

ASSOCIATION FOR WOMEN IN MATHEMATICS STUDENT CHAPTER CONSTITUTION

Updated: 4/26/2023

Article I: Name

The name of this organization shall be the “Association for Women in Mathematics Student Chapter.” The “Association for Women in Mathematics Student Chapter” may also be referred to as “AWM”.

Article II: Purpose

The purpose of the “Association for Women in Mathematics Student Chapter” is to create a community in which women and girls can thrive in their mathematical endeavors, and to promote equitable opportunity and treatment of women and others of marginalized genders and gender identities across the mathematical sciences.

The “Association for Women in Mathematics Student Chapter”, as a registered organization at Stony Brook University, is committed to promoting a safe and vibrant campus community. The leaders and members of the “Association for Women in Mathematics Student Chapter” also agree to abide by the Stony Brook University Code of Student Responsibility, University policies, and Federal, New York State, and Local laws. Therefore the rules, regulations and policies of Stony Brook University shall supersede any terms or processes outlined in this constitution.

Article III: Membership

Section I

- a. The primary focus of the organization shall be to serve undergraduate students, although graduate students may additionally participate. Active membership must be limited to currently enrolled students at SBU, and open to all students.
- b. No person shall be denied membership for or office because of sexual orientation, nation of origin, race, sex, physical disability, political or religious beliefs, and all other protected classes under federal and state laws. Additional requirements for office or membership may be established but must receive prior approval by SEA.
- c. Non-University members may participate, but may not act on behalf of the organization or perform any of the following functions: Holding office in the organization; Presiding, officiating, voting, or making/seconding motions at any meeting of the organization; Soliciting funds on campus on behalf of the organization; Working at tables/events on the campus on behalf of the organization unless a student member or University faculty/staff is at all times present and responsible for the activity.

Section II

- Members shall be recognized as “active” after attending one general body meeting.

Article IV: Executive Board Officers

Section I: General Requirements

- a. The executive board is defined as the President, Vice President, Secretary, and Treasurer. These executive board members must:
 - i. Hold only one position on the board unless otherwise approved by SEA in writing
 - ii. Be matriculated, currently enrolled, and working toward a degree.
 - iii. Be in appropriate conduct standing with the University. Sanctions of University Probation or higher, or a sanction restricting participation in clubs/organizations or from holding leadership positions disqualify students from serving in an executive board or leadership position.
 - iv. Meet the minimum GPA requirements
 1. Undergraduate executive board members must maintain at least a 2.25 cumulative GPA
 2. Graduate executive board members must maintain at least a 3.0 cumulative GPA
- b. All officers shall serve for one academic year and may be re-elected at the end of their term, provided they maintain the requirements noted above.

Section II: Organization

- a. The total membership of the executive board shall not exceed 50% of the total group membership of the organization.

Section III: President

- a. The President shall be the official representative of the organization; they shall also be a non-voting, ex-officio member of all committees of the organization.
- b. The President shall be responsible for abiding by all policies and procedures of the organization's external affiliate.
- c. The President shall have the power to convene and preside over the meetings of the executive board and the general body, as well as prepare the agenda for the respective meetings.
- d. The President shall further perform duties, as may be necessary and proper in the fulfillment of their office, subject to the approval of the executive board.

Section IV: Vice President

- a. The Vice President shall be responsible to see that standing committee chairpersons and non-executive positions are fulfilling their duties.
- b. The Vice President shall be responsible for the technical and electronic duties.
- c. The Vice President shall further perform such duties, as may be necessary and proper in the fulfillment of their office, subject to approval of the executive board.
- d. In the event that the President is unable to perform their duties (due to leave of absence, resignation, or impeachment), the Vice President shall assume the powers and responsibilities of the Presidency until a new president is elected.

Section V: Treasurer

- a. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:
 - i. Preparation of the Chapter's Annual Financial Report for annual presentation to the Chapter.
- b. The Treasurer shall perform such duties, as may be necessary and proper in the fulfillment of their office, subject to the approval of the executive board.
- c. In the event that the Treasurer is unable to perform their duties (due to leave of absences, resignation or impeachment), a new Treasurer shall be elected in a special election called by the President.

