**WOMEN WHO DESIGN CONSTITUTION**

**Article I Name:**

The name of this organization shall be “Women Who Design”.

**Article II Purpose:**

Supporting women in design to achieve professional potential and promoting women to be future leaders. Members shall expand their networks by attending various lectures, workshops and seminars and come together for mentorship, support and advocacy.

**Article III Statement of Compliance:**

Women Who Design abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Women Who Design agrees to annually complete President’s and Treasurer’s Training”

**Article IV Non-Discrimination Statement:**

Iowa State University and Women Who Design 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, gender identity, or status as a U.S Veteran.

**Article V Membership:**

Membership shall be open to all registered students in good academic standing at Iowa State University. It is beneficial to be in the academic study of Design but not necessary. This club does not limit access based on gender and is open to all genders.

**Article VI Officers:**

Section I. - Officers

a. President

i. Serves one (1) academic year

ii. Presides over General Meetings and Board Meetings

iii. Promotes chapter goals, programs, and activities

iv. Ensures members are meeting requirements for membership

v. Oversees activities of officers

vi. Appoints committee chairs with advice of Vice President

vii. Appoints interim officers in case of vacancy

viii. Maintains relations with local community and Student Activities Center.

b. Vice President

i. Serves one (1) academic year

ii. Presides over General Meetings and Board Meetings in absence of President

iii. Advises President in appointing committee chairs

iv. Oversees activities of committees and offers guidance to committee chairs

c. Treasurer

i. Serves one (1) academic year

ii. Prepares budget allocation for each semester

iii. Maintains accurate chapter budget

iv. Coordinates the collection and record of dues from student members and facilitates transfer of dues to the IAWIA professional organization

v. Prepares update of chapter budget for each general meeting

vi. Administers reimbursement procedures for chapter supported programs and events

d. Secretary

i. Serves one (1) academic year

ii. Takes notes during General Meetings and Board Meetings

iii. Maintains record of notes from General Meetings and Board Meetings

iv. Emails notes from General Meetings to members

v. Maintains and emails members the chapter calendar for all chapter-sponsored events and general meetings

vi. Maintain list of all members, their email addresses, and records attendance at meetings

vii. Fills and submits required forms for events to Student Activities Center

viii. Monitors and advises officers and committee chairs on University risk management policies

ix. Identifies potential risks associated with chapter-sponsored events

Section II. - Committees

a. Mentor Program Committee Chair

i. Serves one (1) academic year

ii. Coordinates mentor program schedule

iii. Gathers list of paying members intending to participate in Mentor Program

iv. Updates chapter on Mentor Program events and schedule

b. Public Relations Committee

i. Serves one (1) academic year

ii. Maintains WWD organization Facebook page and Twitter account

iii. Promotes activities and programs of WWD

c. Professional Outreach & Events Committee

i. Serves one (1) academic year

ii. Establishes and executes IAWIA sponsored events excluding the mentor program

iii. Updates organization on events and schedule

Section III. - Election Procedures

a. Date

i. Elections shall occur once a year during the last general meeting of the academic year (usually held in April). The following positions will be filled through these elections: President Vice President Treasurer Secretary

b. Method

i. Elections shall take place by secret ballot. Only members who are present at the General Meeting during which the election is held may vote

ii. The winner of each election will be determined by majority vote

iii. Prior to voting for each position, the Secretary shall read the ballot of nominees to the members present

c. Nominations

i. Nominations for each position must be communicated to the Secretary prior to each vote. Members may nominate themselves or other members to any position should they be eligible to hold office as determined by Article VII, Section IV

ii. Nominations for each position will open two (2) weeks prior to elections

Section IV – Officer & Committee Chair Eligibility

a. The officers and committee chairs of this organization must meet the following requirements:

i. 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

ii. 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, and graduate students the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration

iii. All members who fail to meet the above requirements are ineligible to be nominated and/or elected to officer positions and are ineligible to be appointed as a committee chair

Section V – Removal or Impeachment of Officers and Committee Chairs

a. Officers and committee chairs who are in violation of Article VII, Section IV, shall be removed from office immediately

b. Officers and committee chairs may be impeached if the organization finds the officer or chairperson to be guilty of the following:

i. Failure to uphold the duties of the position

ii. Failure to uphold the mission of the student organization

iii. Failure to maintain the requirements of eligibility as stated in Article VII, Section IV

c. The following method shall be used to determine impeachment:

i. A paying member motions for impeachment; motion is seconded by a different paying member

ii. Reasons for impeachment are outlined by the member who made the motion for impeachment

iii. The officer or committee chair who is the subject of the impeachment hearing is allowed the opportunity to respond. After responding, the officer or committee chair shall leave the room

iv. General members and paying members shall discuss impeachment of the officer and committee chair

v. After discussion, the officer or committee chair shall return and a vote by secret ballot will commence. A 2/3 vote of paying members in favor of impeachment is required to remove the officer or committee chair from their position

Section VI – Replacement of Officers and Committee Chairs

a. Should an officer or committee chair position become vacant, the runner-up from the original election shall assume the position

b. Should the runner-up be unable to or decline to assume the vacated position, the President, with advice of the Vice President, shall appoint an interim Officer or Chairperson to serve the remaining term

**Article VII Adviser:**

Adviser Duties:

The Advisor shall sit in on club meetings and aid in the organization and planning of WWD events

Method of election/selection of adviser(s):

Advisors are contacted by the current president and requested for participation

Adviser(s) Term of Service:

Serves one (1) academic year and shall return at the request of the newly elected Council.

Impeachment/Removal of Advisers:

Any member may motion for impeachment; motion must be seconded by a different member

Reasons for impeachment are outlined by the member who made the motion for impeachment

The advisor in question is allowed the opportunity to respond. After responding, the advisor shall leave the room

Members shall discuss impeachment of the advisor

After discussion, a vote by secret ballot will commence. The advisor shall return for the verdict. A 2/3 vote of members in favor of impeachment is required to remove the advisor from their position

Replacement of Advisers:

In the event that the advisor has been asked or chosen to resigned the President and Vice President will contact another faculty member whose personal views align with those of WWD

**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. There will be no dues. If money is necessary for any reason, fundraisers will be held by the club. If a specific project or competition submission costs money, it will be discussed with the treasurer and the best course of action will be decided upon.

**Article IX:**

Section I. - Adoption

1. This constitution shall be adopted by a majority vote of active members

Section II. Amendments

a. This constitution may be amended at any general meeting by a majority vote of active members, provided that notice of the proposed amendment has been communicated to members at least one (1) week prior to said general meeting

b. After the adoption of any amendment, the President shall send copies of the updated constitution to the Student Activities Center for approval within ten (10) days of their amendment