

Society of Women Engineers UConn Section Constitution

Article I. Name and Affiliation

Section 1. Name

The formal name of this organization is The Society of Women Engineers (SWE) UConn Section.

Section 2. Affiliation

The Society of Women Engineers UConn Section is affiliated with the National Society of Women Engineers.

Article II. Mission Statement

The mission of SWE shall be to empower women to succeed and advance in the field of engineering, and to be recognized for their life-changing contributions as engineers and leaders. As a collegiate section of the **national** international organization, SWE will work towards its goal by fostering a supportive environment for female engineering students.

Article III. Membership

Any person that is a UConn Student, may attend UConn SWE meetings. However, to be a societal collegiate member of SWE, one must be an undergraduate or graduate student of UConn, register, and pay the membership dues on the societal SWE website.

Article IV. Organization Officers

Section I. Executive Officers

The hierarchy of leadership in SWE is composed of a four person E-board, which works as a uniform team to make executive decisions to better the society as a whole. Each E-board member, President, Vice-President, Treasurer and Secretary, oversees a few officers throughout the semester as well as complete their responsibilities listed below. The E-board will decide who each of them is responsible for, unless already specified below. Each E-board member is responsible to be available to communicate with the replacing officer at least one semester after their term is up. The E-board is required to take ENGR 3025 Engineering for Impact in the SWE section when offered, unless unusual circumstances are communicated.

Officer Duties:

1. President: This person is the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. The president is responsible to communicate with its members, E-board, and the UConn body all of the events and plans of SWE. Also, this person is responsible for overseeing, delegating and managing the activities of the officers and other E-board positions. They are also the primary planner for the trips to Society and Regional conferences and are responsible for representing UConn SWE at all times throughout the year.
2. Vice President: This person is to assist the president in his/her duty. They also are primarily in charge of all internal affairs of the organizations, and should supervise the overall activities of the officers and members. They should attend every meeting, event, or volunteer event, to represent the organization positively and create connections amongst the other members. In addition, the Vice President is in charge of planning all general body meetings and sharing the presentations with the rest of the E-board prior to the meeting.
3. Treasurer: This person will be primarily responsible for the organization’s finances. The accounts this person is responsible for includes the SABO account 161 and the School of Engineering Foundation account. The Treasurer is also responsible for submitting budgets and funding requests to USG as necessary with aid from the President. They are also responsible for overseeing and organizing fund-raising activities.
4. Secretary: The secretary is responsible for communicating with the organization via bi-weekly emails (SWEekly Update and Recap) and occasionally, emails with important updates. Maintain records, meeting minutes, and contacts list. Works closely with all officers, particularly the social media chair, to keep an updated list of upcoming events and opportunities.
5. Professional Director: This person is directly responsible for any events and programs related to the

professional development and professional relationships of UConn SWE. This includes coming up with ideas and events that would help our members be more prepared for internships and/or full time positions as well as interviews, resumes, and career fairs. They oversee the Company Relations, Professional Development and Alumni Officers and reports back to the E-Board.

6. Company Relations Officer: This person is responsible for maintaining existing or developing new relationships with companies. Includes keeping in contact with recruiters for events, setting up company visits in General Body or events on campus and relaying the information back to the Professional Director. This also includes handling any sponsorship partners for UConn SWE.
7. Profession Development Officer: This person is responsible for promoting professional development skills and opportunities to the General Body. This includes planning professional development themed meetings and/or scheduling guest speakers or seminars in or outside SWE. This includes meetings like the annual Resume Critique, communicating with the Center for Career Development for visits/seminars, and getting everyone ready for the career fairs each semester. Position reports back to the Professional Director.
8. Alumni Officer: This person is responsible for keeping an open line of communication with our UConn SWE Alumni. This involves writing an Alumni Newsletter to send out each month and making sure that the alumni email list is accurate and up to date. This can also include planning special events with Alumni. Position reports back to the Professional Director and Secretary.
9. Special Programs Director: This person is responsible for the overseeing and supervising of the following officer positions: New Member, Outreach, and Mentor-Mentee and for applying for funding to ensure that the various programs can continue running. This position involves frequent communication to the E-board and the constant knowledge and organization of their officers and their tasks. Should help with any relevant events and have ideas for things such as, New Member Meetings, outreach, or mentor-mentee events throughout the semester.
10. New Member Officer(s): This person is responsible for planning, recruiting, and running the New Member Meetings. This may involve going to ENGR 1000 classes or other lectures to promote SWE in general. The main goal of the New Member program is to get women to understand what the UConn SWE section can do for women in engineering and how they can be a part of it. Meetings include games, motivation for women in STEM, and advice from other members about classes and UConn in general.
11. Outreach Officer(s): This person is responsible for the organization and recruiting for any outreach events. This includes:
 - SWENext
 - MYO
 - Science Bowl
 - **At least 4 school visits**

