**Article I: Name**

The name of this organization shall be the Graduate Society of Women Engineers at Iowa State University.

**Article II: Purpose**

Section One: The purpose of this organization is to:

* Grad SWE aims to strengthen the graduate student community in STEM fields with a special focus on women.
* Provide opportunities for professional and personal development to graduate students in STEM.
* Create a support system for women graduate students in STEM.
* The Graduate Society of Women Engineers, along with H058 Iowa State University section of Society of Women engineers is affiliated with the Society of Women Engineers.

**Article III: Statement of Compliance**

* Section One: The Graduate Society of Women Engineers abides by and supports established Iowa State University policies, State and Federal Laws.
* Section Two: The Graduate Society of Women Engineers agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required)

**Article IV: Non-Discrimination Statement**

Iowa State University and the Graduate Society of Women Engineers do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**Article V: Membership**

To become eligible as a member, status as a graduate student in a Science, Technology, Engineering, or Mathematics related field is required.

**Article VI: Risk Management**

The role of the risk management officer is the [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Graduate Society of Women Engineers, [c] to submit documentation to ISU’s Risk Management Office, and [d] ensure that Iowa State University policies are followed at all of the organization’s events

**Article VII: Officers**

Officer Duties and Term of Service:  *Constitution must list officers, their respective duties and term of service*

President: Shall conduct meetings and shall oversee the activities of the organization.

Shall delegate any responsibilities necessary for the success of the organization.

Membership Chair: Shall keep the records of active members.

Shall communicate membership benefits and opportunities to current of prospective members.

Treasurer: Shall monitor and arrange for safe keeping of the monies collected and disbursed by Graduate Society of Women Engineers.

Shall provide accounting of ABEGO monies to the membership

Secretary: Shall keep the meeting minutes.

Shall write and distribute the weekly bulletin.

Shall also act as the risk management officer.

Method of Election of officers: Officers will be elected through a simple majority in an online poll.

Date(s) for election of officers: Elections for officers will be held at the end of spring semester and, if needed, early fall semester.

Impeachment/Removal of officers: The advisor must initiate the process of removal and a simple majority vote is required.

Replacement of officers: In the event that an officer must be replaced the advisor and remaining officers can make a special appointment that will last until the next general election.

Minimum Cumulative GPA for Officers: The officers of this organization must meet the following requirements:

“(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Article VIII: Advisor(s)**

*All recognized student organizations at Iowa State University must provide a general statement about the duties and method of selection of the club’s advisor*

Advisor Duties: The duties of the advisor include maintaining communication and meeting with the president and treasurer regularly throughout the semester. The term for the advisor is two years, but there is no limit on the number of terms an advisor can serve. Awareness and approval of financial expenditures is also required of advisors along with ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Method of election/selection of advisor(s):Advisors are selected by the officers with a simple majority vote.

**Article IX: Finances**

* All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
* In the event that the organization is dissolved the remaining funds will be transferred to H058 Iowa State University Student Section of the Society of Women Engineers.
* Description of dues: no dues will exist

**Article X: Amendments and Ratification**