) Keep the SWE office clean.

### VICE PRESIDENT Duties

- 1) Oversee Professional Development and Conference committees.
- 2) Send follow up emails for General Council and SOE council meetings.
- 3) Create the presentation for General Council meetings.
- 4) Manage section calendar.
- 5) Manage the Section's official email and Google account.
- 6) Hold bi-monthly office hours.

### SECRETARY Duties

- 1) Oversee Outreach and Community Events committees.
- 2) Make a meeting agenda and keep notes for all leadership team meetings.
- 3) Send follow up emails for General Council and SOE council meetings.
- 4) Create the presentation for General Council meetings.
- 5) Manage section calendar.
- 6) Manage the listserv and track member points.
- 7) Manage forms, surveys, and sign-in sheets for general meetings.
- 8) Arrange and book rooms for general meetings.
- 9) Hold bi-monthly office hours.

### TREASURER Duties

- 1) Manage and plan reimbursement office hours.
- 2) Attend all necessary financial training.
- 3) Assist with the creation of event budgets.
- 4) Apply for appropriations as needed.
- 5) Manage the design of section t-shirts and t-shirt sales.
- 6) Report end of the year SWE spending.
- 7) Hold bi-monthly office hours.

### OUTREACH CHAIR Duties

- 1) Plan one large event each semester.
- 2) Manage outreach events held by SWE and its partners.
- 3) Plan one general meeting a semester.
- 4) Make sign-up sheets for Outreach committee events.
  - a. Send to Secretary for distribution.

### COMMUNITY EVENTS CHAIR Duties

- 1) Partner with other organizations and resource centers on and off campus.
- 2) Plan 1-2 events per month that promote diversity and inclusion within our chapter and the School of Engineering.
- 3) Plan one general meeting a semester.
- 4) Plan end of the year SWE banquet.
- 5) Coordinate and maintain the recruitment of new and current SWE members.
  - a. Visit UNM classes.
  - b. Be involved with NSO events.
  - c. Track member involvement.
- 6) Make sign-up sheets for Community committee events.
  - a. Send to Secretary for distribution.

### CONFERENCE CHAIR Duties

- 1) Secure funding for conferences.
- 2) Help select attendees and maintain attendees information.
- 3) Plan pre-conference workshops.
- 4) Work with the treasurer to create a budget for conferences.
- 5) Plan travel and housing for all conferences.
- 6) Organize and help run SWE Boutique sales.
- 7) Plan one general meeting a semester.

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- 8) Organize SWE student organization dinner.
- 9) Help SWE Treasurer process reimbursements.
- 10) Other tasks to ensure a smoothly run conference.

### PROFESSIONAL DEVELOPMENT CHAIR Duties

- 1) Work with and maintain contact with other professional groups and organizations (SNL, AFRL, etc.).
- 2) Plan professional development events at least once a month such as resume workshops, networking opportunities, and professional speakers.
- 3) Plan Evening with Industry event.
- 4) Plan one general meeting a semester.
- 5) Make sign-up sheets for Professional Development committee events.
  - a. Send to Secretary for distribution

### SOCIAL MEDIA CHAIR Duties

- 1) Create and maintain active Facebook, Instagram, Twitter, and LinkedIn profiles.
- 2) Maintain the SWE website.
- 3) Plan one general meeting a semester.
- 4) Manage SWE member and committee blogs.
- 5) Manage an online SWE store.

### TECHNICAL CHAIR Duties

- 1) Develop curriculum for design challenge.
- 2) Organize and participate in a design challenge.
- 3) Plan technical skills workshops once a month.
- 4) Plan one general meeting a semester.
- 5) Make sign-up sheets for Technical committee events.
  - a. Send to Secretary for distribution.

### Section 3: Terms of Office

Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year.

### Section 4: Elections

Voting will occur only when electing the executive council officers. The executive council shall open nominations to all members of the section. Nominations shall be submitted via online interest form created by the executive council. Nominations will be accepted if:

- 1) The candidate is a member of the section.
- 2) The member is eligible for the position.
- 3) The member has given written consent to being placed on the ballot.
- 4) The member has a minimum of seven (7) points for the semester prior to their election semester.
- 5) The member has paid membership dues.

The election will be held on the 2<sup>nd</sup> Tuesday in February. Members may only run for one executive cabinet position.

The executive council will arrange for the distribution of ballots (either paper or electronic) to occur at least fourteen days prior to the required return date for the vote. Voting may be by mail, electronic mail or web-based provided that mail ballots are sent to those without electronic access. Votes will be counted by the executive council, and election results must be reported to the President.