as well as any other outreach events that happen throughout the year. This could include external communications, such as, reaching out to other schools or organizations on campus and then relaying any information to the general body, in order to gain involvement. The Outreach Officer will report to the Special Programs Director, or the E-board when necessary.

12. Mentor-Mentee Officer: This person is responsible for running both the New Member Mentor-Mentee program and the Post-Undergrad Mentor-Mentee program within UConn SWE. This includes recruiting mentors and mentees, assigning mentors and mentees, planning any mentor-mentee events as you want and making sure that the mentors continue the relationship with their mentee. Reports to the Special Programs Director.
13. Public Relations Director: This person is responsible for overseeing and supervising the activities of the following officer positions: Social Activities, Social Media, Fundraising, and Website Officer. Includes planning events that brings the leadership closer together. This position includes frequent communication with the E-board and the delegation of tasks and ideas to each relevant officer. Should have event, social media, and fundraising ideas prepared throughout the semester and offer help to any of their officers for events and organization promotions.
14. Social Activities Officer: This person is responsible for organizing social events to provide opportunities for our members to build a support system and destress. The social chair also helps to find cool places to

visit and fun activities to do at society conference locations! Having fun while supporting female engineers is part of SWE! Social events are a good way to get to know one another and create a sense of family. Reports to Public Relations Director and E-board for any planned events/meetings.

15. Social Media and Analytics Officer: Responsible for maintaining the UConn SWE Facebook and Instagram pages. It's important to attend as many meetings and SWE events as possible to take pictures, which will be shared on these platforms. For the Instagram, stories are used to advertise events and let members know about the weekly schedule (General Body and New Member meetings, cancellations, etc.) Instagram posts are for pictures of events/meetings, in addition to any "themed series" (ex: Senior Spotlight, Women's History Month, Black History Month, etc.) The SWE Facebook is primarily used for sharing and creating events for company visits, volunteer and outreach events, and specific meetings (ex: Resume Critique, Intern Panel, etc.). It can also be used to share relevant STEM/UConn articles, or posts from the Instagram account. Reports back to the Public Relations Director, and E-board when necessary, especially coordinating with the Secretary.
16. Website Officer: Responsible for maintaining the UConn SWE website. The website is used for updating the public about what our organization does. Reports back to Public Relations Director, and E-board when necessary, especially coordinating with the Secretary.
- ~~17. Outreach Officer(s): This person is in charge of working with the School of Engineering to coordinate, promote, and attend the Multiply Your Options event among other events. This person is required to work in the EDOC and is appointed by the faculty advisor with approval from E-board.~~

Additional Responsibilities: All officers are required to attend all general body meetings, volunteering events, and social events. Only unusual circumstances, which are communicated ahead of time, excuse the officers and chairs from attending these events. All officers are required to create an updated timeline which is emailed to the E-board at the beginning of the semester. All officers are required to read and sign the constitution by the first meeting. ~~All officers are required to be paid members of the society as well as voting members of the UConn section (F054) before running for their position(s).~~

Section 2. Officer Elections

Officer elections will commence every spring. ~~Any member can run for 2 E-board positions and 3 chair positions per election, but no one person can hold multiple E-board positions or chairs, exception to this rule is the ESLC representative.~~ Any member can run for up to 3 positions. The candidate will first fill out a Google Form that will have a series of short questions which will be visible to the voting members.

~~The candidate will be interviewed by the E- Board for 15 minutes and be asked questions about the specific position(s) that they are running for and their desire to run for this position and improve the organization. The interviews will be recorded and available to all voting members.~~

~~No one person can hold multiple E Board positions or chairs.~~

Section 3. Terms of Office

Officer terms will run from the end of the academic year and will follow the fiscal/academic year.

