**AWM STUDENT CHAPTER BYLAWS**

Bylaws of the Student Chapter of the Association for Women in Mathematics at Iowa State University
 **Article I:** Name

1. This organization shall be called the Student Chapter of the Association for Women in Mathematics at Iowa State University. In these Bylaws it is referred to as the Chapter; the Association for Women in Mathematics is referred to as the AWM.

**Article II:** Purpose

1. The Chapter is organized and will be operated for educational and scientific purposes to promote the following:
	1. an increased knowledge of and greater interest in the mathematical sciences, including pure and applied mathematics, statistics, and their applications;
	2. a greater understanding of the contributions of women in the mathematical sciences; and
	3. mentoring and encouraging women and girls as they prepare for careers in the mathematical sciences.

**Article III:** Statement of Compliance

1. The Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Chapter agrees to annually complete President’s and Treasurer’s Training.
2. The Chapter abides by and supports the AWM Diversity and Inclusion and Welcoming Environment Statements.

**Article IV:** Non-Discrimination Statement

1. Iowa State University and the Chapter 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.
2. It is the policy of the Association for Women in Mathematics (AWM) that all participants in AWM activities will enjoy a welcoming, inclusive environment that is free from all forms of discrimination, harassment, and retaliation. As a professional organization, the AWM is committed to fostering an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, the AWM is committed to the promotion of equality of opportunity and treatment for all AWM members and participants in AWM-sponsored events, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, immigration status, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of AWM activities.

**Article V:** Members

1. Membership shall be open to all registered students at Iowa State University, and any current or retired employee of Iowa State University who is an AWM member.
2. Voting members shall
	1. be registered as a student,
	2. register as AWM members on the student organization website,
	3. register as AWM members with the international AWM organization (which is free to all members of student chapters), and
	4. attend at least one event per semester.

**Article VI:** Officers

1. The Officers of this Chapter shall be the President, Vice President (or Co-President), and Treasurer. The President may appoint a Secretary; if not, the duties of the Secretary shall fall to the Vice- or Co-President.
2. Each of the officers must meet the following requirements:
	1. be a voting member of the Chapter
	2. 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.
	3. 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.
	4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (b) and (c).
3. The Officers shall be elected by a plurality of the votes cast by the voting members in an Annual Election during the month of February.
4. The Officers shall serve for one year starting at the beginning of the spring term and their service shall include the following summer and fall.
5. No person may serve in the office of President or Vice President for more than two consecutive years, unless no other eligible candidate runs for election.
6. If a vacancy should arise between elections, the Officers shall appoint a new Officer to fill the vacated post until the next election.
7. The Officers shall have regular meetings occurring at least once per month with a schedule to be determined at the first meeting of each semester.
8. The Officers shall, as needed, have the power to form committees of volunteers as outlined in Article VIII.
9. The Officers shall select a Risk Management Officer from among themselves at the first meeting of each semester.
	1. The Risk Management Officer shall have the following responsibilities:
		1. Help minimize potential risks for club activities
		2. Recommend risk management policies or procedures
		3. To submit documentation to ISU’s risk management office
		4. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
10. Impeachment of officers
	1. Impeachable offenses
		1. Dereliction of duties (outlined in Article VII)
		2. Failure to attend 3 or more Officersl meetings in one semester without informing the Officers in advance of the absence
		3. Failure to attend half of the Officers meetings in one semester without approval by a majority vote of the Officers to approve how duties will be fulfilled be despite the extenuating circumstance prohibiting attendance
	2. Impeachment process
		1. A motion to impeach will be made at an Officers meeting. If seconded, the Officers will vote after a period of one week to determine if impeachment will take place. The impeached officer may make a final appeal to the voting officers immediately before the vote takes place. A majority vote is needed to impeach. The Officers will also vote on a replacement officer at this time.
11. The President is the principal Officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the AWM and these chapter bylaws. The President shall preside at all meetings of the Chapter and of its Officers.
12. The Vice President (or Co-President) shall preside at meetings in the absence of the President, assist the President in the management of the Chapter, and perform other duties that may be assigned by the President.
13. The Secretary shall keep the minutes of all Chapter and Officers meetings. Other duties of the Secretary include:
	1. Maintaining the records of the Chapter;
	2. Annual submission of the Officer and Sponsor contact information to the AWM Headquarters;
	3. Submission of any proposed amendment to these bylaws to the AWM Committee on Student Chapters (proposed amendments must be approved by AWM before they can be submitted to the Chapter's membership for a vote);
	4. Tallying and reporting votes from the Annual Election; and
	5. Handling other correspondence pertaining to chapter business
14. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:
	1. Preparation of the Chapter's Annual Financial Report for annual presentation to the Chapter.