A simple majority shall elect for each position. Write-in votes for eligible candidates shall be allowed. In the event of a tie, the election for that position shall be decided by lot, conducted by the President.

### Section 5: Appointments

Committee officers will be appointed by the incumbent executive council. Committee applications will be opened after the election of the executive council elections. They will close 14 days after the committee applications were opened. The application will be open to all members. Members may express interest in multiple committee positions. Appointed committee officers must:

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- 1) Be an active, good standing member of the section for one semester prior to their application semester.
- 2) Submit a formal application for the position(s).

### Section 6: Officer Removal and Vacancies

The executive council and ultimately the president reserve the right to remove an officer if there has been three (3) instances of neglect of officer duties, inaccurate or poor representation of SWE UNM, or insubordination towards fellow officers and members. Officers will be immediately removed without executive council approval if Article II Section 4 of this constitution has been violated and Article II Section 6 of this constitution protocol may be called into action. Removal procedures not covered by law or these bylaws shall be developed and approved by the executive council.

The vice president shall assume the office of president for the remainder of the term in the event of a vacancy. A vacancy in the position of vice president, secretary, or treasurer shall be filled by election by the executive council. A committee vacancy may be reappointed by the executive council. Any officer resignation must follow Article III in the SWE Governance before vacating the position.

## ARTICLE V: ADVISORS

### Section 1: Counselor

A counselor is elected each year by the executive council. The counselor must be a non-collegiate member in good standing of the Society. The counselor is considered a non-voting member of the section. The counselor is responsible to the region governor for the section's compliance with the bylaw's, policies, and procedures of the Society. At any time, by a majority vote of its membership, the section may replace their counselor or fill a vacancy in the counselor position.

### Section 2: Faculty and Professional Staff Advisors

It is recommended, but not required, that the section have advisor(s). It is preferred, but not required, that the advisor(s) be a SWE member. The advisor(s) are considered non-voting member(s) of the section. The selection of an advisor(s) is to follow the policies and procedures of the college/university of the section. The advisor(s) and counselor positions may be filled by the same member. The duties and composition of this advisory body not covered by law or these bylaws shall be developed and approved by the executive council.

## ARTICLE VI: MEETINGS

General meetings will be held every other Wednesday starting the first Wednesday of the first full month of the current semester from 5:30 PM to 6:30 PM. Full leadership meetings with all officers present will be held once a semester. Executive council meetings will be held quarterly. Special meetings can be called by an officer with unanimous approval by the executive council or five (5) active, good standing members. Special meeting topics, time, and date are decided by those who call the special meeting to order.

## ARTICLE VII: DISSOLUTION

In the event of dissolution, the assets of the section shall be first used to pay any remaining debts, after which any remaining funds shall be disbursed to SWE regions, SWE sections, the SWE members at large organization, the Society, or SWE endowment funds as recommended by the executive council and approved by the SWE board of directors.

## ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present and voting at a meeting or of the ballots received prior to the stated deadline. Amendments may be proposed by a majority of the executive council or five (5) active, good standing members of the section. All proposed amendments must be submitted to the secretary. Written notice, delivered either by mail or electronically, must be given to all members of the section at least fifteen days prior to the date of the meeting or the specified date for voting to be completed. Amendments adopted by the section shall be sent to the Society secretary according to established procedures and shall become effective after approved by the

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Society secretary.

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### **AMENDMENT I: COVID-19 PANDEMIC PROTOCOL**

COVID-19 is a recently identified coronavirus that is causing an outbreak of pneumonia illness.

#### **Section 1: Organization Meetings and Events**

Meetings and events should be virtual. If meetings or events are held in-person, no more than 5 people may meet in-person as mandated by the State and the University. In the case meetings or events are held in-person, meetings must be held outdoors while still abiding by the capacity limit regulated by the State and the University. Attendees at all meetings or events must wear a mask that covers both mouths and noses.

The SWE UNM Executive Council and Committees reserves the right to dismiss individuals who do not comply with the regulations stated above. If a SWE UNM meeting or event does not comply with the regulations stated above, the meeting or event will be cancelled and the person(s) responsible for the direct violation of the regulation may face consequences seen fit by the Executive Council.

Committees are responsible for inventing new and creative ideas for virtual meetings and events. While the student organization processes may be moved to an online format, all leadership team members are still expected to carry out their responsibilities outlined in SWE Governance ARTICLE(s) I, II, and III.

#### **Section 2: COVID-19 Self Reporting Requirements**

UNM has implemented a policy for self-reporting either symptoms of or a positive test for COVID-19 in order to support efforts to slow the spread of infection. SWE UNM expects their leadership team and members to comply and self-report positive test results and symptoms as the University and State sees fit.