Section 4. Election Procedure

~~Organization officers will be selected by a nomination and election process before the midterm of the spring semester. The remainder of the semester shall serve as a transition period as necessary.~~

Organization officers will be selected by an election process in the spring semester.

To be a voting member in SWE, a member must attend at least 50% of meetings for that semester. Prior approval from E-board may be granted to members if this requirement is not reached. The voting procedure, (such as but not limited to ballots, roll call, etc.) is decided by the E-board.

Section 5: Removal/Replacement of Officers

If more than one event is missed per semester without proper communication, or the chair does not complete their responsibilities, the E-Board will address this issue and give that officer a reasonable amount of time to improve. If improvements are not made, the E-Board unanimously must decide to remove that officer and appoint a new chair to finish the term. The new chair must be approved by the faculty advisor.

Article V. Operation Procedures

- I. Meetings
 1. Meeting of the Society of Women Engineers shall be held weekly
 2. Old business will be addressed at the beginning of the meeting and new business will be addressed at the end of the meeting following the activity
- II. Decision-Making Process
 1. The E-board will put up-to-vote any changes regarding general membership of the Society of Women Engineers
 2. All members will be notified of decisions from the Meeting Minutes recorded by the Secretary of the Society of Women Engineers
- III. Amending the Constitution and Bylaws
 1. Amendments to this document can be made at any point in which the E-board or membership sees fit to make changes
 2. This document will be reviewed and updated by the current E-board every two years
 3. Amendments must pass by two-thirds of the membership in order to go into effect
 4. The E-board cannot make amendments without consulting the general membership

Article VI. Advisors

Section 1. Requirements

A full time faculty member from the Storrs University of Connecticut campus is eligible for the faculty advisor position. The Faculty advisor will be chosen by the E Board and their term will last indefinitely, with an annual reappointment.

The Advisor's duties shall include:

1. Meeting with the organization officers on a regular basis.
2. Attending organization meetings and activities.
3. Aiding E-Board on matters relevant to everyday activities.

The Advisor shall not have voting rights.

Section 2. Duties/Role

Organization Counselor

A SWE professional member in the Hartford or Connecticut section must be elected as the section Counselor each year to coincide with officer elections. The Counselor's duties shall include:

1. Aiding the E-board on matters on a society level (including Annual Conference, section reporting, etc)
2. Attending organization meetings as requested The Counselor shall not have voting rights.

Article VII. Financial Statement

Section 1. Dues

To be a societal collegiate member of SWE, one must be an undergraduate or graduate student of UConn, register, and pay the membership dues on the societal SWE website.

Section 2. Funding

Means of acquiring funds will include application to USG for funding and implementation of fundraising events throughout the academic year or donations.

Section 3. Beneficiary

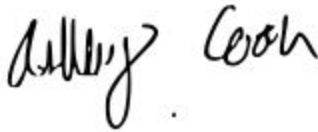
In the event that this organization's account remains inactive for 12 consecutive months, the following beneficiary will receive the balance of the organization's funds:

Beneficiary Name: School of Engineering Beneficiary Address: UCONN Unit 3187
Beneficiary Contact: Kevin McLaughlin Phone: 860 486 9606

Article VIII. Non-Hazing Compliance Statement

- i. The Society of Women Engineers maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards
- ii. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.
- iii. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in The Responsibilities of Community Life: The Student Code. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.
- iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject.

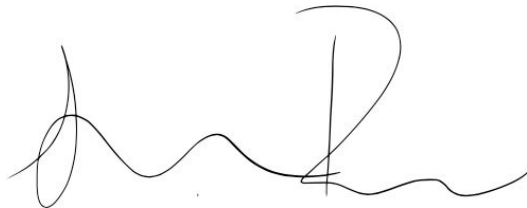
Signed By:



Ashley Coon- President



Kaitlynn Leary - Vice President



Helen Phu - Treasurer

A handwritten signature in black ink that reads "Sarah Karlberg". The signature is written in a cursive, flowing style.

Sarah Karlberg - Secretary

Date of March 30, 2020