Section VI: Secretary

- a. The Secretary shall take minutes and attendance of all meetings and maintain and up to date active voting membership roster. Other duties of the Secretary include:
 - i. Maintaining the records of the Chapter;
 - ii. Annual submission of the Officer and Sponsor contact information to the AWM Headquarters;
 - iii. Submission of any proposed amendment to these bylaws to the AWM Student Chapters Committee (proposed amendments must be approved by AWM before they can be submitted to the Chapter's membership for a vote);
 - iv. Tallying and reporting votes from the Annual Election; and
 - v. Handling other correspondence pertaining to chapter business.
- b. The Secretary shall send out a weekly email, which outlines the agenda of the upcoming meeting, one school day prior to the meeting.
- c. In the event that the Secretary is unable to perform their duties (due to leave of absences, resignation or impeachment), a new Secretary shall be elected in a special election called by the President.

Article V: Non-Executive Board Positions

Section I: General Requirements

- a. Non-executive board positions include Co-Vice Presidents.
- b. Non-executive board positions must report to one of the Executive Board members, as identified in executive board members responsibilities.
- c. Members holding a non-executive board position hold specific responsibilities with the organization, however they are not a part of the executive board.
- d. Members holding a non-executive board position must be matriculated, currently enrolled, and working toward a degree.
- e. All non-executive board positions shall serve for an academic year.

Section II: Co-Vice President

- a. Any amount of Co-Vice Presidents may serve the organization.
- b. The Co-Vice Presidents shall assist in the planning and staffing of activities of the organization as directed by the Executive Board.
- c. The Co-Vice Presidents may fulfill additional duties delegated to them by the President or Vice President, which may include assisting other officers with their duties when necessary.

- d. The Co-Vice Presidents shall be allowed to equally contribute to decisions of the organization, but ultimately the Executive Board has the final say in all matters.
- e. The Co-Vice President position reports to the Vice President.

Article VI: Meetings and Activities

- a. This organization shall hold at least one general membership meeting each semester.
- b. A quorum shall consist of at least nine (9) active general body members for the transaction of any business at all meetings.
- c. All meetings must have an agenda and be scheduled and notify members at least one school day prior to when the meeting will occur.

Section I: Publications and Communications

- a. 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."

Section II: Dues

- a. No dues shall be imposed on members as part of membership in this organization.

Article VII: Elections and/or Appointments

Section I: Executive Board Selection

- a. Officers of the Executive Board shall be determined by:
 - i. An election with the active body that is eligible to vote.
- b. No person shall seek a position on the executive board unless they have been an active member of this organization for at least one semester prior to the semester when they would assume office.
- c. **Nomination Process**
 - i. Nominees for office must fulfill the general requirements for being elected/appointed to office.
 - ii. Nominations must be submitted/take place a minimum of one week prior to the selection of officers.
 - iii. Nominations can be made by an application submitted to the executive board.
 - iv. Self applications are permitted.
 - v. All nominees will be given the opportunity to accept or decline the nomination(s).
- d. **Election Process**
 - i. No person shall be elected to more than one executive board position at any given term.
 - ii. An election is won by a simple majority vote (50% +1) of the active members present at the election. A quorum is required.
 - iii. Officers shall be elected in the following order: President, Vice President, Secretary, Treasurer, Co-Vice President.
 - iv. Elections must be held no later than April 30th.

- v. Once all positions have been filled through the completion of the Election Process, the change shall be recorded in the minutes, and submitted on SBEngaged through the Executive Board Update form.
- e. New officers shall assume their position on the first day after the end of the spring semester.
 - i. In between elections and new officers assuming their positions, the incumbent executive board will maintain oversight of the organization.

Section II: Non-Executive Board Position Selection

- a. Non-Executive Board Positions shall be determined by:
 - i. An appointment by executive board members.
- b. An open call for recommendations to appointments from the general body may take place alongside elections at the end of each year.
 - i. Recommendations nor appointments are necessarily limited to this time period.
 - ii. Self-recommendations are acceptable.
- c. All those offered appointments will be given the opportunity to accept or decline the appointment.
- d. New non-executive board members shall assume their position on the day of their appointment.

Article VIII: Impeachment of Executive Board Officers

Section I: Grounds for Removal

- a. Any officer may be brought up on impeachment charges if they have failed to uphold duties of the officer as set forth by this constitution.

