

Constitution of The Graduate Society of Women Engineers.

Article I: Name

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

Article II: Purpose

The purpose of Graduate Society of Women Engineers are as follows:

- 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 graduate students in STEM especially women.
- The Graduate Society of Women Engineers is affiliated with the Society of Women Engineers.

Article III: Statement of Compliance

- The Graduate Society of Women Engineers abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- The Graduate Society of Women Engineers agrees to annually complete President's Training, Treasurer's Training.

Article IV: Non-Discrimination Statement

Iowa State University and the Graduate Society of Women Engineers do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, 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: Officers

Section I: Officer positions and duties:

President

- Provide overall leadership and direction for the organization and ensure that all activities align with GradSWE's mission.
- Preside over and lead bi-weekly general and executive meetings.
- Maintain accurate and organized meeting minutes recorded in presentation slides.
- Oversee the organization's planning and event scheduling before the start of each semester.
- Delegate responsibilities as necessary to ensure the success of organizational activities.

- Facilitate coordination between GradSWE and relevant university entities, external partners, and sponsors.
 - Collaborate with the Treasurer to develop and maintain an annual budget.
 - Lead the development of award and scholarship application packages.
 - Create and maintain a comprehensive resource document detailing presidential duties and responsibilities of all officer positions for future reference.
 - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
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Vice President

- Assist the President in maintaining the organization's overall progress and continuity.
 - Co-lead bi-weekly meetings and ensure meeting minutes are accurately recorded in presentation slides.
 - Collaborate with the President in organizing, planning, and scheduling events before each semester.
 - Support the President in delegating responsibilities as necessary for organizational success.
 - Facilitate coordination between GradSWE and related entities.
 - Work with the President and Treasurer to develop the organizational budget.
 - Contribute to the preparation of award and scholarship application packages.
 - Assist the President in creating and updating the GradSWE Officer Resource Manual.
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Treasurer

- Manage all financial transactions in Workday and serve as a P-Card holder.
 - Process reimbursements and financial requests from sponsors or funding bodies.
 - Train the Vice Treasurer in financial procedures and policies.
 - Equitably divide purchasing responsibilities with the Vice Treasurer based on event schedules and officer availability.
 - Create and maintain a Treasurer's Manual outlining essential budgeting considerations, Workday procedures, and purchasing guidelines.
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Vice Treasurer

- Serve as a P-Card holder and assist in processing purchases.
 - Support the President, Vice President, and Treasurer in creating and maintaining the organization's budget.
 - Provide training to the Treasurer if the Vice Treasurer has prior experience in the role.
 - Equitably divide purchasing tasks with the Treasurer as needed for events.
 - Co-develop the GradSWE Treasurer's Manual and associated financial resources.
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Secretary / Vice Secretary

- Train Vice Secretaries to ensure smooth transitions and continuity of duties.
 - Prepare a Secretary's Manual including resources and procedural instructions for incoming officers.
 - Coordinate and send official GradSWE communications to departments and partners.
 - Manage the GradSWE email account, ensuring prompt responses to inquiries and forwarding important communications to relevant officers.
 - Remind officers of essential deadlines and required forms.
 - Collaborate with the Publicity Chair and Vice Publicity Chair to maintain communication consistency.
 - Keep the Teams "Files" and "Tasks" tabs current, ensuring assigned responsibilities are completed.
 - Work with designated officers to develop and maintain a comprehensive Secretary's Manual.
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Publicity Chair

- Design promotional materials and upload flyers to Teams for internal review.
 - Manage social media promotion across Instagram, Facebook, LinkedIn, and Twitter.
 - Develop a Publicity Chair Manual containing guidelines for creating effective marketing materials and outreach strategies.
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Vice Publicity Chair

- Post all events on the GradSWE Weebly and Stuorg websites.
 - Update the Weebly website layout, including photos, alumni sections, former officer pages, and sponsor recognition.
 - Collaborate with the Publicity Chair to develop a comprehensive Publicity Duties and Resources Manual.
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Outreach Chair / Vice Outreach Chair

