This Constitution is the Approved and Official Constitution for:

Club Name: Society of Women Engineers
From the Engineering Council
Number of Pages: 4
Date Approved: 4/10/17

Club Officer
Position: President
Name: Jessica Cobti
Signature: Jessica Cobti
Date: 4/10/17

Council Coordinator
Name: Tanahry Escamilla
Signature: Tanahry Escamilla
Date: 4/3/17

Student Association Vice President
Name: Gina Nasca
Signature: Gina Nasca
Date: 4/3/17
Article I. Society of Women Engineers

Article II. The Society of Women Engineers stimulates women to achieve full potential in careers as engineers and leaders by expanding the image of the engineering profession as a positive force in improving the quality of life and by demonstrating the value of diversity. We also serve to inform young women and the general public of the qualifications and achievements of women engineers and the opportunities that are open to them. SWE serves as a center of information on women in engineering. We encourage women engineers to attain high levels of education and professional achievement.

Article III. Qualification of Membership

Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

The Society of Women Engineers will consist of voting and Non-voting members

A. Voting Member

1. Only undergraduate University at Buffalo Students may be voting members of the club.

2. Voting members are the only voters allowed to vote. Any other members are considered non-voting members.

3. In order to become a voting member one must attend 2 of the following:

   i. 1 event per semester
   ii. 1 community service event per semester
   iii. 1 SA participation event per semester
   iv. 1 meeting per semester

B. Non-Voting Member

1. Members of SWE who have not attended at least 2 other events that semester
Article IV.

Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club

A. President
   a. Plan and run general meetings.
   b. Plans major events/trips for SWE.
   c. Work with treasurer to manage finances.
   d. Help to coordinate a fundraising event.
   e. Finalize all decisions for the club.

B. Vice President
   a. In charge of running and overseeing the Mentoring Program.
   b. Organizing and overseeing a BattleBots team.
   c. Assist with planning SWE events.
   d. Help to coordinate a fundraising event.

C. Treasurer
   a. Placing Purchase Orders, Reimbursements, or any other transaction in the SAFE account.
   b. In charge of handling fees/payment before any event/trip with expenditures.
   c. Will follow all Student Association rules and regulations.

D. Secretary
   a. Take minutes of the meeting and organizing them in a professional manner.
   b. Send meeting recap emails.
   c. Making room reservations.
   d. Updating listserv email list.
   e. Keeping track of paperwork.
   f. Submit monthly track sheets.

E. Public Relations Officer
   a. Make flyers for events and organizing members to hand out flyers.
   b. Work with Social Media Representative with keeping website up to date.
   c. In charge of any outreach and advertisement needed by the club.
   d. Contact guest speakers.

F. Social Media Representative
   a. In charge of the twitter, facebook, and any other social media website.
   b. Responsible for taking pictures of public events.
   c. Work with Public Relations Officer with keeping website up to date.
Article V.

A. Meetings
1. General meetings will be held to organize and plan any type of activity.
2. Amendment meetings will be held to discuss and vote on a change of amendments to the club's constitution.
3. Meetings will be loosely facilitated by the position holders in the club present at that time. However, input and conversation between the whole club will be an integral part to each occasion.
4. Meetings will be held at least 2 times a semester or as frequently as the committee decides.
5. For a general meeting, a minimum of 5 members must be present.
6. For amendment meetings, a minimum of 8 members must be present.
7. Meetings will be held only when classes are in session.

B. Elections
1. Members will be elected between the 3rd week in April and end of the semester.
2. Nominations will be considered the first week of April at a general meeting.
   i. Ballots will be prepared with all running candidates at the election meeting.
   ii. Ballots will be voted on (anonymously), counted and announced at the election meeting for all of those who attend the meeting.
      1. For those who cannot attend the meeting and wish to still vote must give their ballot to any current e-board member who is currently not running for that position prior to the counting of ballots.
      2. Late ballots will NOT be counted and immediately discarded.
3. Newly elected officers will take office the first day after the end of the spring semester.

C. Special Elections
1. Special Elections will follow the process of the regular club election listed above.
2. Nominations must be given within 2 weeks of any opening within the e-board.
3. Voting will be within 2 weeks after the nominations.

D. Impeachment/Removal Process
1. Any form of harassment or intentional violation of the constitution will immediately call for removal of an officer from their position.
2. For someone to call for removal, they need at least 6 signatures of current members of the group (including themselves) to have a meeting regarding the removal.

3. To be removed from office there needs to be at least two-thirds (2/3) of the club to agree with course of action.

4. A special election will occur after the removal of an officer to fill their position.

E. Resignation/Vacancy of Office
   1. Everyone in the club will be informed about a resignation/vacancy of office.
   2. A special election will occur after the resignation of an officer/vacancy of office to fill their position.

Article VI. Amendments

A. Proposed amendments will be brought up during our meetings.
B. One must wait one week before an amendment can be voted on.
C. At least two-thirds (2/3) of members attending the meeting must be in favor of the amendment for it to pass.
D. The Amendment takes effect once the new constitution is approved by SA.
E. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws
F. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.