Section II: Procedure for Impeachment

- a. A list of charges and supplemental materials shall be presented to an executive board member by any active member of the organization.
- b. Within one week of validation of charges as outlined in Section I, an impeachment proceeding must be held, presided by the President. If the President is being brought up on charges, the Vice President shall be the presiding officer.
 - i. The organization must immediately notify Student Engagement & Activities once validation of charges has occurred.
- c. The impeachment proceedings shall occur when classes are in session, or as soon as possible if classes end within one week after the validation of charges have occurred.
- d. An officer must be informed of charges against them in writing within one week of the validation of charges.
- e. If the charged officer does not attend the impeachment proceedings, one rescheduling of the proceedings shall be allowed before the officer in question is automatically removed from the Executive Board.
- f. Witnesses that have submitted a list of charges shall have the opportunity to present their evidence in favor of removal of the charged officer during the impeachment proceedings.
- g. The officer who has been charged shall have the opportunity to present any counter-evidence and present a defense during the impeachment proceedings.

- h. After each side has presented their case, a two-thirds (2/3) vote of active members present is needed for the charged officer to be removed from office.
- i. If the officer is removed from office, written correspondence to the removed officer, Program Advisor and Faculty/Staff advisor (if applicable) should be sent within a business day of their removal. All written correspondence about the officers impeachment should be stored in appropriate files for record keeping purposes.

Section III: Appeal of Impeachment

- a. After a charged officer has been removed from office, they shall have seven (7) calendar days to appeal the removal.
- b. The appeal must be submitted in writing to the executive board, and must include any relevant information that has not already been presented. The Acting President will then submit the appeal to the Appeals Committee.
- c. The Appeals Committee shall consist of the executive board members and three active general members. The Committee shall select the active general members on a volunteer basis.
 - a. Active general members on the Appeals Committee shall not be any witnesses that have been involved in the impeachment proceedings. If no such active members exist, the Appeals Committee shall only consist of the Executive Board.
- d. This committee shall then render a decision at the next general body meeting or within 7 calendar days, whichever occurs first.

Section IV: Special Elections for Replacement of Removed Officers

- a. In the event of the President's removal from office, the Vice President shall assume the powers and responsibilities of the Presidency until a special election is held for a new President within a one month period.
- b. In the event of the removal of an officer other than the President, a special election shall be held within a one month period.
- c. The President shall be responsible for the roles and responsibilities of the vacant position until a special election is held.
- d. Special elections shall be held in accordance with the election process outlined in Article VII.

Article IX: Removal of Non Executive Board Positions

Section I: Grounds for Removal

- a. Any non executive board position may be removed from their position if they have failed to uphold duties of the position as set forth by this constitution.

Section II: Procedure for Removal

- a. Removal of all Non-Executive Board positions shall follow the process outlined in Article VIII, Section II.

Section III: Appeal of Removal

- a. When a non-executive board position is removed from office, written correspondence to the removed officer, Program Advisor and Faculty/Staff advisor (if applicable) should be sent within a business day of their removal. All written correspondence about the position holder's impeachment should be stored in appropriate files for record keeping purposes.
- b. After a non-executive board member has been removed from office, they shall have seven (7) calendar days to appeal the removal.
- c. The appeal must be submitted in writing to the executive board, and must include any relevant information that has not already been presented. The Acting President will then submit the appeal to the Appeals Committee.
- d. The Appeals Committee shall consist of the *executive board members*
- e. This committee shall then render a decision at a closed meeting or within 7 calendar days, whichever occurs first.

Article X: Accountability and Conflict Management

- a. Individual executive board members shall be held accountable by the general body or executive board for infractions of responsibilities.
- b. Executive board members shall be held accountable by the general body in a professional and courteous manner.
- c. All conversations related to accountability shall be held with all relevant parties present.
- d. All communications shall be respectful, professional, and limited to specifics regarding the issue that is being addressed.
- e. In case of a disagreement relating to club business, the executive board shall resolve the issue promptly during a meeting of the full executive board and any involved or interested general body members.
- f. If the executive board is unable to manage a disagreement among its members they shall meet with their faculty/staff advisor (if applicable) or program advisor, depending on the nature of the issue.

Article XI: Amendments

- a. Amendments to this constitution may be introduced from the floor at a general body meeting and must be submitted to the Secretary (or delegated officer) in writing.
- b. All active members must be notified in writing at least three school days prior to a vote on the proposed amendment.
- c. A two-thirds majority vote of the active members is necessary for the passage of an amendment. The result of the vote must be reflected in the meeting minutes. A quorum is required.
- d. All amendments must be promptly submitted to Student Engagement & Activities for final approval.

Article XII: Dissolution

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