

**CONSTITUTION  
OF  
WOMEN IN SCIENCE AND ENGINEERING**

**I. NAME**

This organization will be known as the Women in Science and Engineering (WiSE).

**II. AFFILIATION**

This group is not affiliated with any local, state, national, or international organizations.

**III. PURPOSE**

Upon the premise that women are underrepresented in many scientific disciplines, we, students, staff, faculty, and alumni of the University of North Carolina Wilmington (UNCW) do hereby establish this constitution for an organization whose purposes include the following:

TO PROMOTE more STEM (Science, Technology, Engineering, and Math) majors at UNCW and beyond;

TO ENCOURAGE young females in K-12 to engage in the sciences;

TO PROVIDE a forum for educational and emotional support;

TO STRIVE for options in offering financial assistance;

TO CREATE mentoring opportunities on campus for members in science programs

(e.g., between faculty and students and between graduate and undergraduate students);

TO ADVOCATE equality in the pursuit of a profession in the sciences by women;

TO RECOGNIZE historical and ongoing achievements of women in the sciences;

TO ADVERTISE the professional interests of this body within UNCW;

TO ENDEAVOR for excellence and integrity in science programs at UNCW;

TO SERVE as a focal point for ideas, complaints, and suggestions regarding science programs at UNCW and if necessary relay these points to the campus administration;

TO INFORM members of obligations under local, state, federal, and UNCW regulations;

TO REPRESENT and support UNCW and its science programs at professional meetings and excursions away from the University.

**IV. ADHERENCE**

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

## **V. MEMBERSHIP**

- A. Membership is open to all undergraduate and graduate students, staff, faculty, and alumni at the University of North Carolina Wilmington. Members of the local community, including colleagues at Cape Fear Community College, are welcome to participate in this organization.
- B. Membership dues will be agreed upon annually by the incoming Board of Officers. Payment of annual dues ensures eligibility for participation in WiSE events and programs. Fees may be incurred for any non-members seeking access to specific events and programs.
- C. Membership categories include 1) active students, 2) faculty, staff, and alumni, and 3) members of the local community including colleagues from Cape Fear Community College. To be considered an active student member in this organization, attendance or participation in at least two WiSE meetings or functions per semester in addition to the payment of annual dues is required. Active students are the only members of the organization eligible to vote and serve on the Board of Officers. Faculty, staff, alumni, and community members are encouraged to pay dues in supporting the objectives of this organization. Admission fees may be charged to any non-dues paying members for certain WiSE events and programs.
- D. This organization practices an open membership policy for members of the University community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization is also open without regard to gender, unless exempt under Title IX. Membership in this organization may be limited to the individuals who affirm the belief of the stated mission of this organization which is directly reflected in the purposes and objectives as stated in this constitution.
- E. Failure to uphold the purposes and objectives of this organization and policies as outlined in the constitution is grounds for membership removal. The process by which members are removed is: 1) initial notification to the candidate in question that the Board of Officers shall vote on potentially revoking his or her membership, 2) a vote by the Board of Officers, 3) prompt notification of the decision to the candidate, 4) an opportunity for the candidate to appeal to all members of the organization in a period less than seven days of being notified, and 5) a final vote by active student members.

## **VI. ADVISOR**

The organization advisor shall be voted upon during the annual election of WiSE officers. There will be at least one faculty member who serves as an advisor to this organization.

Advisor responsibilities include but are not necessarily limited to informing members of University policies, maintaining communications with the Board of Officers, and attending additional meetings called by the Board of Officers if deemed necessary. Term length is one year with the option of re-election if approved by majority vote of the active student members.

## **VII. OFFICERS**

A. The Board of Officers will include:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Web Administrator

B. The duties of the President will include:

1. Schedule and preside over monthly meetings.
2. Delegate authority to other officers and members as needed.
3. Serve as a liaison to the University and its science programs.
4. Present annual budget requests to the Student Government Association (SGA).
5. Ensure annual registration with the University through the Campus Activities & Involvement Center (CAIC).

C. The duties of the Vice-President will include:

1. Assist the President and assume the duties of the President if absent.
2. Create and maintain all marketing related products (e.g., fliers, posters) and promote participation in WiSE to the University community.
3. Correspond with the local chapter of the American Association of University Women and any other societies sharing the aforementioned objectives of this organization.

D. The duties of the Secretary will include:

1. Track attendance at all meetings.
2. Keep meeting minutes and distribute them to members of this organization.
3. Maintain internal communications between officers and members including operation of WiSE mailing lists.

E. The duties of the Treasurer will include:

1. Keep all financial records. This shall include, but not be limited to the collection and deposit of membership dues, SGA fundings, and fundraising monies as well as any disbursement of funds as supported by the purposes of this organization.
2. Assist the President in the development of the SGA budget request.

F. The duties of the Web Administrator will include:

1. Creation and maintenance of the WiSE webpage and group on Facebook.
2. Management and preservation of computer files for this organization, in conjunction with the secretary, and facilitation of any online activities.

#### G. Elections

1. Officers and an organization advisor shall be elected (by simple majority vote of the active student membership) during the first general meeting of the spring semester each year or as needed for replacements. Terms for all officer positions are for one year only. The option of re-election is permitted; however, no student shall hold any one office for more than two consecutive terms.
2. Only active student members are eligible to serve as officers. All offices are open to graduate and undergraduate students. Both graduate and undergraduate representation on the Board of Officers is encouraged, but not required.
3. Officer positions can be held only by one person at any one time.
4. Self-nominations and officer nominations proposed by others are accepted.
5. In the event that a student can hold an office for one semester only, a second election shall be held in the final meeting of the spring semester to fill the position for the following semester. Students who are able to fulfill an officer position for one semester only (of the two) are still eligible to run; however, the organization requires that he or she make this knowledge public to all voting members prior to elections.

#### H. Removal of Officers

1. Officers shall be removed upon failing to fulfill the duties of their position as outlined in the constitution by a majority vote of the active student members. Both the officer in question and the active student members must be notified at least one week prior to a vote taking place.

### **VIII. COMMITTEES**

Temporary or standing committees may be established as necessary under the direction of the Board of Officers.

### **IX. MEETINGS**

Three general meetings shall be held each semester as scheduled by the President.

The Board of Officers shall meet prior to the large group meetings and as needed.

Quorum is defined as half of the active student members plus one. Quorum is required for conducting business including the annual election of an advisor and organization officers.

Meetings shall be facilitated by the president while allowing for an open and free discussion by WiSE membership.

## **X. RATIFICATION**

This constitution shall be ratified by a vote of seventy-five percent of the voting members.

## **XI. AMENDMENTS**

This constitution may be amended by a vote of seventy-five percent of the voting members. Members must be notified of the proposed amendments one week prior to the scheduled vote. Only active student members of the organization can propose amendments to the constitution.

## **XII. NONPROFIT ORGANIZATION STATUS**

UNCW Women in Science and Engineering (WiSE) is organized exclusively for charitable, educational, and scientific purposes, including for such purposes, making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations with similar purposes or to one or more organizations which are exempt as organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.