

Boston University Society of Women Engineers Constitution (2022-2023 academic year)

Article I: Name

Boston University Society of Women Engineers

Article II: Aim/Purpose

SWE aims to create opportunities for and support individuals of underrepresented genders in engineering through events geared towards professional development, community-building, and community service.

Article III: Membership

- Both undergraduate and graduate students are welcome to join BU SWE. Both part-time and full-time students are welcome to join BU SWE.
 - BU SWE can only fund undergraduate students to attend conferences.
- **In accordance with University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc.**
- Any student may become an active member of BU SWE by attending at least 3 events per semester.
 - Any student may become a member of the national SWE organization by registering online at www.swe.org, and paying for the membership level they wish to choose. BU SWE will reimburse up to \$20 in membership fees at the collegiate level *for undergraduate students only*.

Article IV: Meetings

- E-Board meetings will take place weekly or as needed. One event geared towards the general body a month, and events will be held as decided by the executive board.
- The president will convene e-board meetings, and the e-board as a whole will convene club-wide meetings. The secretary is responsible for reserving rooms via 25Live, and

anyone on the e-board may reserve a room if it is available via the College of Engineering room reservation forms. The e-board meetings will be held in any available room or zoom if decided, and the venue of club-wide meetings will vary based on the type of event and its needs.

- Anyone on the executive board may request an e-board meeting.

Article V: Executive Board Structure

- President: oversee and delegate club operations, create event requests, maintain SWE email
- Vice President: assist president with delegation and oversight, organize event calendar, maintain logistic aspects of the club
- Secretary: track minutes and tasks, book rooms on 25Live, send weekly newsletters, take meeting notes
- Treasurer: maintain clear financial records, act as liaison between SABO and SWE, submit funding requests, make event requests for conferences
- PR Chair: maintain social media presence, create new plans to advertise BU SWE to students, internal outreach
- Membership Chair: collaborate with ARROWS to facilitate university wide mentoring program, come up with ways to increase membership and retention, maintain attendance records.
- Networking Chair: connect with industry leaders or faculty for events and sponsorships, plan for Networking Night, facilitate sponsorship and external outreach
- Underclassmen Representatives: organize fundraising events, come up with new events for club, communicate ideas between general members and executive board, do what executive board members cannot
- A student studying abroad may not serve on the e-board.
- A student may not hold multiple positions on the e-board.

Article VI: Executive Board Elections

- Order of succession: President ← Vice President ← Secretary ← Treasurer
 - The current executive board can change the structure of the current E-board if they see fit.
- Elections
 - The current e-board will govern elections, and the elections will be deemed valid if they are conducted fairly (i.e. without bias) and if votes are able to be submitted anonymously.
 - The elections will be held in March/April online.

- In order to stand for president or vice president, the member must have served on the e-board for at least one year.
- In order to stand for secretary or treasurer, if they have not already served on the e-board, the member must have attended at least three BU SWE events in the past year.
- Members make their candidacy known by submitting an application made available to all SWE members via email and social media posts.
- If more than one person is running for a position, a winner is decided upon via majority vote. If only one person is running for a position, if they are eligible, they automatically win the position.
- If no candidate is declared for a position, the general body will refrain from voting on the position until a candidate has applied. The e-board will advertise for a position until a candidate has applied. If the position is not filled, the responsibilities of the role will be delegated by the President to other e-board members.
- The new e-board will take office in April, and will run the annual Senior Send-Off event before commencement.

Article VII: Student Group Advisor

- The advisor's responsibilities include:
 - Supporting and facilitating any issues within the clubs
 - Acting as a liaison between the club and College of Engineering faculty
 - Meeting with the e-board at least once each semester
- The president will act as liaison to the advisor.

Article VIII: Amendments

- Any club member may propose changes to this constitution.
- These changes take effect with a majority (75%) confirmation vote.