- Organize outreach events according to the President's semester plan, typically one event every two months.
 - Coordinate with organizations such as WISE, Undergraduate SWE, and National SWE.
 - Reserve venues and manage logistical arrangements, including food and beverages with P-Card holders.
 - Maintain a summary record of each outreach event, including event name, participation, photos, objectives, and contact information.
 - Upload event documentation to the Outreach Events folder in Teams.
 - Maintain access to GradSWE's storage space at the Memorial Union.
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Professional Development and Leadership Chair / Vice Chair

- Plan and coordinate professional events, typically one event every two months, aligned with the President's plan.
 - Communicate with guest speakers, company representatives, and vendors.
 - Reserve venues and manage event logistics, including catering and supplies.
 - Document each professional event (name, participants, photos, objectives, and contacts) and upload to the Professional Events folder in Teams.
 - Maintain access to the organization's storage space at the Memorial Union.
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Social Events Chair / Vice Chair

- Organize social events based on the President's semester plan, typically one event every two months.
 - Coordinate with speakers, vendors, and company representatives as applicable.
 - Manage venue reservations, catering, and event logistics.
 - Document each event (name, participants, photos, objectives, and contacts) and upload to the Social Events folder in Teams.
 - Maintain access to the organization's storage space at the Memorial Union.
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Membership Chair

- Propose and implement strategies to increase GradSWE membership in collaboration with the Publicity Chair and Secretaries.
 - Manage membership approval and updates through the Stuorg platform.
 - Maintain the GradSWE members' group and database.
 - Promote membership recruitment at each event by bringing a registration device; if unable to attend, delegate this task to another officer.
 - Create and maintain a Membership Chair Manual outlining recruitment strategies and membership procedures.
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GradSWE Ambassadors

- Represent GradSWE in a positive and professional manner at internal and external events.
 - Support GradSWE's mission by promoting awareness and engagement within the graduate community.
 - Offer mentorship and advice to current officers based on prior experience.
 - Assist the President and Vice President in developing award and scholarship applications.
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Section 2: Elections

- a. Method of Election of officers: A call for new officers shall be distributed by email to all engineering departments no later than April. Candidates will be elected through a simple majority vote conducted via an online poll.
- b. Date(s) for election of officers: Regular elections for officers shall be held in April each year. If necessary, supplementary elections may be conducted in December to fill vacancies

for the following spring semester. In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates.

- c. The term of office for all officer positions shall be one year, beginning on July 1 and ending on May 31 of the following year. Each officer may be reappointed or re-elected for one additional term.

Section 3: Impeachment/Removal of officers

- a. Officers can be removed from their position by a vote of fellow officers with approval of the Advisor(s).
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any officer may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - i. The officers will hold a special meeting with the Advisor to deliberate.
 - ii. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote
 - iii. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers in order to remove the officer.
 - iv. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: 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.

Section 5: 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 VII: Advisor(s)

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 Engagement.

Method of Election/Selection of Advisor(s): Advisors are selected by the officers with a simple majority vote.

Impeachment or Removal of Advisor(s): Impeachment proceedings for an Advisor may only be initiated jointly by all officers of the Graduate Society of Women Engineers. A written statement outlining the reasons for impeachment must be submitted collectively by the officers for recordkeeping. Upon initiation, the Advisor shall be notified in writing and given the opportunity to review the concerns, submit a written response, and speak on their behalf before a final vote is taken. The Advisor may be present during discussion but must recuse themselves during the final vote. Removal of an Advisor requires a unanimous (100%) vote of all officers.

Replacement of Advisors: If an Advisor position becomes vacant due to resignation, removal, or other circumstances, the officers shall appoint an interim Advisor to ensure continuity of operations and compliance with Iowa State University policies. A permanent Advisor shall then be nominated by the officers and confirmed by a simple majority vote of the active membership at the next general meeting. The newly appointed Advisor shall assume all responsibilities and privileges as outlined in this Constitution and Iowa State University requirements.

Article VIII: 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 IX: Amendments and Ratification

A proposal to amend this Constitution may be submitted to the officers by any voting member of the Graduate Society of Women Engineers. Proposed amendments must be presented to the general membership at least one week prior to the scheduled vote. An amendment shall be adopted upon approval by a two-thirds ($\frac{2}{3}$) vote of the officers. The amended Constitution must then be submitted to Iowa State University Student Engagement for review and approval within ten (10) days of adoption.