Graduate Women in Science (GWIS)/Sigma Delta Epsilon – Nu Chapter

Constitution

Article I – Purpose

The purpose of GWIS is to further women's interest in science, technology, engineering, and mathematics, be a support and networking group for women in science, technology, engineering, and mathematics both at Penn State and nationally, and to provide a vehicle for women's recognition as scientists, engineers, and mathematicians. This organization consists of graduate students, post-docs, and faculty who are involved in technology, engineering, mathematics, and the physical, natural and social sciences.

Article II – Membership

Section A: The membership shall be divided into active and associate members.

1. Members can be those individuals who are qualified for membership in Sigma Delta Epsilon, Graduate Women in Science, Inc. as specified in the National Constitution and Bylaws, however the local GWIS organization also accepts all qualified members regardless of gender. An active chapter member must be one who pays full chapter dues and is a full-time, officially registered graduate student, faculty or staff.

2. Associate members are those who are not currently registered students or employed by PSU (e.g., professionals or those interested in advancing the purpose of this organization) or those who have not paid dues.

3. At any time, at least 50% of the members must be graduate students.

Section B: Dues are due at the third meeting of every semester for all active members. During the summer, additional dues may be collected from members currently residing in the area to fund an event if the membership approves. The dues rates shall be voted on at the first meeting of the semester by the membership. Dues paid by new members during the spring semester will count towards the next fiscal year.

Section C: A member shall be considered in 'good standing' if the member has paid dues.

Article III – Officers

Section A: Only active members as described in Article II, Section A, shall be eligible to serve as appointed or elected officers.

Section B: The officers shall be President, Vice President, Secretary, Treasurer, Webmaster and Liaison Officer/Advisor.

1. The officers shall constitute the Executive Committee, which will be the governing body of the chapter.

2. The President of GWIS shall be the main contact person for this chapter both within Penn State and outside the university, preside over meetings, be responsible for notifying the membership of upcoming meetings and events, appointing heads of committees, ex-officio a member of all committees, keeping contact with their work to the extent that may be advisable, may authorize the withdrawal of funds for the treasury for the payment of obligations incurred by the chapter for such other purposes as the Executive Committee may approve, responding to the GWIS email alias, and conducting the activities of GWIS with consent of the membership.

3. The Vice President shall organize and run elections (unless the Vice President is running for office, see Article VII, Section D) be responsible for membership issues such as recruitment, social events and concerns of the membership, may authorize the withdrawal of funds, assist the President with correspondence duties and assume the duties of the President when absent.

4. The Secretary shall take minutes at all meetings and distribute them to the membership, keep a current membership list, and keep all information generated by the organization and make it accessible to all GWIS members.

5. The Treasurer shall be authorized to withdraw money from the ASA account for the payment of financial obligations incurred by the chapter, keep a full and accurate account of receipts and expenditures, shall make a full account at each annual business meeting and on request at other meetings, (the accounts shall be audited annually), complete and submit the IRS form 990-N annually, and collect chapter dues at the beginning of the fiscal year.

6. The Webmaster shall maintain the GWIS website hosted by Penn State at http://www.clubs.psu.edu/up/gwis/, maintain the GWIS Angle group and maintain the club listserv.

7. The Liaison Officer will also be the advisor for GWIS (see Article VII for duties).

Section C:

1. In the event that a vacancy occurs in any office, a special election will be held within one month of the announcement of the vacancy. If the President leaves office, the Vice President is expected to assume the presidential duties and an election will be held to fill the Vice Presidential

position or the Presidential position if the Vice President decides not to permanently assume the position. If the Liaison officer/advisor leaves, the Executive Committee will choose a replacement.

2. In the event of a vacancy at election time for the Treasurer, the Secretary may assume this position for the academic year.

Article IV – Meetings

Section A: Meeting shall be held at least once a month according to a schedule agreed upon by the chapter members through the entire calendar year.

Section B: Members shall be notified of meetings, regular and special, by the Secretary via email (or campus mail if the member does not have access to email) at least two days before the meeting.

Section C: An annual business meeting shall be in the spring semester

Section D: Special meetings may be called by the Executive Committee. Any member in good standing may make a request to the Executive Committee to hold a special meeting.

Article V – Voting

Section A: 40% of the membership in good standing (see Article II, Section C) constitutes a quorum.

Section B: If a quorum is reached, a simple majority of those present shall be sufficient to decide an issue before GWIS. If a quorum is not reached, the Executive Committee may elect to call a special meeting, or the issue may be decided via email or mailed ballot voting.

Article VI – Finances

Section A: The Fiscal Year shall be that of the National Organization (July 1 to June 30 of the next year).

Section B: All funds of GWIS shall be deposited and handled through the Office of Associated Student Activities (ASA).

Section C: Expenditures in excess of ¼ semester budget must be presented to the membership for approval prior to expenditure. All other expenses shall be approved by the Treasurer and the President.

Section D: The Treasurer shall be responsible for submitting a budget request to the Student Organization Budget Committee (SOBC) each spring semester. The yearly budget shall be presented to and approved by the members as defined in Article V prior to submission.