**Article VII:** Adviser

1. Each Chapter shall have an Adviser, referred to as the Sponsor.
2. The Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
	1. helps provide continuity from year to year as student leadership and personnel change;
	2. helps maintain university standards in all activities of the Chapter; and
	3. is responsible for co-signing expenditures
3. The Sponsor must meet the following requirements:
	1. be a faculty member of Iowa State University
	2. and be a member of AWM
4. Selection of the Sponsor
	1. A sponsor serves for a term of at least one calendar year, from January to January, with no term limits
	2. The Sponsor will be chosen by a vote of the (new) Officers near the end of each January
5. Impeachment of Sponsor
	1. Impeachable offenses
		1. Dereliction of duties
		2. Failure to sign expenditures within one week
	2. Impeachment process
		1. A motion to impeach will be made at an Officers meeting. If seconded, the Officers will vote after a period of one week to determine if impeachment will take place. A majority vote is needed to impeach. The Officers will also vote on a replacement officer at this time.

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**Article VIII:** Finances

1. 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 Advisor to this organization must approve and sign each expenditure before payment.
2. There are no dues for members of this organization.
3. Each Officer can hold a p-card as necessary.
4. For funding information, refer to the Operations Manual.
5. If the organization is dissolved, the funds shall be transferred to the Mathematics Graduate Student Organization, to be used in accordance with the goals of AWM.

**Article IX:** Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the AWM Committee on Student Chapters before being presented to the Chapter membership for a vote.
	1. If any changes are approved, an updated constitution shall be submitted to Student Engagement within 10 days.
2. No official business of the Chapter shall be conducted unless a quorum is involved. A quorum of the Chapter shall be defined as 20% percent of the voting membership of the Chapter or at least 5 members, whichever is greater.
3. A simple majority of the voting members involved shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

**Article X:** Standing Committees

1. The standing committees:
	1. The Events Committee shall plan and make arrangements for Chapter meetings and events.
	2. The Publicity Committee shall be in charge of notification of meetings and events via email, posters, and other means. They shall also be in charge of recruitment.
	3. The Outreach Committee shall be in charge of mentoring programs and community outreach.
2. Additional committees may include, but are not limited to, the following: Membership, Seminar Series, Site Visits, and Collaborative Events.

**Article XI:** Meetings and Activities

1. Meetings shall be held only in places that are open and accessible to all members of the Association.
2. All meetings of the Chapter shall be publicly advertised via written (e.g., flyers) or electronic (e.g., web page) means.

**Article XII:** Publications and Communications

1. Any publications or communications (written, oral, or electronic), other than those of a purely factual and non-controversial nature, from the Chapter or any persons acting on behalf of the Chapter, shall include the following disclaimer: "The views expressed herein do not necessarily reflect the opinion of the Association for Women in Mathematics."

**Article XIII:** Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Officers and shall be included in the minutes of its meetings.
2. 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.
3. Dues, if any, shall be fixed annually by the Officers.

**Article XIV:** Dissolution of the Chapter

1. Failure to adhere to these Bylaws may result in the suspension of the Chapter, as determined by the AWM Committee on Student Chapters.