Constitution

for the student branch of

Women in Electrical and Computer Engineering

at the

University of Florida

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is*Women in Electrical and Computer**Engineering*. This organization will utilize the acronym WECE in all publicity materials andcorrespondence. WECE is affiliated with IEEE and nationally recognized as one of their women affinity groups—Women in Engineering (IEEE WIE) operating in Piscataway, N.J. The website of IEEE is www.ieee.org and IEEE WIE is [www.ieee.org/women](http://www.ieee.org/women).

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, *Women in Electrical and Computer Engineering* is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit Department of Electrical and Computer Engineering, and operates within the scope and function of it. As such, *Women in Electrical and Computer Engineering* is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

**ARTICLE III. PURPOSE STATEMENT**

The purpose of *Women in Electrical and Computer Engineering* is to provide an environment that fosters the growth and encouragement of female students interested in the field of electrical and computer engineering.

**Section I**

To help create an atmosphere of tolerance and equality among all students regardless of sex, race, nationality, or other factors

**Section II**

To present positive female role models in the field of electrical and computer engineering

**Section III**

To aid students in career preparation

**Section IV**

To enhance the learning experience of all students through contact with professionals in industry and academia

 **ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, *Women in Electrical and Computer Engineering* shall be a registered student organization at the University of Florida. *Women in Electrical and Computer Engineering* shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

 **Section A. Non-Discrimination**

*Women in Electrical and Computer Engineering* agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

**Section B. Sexual Harassment**

*Women in Electrical and Computer Engineering* agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

**Section C. Hazing**

*Women in Electrical and Computer Engineering* agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

**Section D. Responsibility to Report**

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If *Women in Electrical and Computer Engineering*  becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

**Section E. Officer Eligibility**

Women in Electrical and Computer Engineeringunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR Women in Electrical and Computer Engineering**

*Women in Electrical and Computer Engineering* may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). *Women in Electrical and Computer Engineering* agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term**.** The advisor and the Department of Electrical and Computer Engineering holds the responsibility to oversee the day-to-day functions and operations of *Women in Electrical and Computer Engineering*, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

 **Section I**

The faculty advisor shall serve as a resource person andprovide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any *Women in Electrical and Computer Engineering* matters. The faculty advisor shall be nominated bythe officers and confirmed by a majority vote of the members.

**Section II**

The faculty advisor’s term is four years; however, a Faulty Advisor may resign at any time during his or her term. Once the Faculty Advisor position becomes vacant, WECE members shall be encouraged to solicit active faculty members to volunteer for the Faulty Advisor position. WECE members should solicit faculty members whose ideals are aligned with the organization’s purpose and are willing to serve as a source of information and advice for the club. The executive board shall vote on a replacement among the faculty members volunteering for the position. The president’s vote shall prevail in a tie.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

The elected officers of *Women in Electrical and Computer Engineering* shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

 **Section I**

The following officer titles are to be elected: President, Vice President, Treasurer, and Secretary.

**Section II**

The following officer titles are to be appointed: Event Coordinator, Internal Mentorship Chair, Corporate Mentorship Chair, Outreach Chair, Corporate Liaison, Webmaster, Tech Workshop Chair, Historian, Graphics Chair, CpE Chair, New Member Liaison

**Section III**

Terms of office are defined as the academic year.

**Section IV**

For impeachment of an officer, it must be approved by all other officers, and then by a majority vote by the general body. All full members can nominate an officer for impeachment. In the event that the average annual member attendance per meeting is less than 2/3 of the full membership total, impeachment can occur if it is approved by the entire executive board, excluding the officer in question of being impeached, and a 2/3 majority of the members (officers not included) at the next member meeting.

**Section V**

In the case of an officer vacancy, the current elected members will determine and appoint a new officer. The procedure will include a nomination from a current member of *Women in Electrical and Computer Engineering.* The new appointed member must be selected from the nominees. Officer vacancies can include resignations, officer ineligibility, or similar occurrences.

**ARTICLE IX. ELECTIONS**

**Section I**

Elections shall take place annually during the last member meeting of the Spring semester, in the month of April, hereinafter called the “Annual Election Meeting.” Each Annual Election Meeting shall take place following the Annual Nomination Meeting. Additional Election Meetings may be called by the President at any time during the year to fill vacant officer positions. In the event that additional election meetings are necessary, these meetings can coincide with the additional nomination meetings. During these additional meetings the rules for annual nomination and election meetings apply.

**Section II**

All active members shall be eligible to hold office if they are in good academic standing and must be full-time students; no member on university probation shall be eligible. A candidate for the office of president must be enrolling in their fourth year of collegiate experience or have been an officer for at least one academic year. Members who are running for office must accept their nomination prior to the election meeting, promise to uphold the goals and responsibilities of both the organization and their elected office, in good faith, be able to complete their full term in office, and orally present their qualifications for office in less than 3 minutes during the election meeting.

**Section III**

Any member can make nominations. It is highly encouraged to submit applications early, but nominations can be submitted up to before the election takes place. Applicants that submitted applications early should be noted as such during the closed door election process.

**Section IV**

A simple majority (fifty percent plus one of the vote) is required for election. If a simple majority is not held, the lowest candidate is eliminated from contention and another vote is taken. In the event of a tie, another vote will be taken. All members, including the officers, shall cast their vote by secret ballot. Votes will be tallied and made available to all members within twenty four hours of the election.

**Section V**

To qualify to vote in elections of officers one must have been a member for two meetings prior to the meeting in which elections are held.

**Section VI**

For impeachment of an officer, it must be approved by all other officers, and then by a majority vote by the general body. All full members can nominate an officer for impeachment. In the event that the average annual member attendance per meeting is less than 2/3 of the full membership total, impeachment can occur if it is approved by the entire executive board, excluding the officer in question of being impeached, and a 2/3 majority of the members (officers not included) at the next member meeting.

**Section VII**

If an elected officer decides to step down from office, another individual will be elected to fill the position. An additional nomination meeting shall be announced to all members and during this meeting nominations of individuals to fill the vacant position. There is no minimum time period during which nominations must be accepted. An election meeting can be held simultaneously with the nomination meeting given that this is announced to all members of the organization prior to the combined nomination and election meeting. If held separately, the election meeting must also be announced to all members. The term of the elected officer who fills a vacancy shall expire at the same time as the rest of the current officers’ terms, i.e., at the end of the Spring semester.

In the absence of clear direction on election, amendment, and /or voting procedures, *Women in Electrical and Computer Engineering* agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a University Sponsored Student Organization, *Women in Electrical and Computer Engineering* does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the Department of Electrical and Computer Engineering and/or:

Additional funds for WECE may be provided through independent sponsorship, fundraising activities, or grants. WECE members shall not be required to pay dues to the organization. WECE is of a not-for-profit and/or non-commercial nature.

As a USSO, *Women in Electrical and Computer Engineering* will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, *Women in Electrical and Computer Engineering* will leave any assets and outstanding funds to Girl Scouts of America.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

Amendments to this Constitution may be suggested by any memberof this organization and must be submitted to a primary officer in writing. The primary officers will present the amendment to all members at the next member meeting and a hand vote will be taken. A 2/3 majority of all full members must approve the amendment in order for it to pass. In the event that the average annual member attendance per meeting is less than 2/3 of the full membership total, amendment of this constitution can occur if it is approved by the entire executive board and a 2/3 majority of the members (officers not included) present at the next member meeting.

All amended constitutions must be submitted directly to Student Engagement for review and approval.