Section E: Dues

1. Dues for Active Members
   a. National and Local dues for new members may be given to the chapter treasurer before induction into the chapter. A chapter member may opt to pay only Local dues, remaining an Associate Member. A member must be an Active Member to be a voting member of the local chapter and to qualify for scholarships.

   b. The executive Committee will decide the amount of Chapter dues previous to the beginning of the fall semester.

   c. National and Local Chapter dues are paid directly to the chapter treasurer at the beginning of the fall semester.

   d. A retired member may pay one-half the annual National dues and enjoy all the rights and privileges of full membership, both local and National.

   e. A member may become a National Life Member by paying a designated amount in one lump sum, as determined by the National Organization, and thereby enjoy Life Membership in the local chapter.

   f. Male members, who are at this point in time excluded from membership in the National GWIS organization, will be considered as Active members for Local voting rights and Local scholarships if they have paid annual Local dues.

2. Associate Member
   a. Local members who decide not to pay National and Local dues become Associate Members. Associate Members may participate in all local activities but may not vote or qualify for scholarships or other financial assistance.

3. Honorary Local Membership
   a. National Honorary Members are not required to pay dues to either the National Organization or the local chapter. They shall have all the privileges of active membership.

   b. Chapter Honorary Members who are active members of Sigma Delta Epsilon, Graduate Women in Science, Inc. need not pay chapter dues and shall have all the privileges of active chapter membership. They

are required to pay national dues in order to have full national membership.

4. Dues for Transfers
   a. There is reciprocity between chapters. If a member transfers to another chapter and has paid dues for the current year, there is no additional charge to be paid for that year.

5. Contributions
   a. Sigma Delta Epsilon, Graduate Women in Science, Inc. is organized and operated exclusively for educational and scientific purposes. Therefore, the Internal Revenue Code ruling states that "Donors may deduct contributions to you and your exempt subordinate units (chapters) as provided by Section 170 of the Code. Bequests, legacies, devices, transfers or gifts to or for your use or to or for the use of your exempt subordinate units are deductible for Federal estate and gift tax purposes under Sections 2055, 2106 and 2522 of the Code."

Article VII – Advisor

Section A: The membership shall select an advisor to serve for the term of the current officers. The advisor shall be chosen from the Penn State faculty or staff and is required to be an active member of GWIS.

Section B: the advisor shall also be the liaison officer to the National Organization and the duties shall be:

1. Send a list of the new members, their National dues (see Article VI, Section 2b) and the date of their induction to the National Office promptly after the induction meeting.

2. Assist a member who moves to another area and wishes to transfer to another chapter by forwarding a copy of the data card and the completed transfer from to the new chapter and report the transfer to the National Secretary.

3. Send the names, addresses, and telephone numbers of newly elected chapter officers to the National Secretary no later than 30 days after chapter elections.

4. Shall work for effective participation of chapter members in the business of the National Organization, seeking out capable members who may be recommended for office or for national committees.

5. Shall be the chapter consultant on the National Constitution and Bylaws.

6. Shall send to the National Secretary, 30 days before the Grand Chapter meeting, a report of the activities of the chapter during the past year.

7. Shall, if possible, attend the Grand Chapter meeting and assist the chapter president in obtaining chapter delegates to Grand Chapter.

Article VIII – Elections

Section A: Elections will be held in April or at least 30 days before the National Grand Chapter Meeting. Elections may either be held at a meeting, by email, through the Angel site, or if decided by the Executive Committee, the elections may be held by secret ballot mailed to the head of the elections committee.

Section B: The President, Vice President, Secretary, and Treasurer shall each be elected to serve for a term of one academic year. The term of office shall begin on the first day of the fall semester. An officer may be re-elected to serve an additional term or terms as determined to be in the best interests of the chapter.

Section C: Nominations for officers shall be accepted beginning at least two weeks before the elections and will close immediately prior to elections.

Section D: An election committee may be selected prior to the elections with the Vice President as head unless the Vice President is running for office. No individual involved in conducting elections may be a potential candidate.

Section E: A quorum, as defined in Article V, Section A, of active members shall be required to conduct elections and a simple majority of those present shall be sufficient to elect a candidate. The elections meeting or sending of ballots will be publicized to members via email or campus mail at least one month prior to the election. In the event no candidate receives a majority of the votes cast or if there is a tie, there will be a runoff election of the top two candidates held immediately.

Article IX – Amendments to the Constitution

Section A: Any chapter member is good standing may propose an amendment to these Bylaws.

Section B: If approved by the Executive Committee, the amendment shall be voted on by the chapter members.

Section C: A quorum, as defined in Article V, Section A, of active members shall be required to vote on amendments to the constitution. Affirmative votes of two thirds of the votes cast are necessary for adoption.

Section D: Amendments are subject to the approval of the Judiciary committee of the Graduate Student Association.

Article X – Parliamentary Authority

Procedures and other items not specified in these Bylaw or by the rules of the National Organization shall be in accordance with the latest edition of Robert's Rules of Order, Revised.

Article XI – Accessibility of this Constitution

Copies of this constitution are available to anyone upon request.