1. **Formal Name of the Organization:** The official name of this organization shall be the Society of Women Engineers (SWE).

2. **Organization Purpose:** The mission of this organization is to support professional development and community building for women engineers in order to empower women to advance in engineering and leadership roles. This will be accomplished by connecting students with professionals in the workforce, exposing K-12 students to diverse engineering disciplines, and fostering a community between students.

3. **Membership Composition:** This organization shall be comprised of undergraduate students and is open to all genders and majors.

4. **Organization Officer Positions**:

a. **President:** The President’s duties are diverse. The President will be in charge of running and organizing general body meetings and board meetings. The President is also in charge of delegating tasks to other board members. Additionally, the President must be in contact with the professional, regional, and local university SWE chapters, and must be a due-paying member to the national SWE organization.

b. **Vice President:** The Vice President supports the president and should preside over the President’s tasks when he/she is unavailable. Additionally, the Vice President shall work with the President to organize bi-monthly board meetings. The Vice President should encourage all board members to stay in contact and to relay any messages or conflicts with the President.

c. **Treasurer:** The Treasurer keeps records of funds available for events. Additionally, the Treasurer must attend all training for events and relay any financial situations to the President. The Treasurer must also stay in contact with company representatives for larger, complex events. Additionally, the Treasurer must be a due-paying member to the national SWE organization.

d. **Secretary:** The Secretary organizes meetings by reserving and booking rooms and reminds board members for bi-monthly meetings and general members of general body meetings or other events. The Secretary must also take notes for board members who are unable to attend meetings and respond to the SWE email promptly, within 3 days.

e. **Webmaster:** The Webmaster is responsible for all communication to members outside of the SWE email, which could include but is not limited to, Facebook, Instagram, and the SWE@VCU website. The Webmaster is responsible for creating media images and fliers to promote events. The Webmaster is also responsible for taking pictures/videos during events.

f. **Volunteering Chair:** The Volunteering Chair is responsible for maintaining a calendar of upcoming volunteer opportunities. The Volunteering Chair will organize and facilitate member participation in volunteering events.

g. **Fundraising Chair:** The Fundraising Chair is responsible for organizing fundraisers to support the needs of the organization. The Fundraising Chair is also responsible for alumni communication.

h. **Networking Chair:** The Networking Chair maintains the connection between the organization and professionals. The Networking Chair is responsible for managing the attendance of professionals at events.

Although each board member has delegated duties, all board members are expected to work together for complex events, and may be appointed tasks that are not especially specified in the above listed tasks.

*Officer election process*

All officers shall retain their position for a full academic year. The officer must maintain a 2.0 GPA and be a full-time student. An officer may be put on probation if the 2.0 GPA is not met, is in violation with the VCU Honor Code, or is inefficient in the above explained duties. In this case, another officer may be elected in the vacant position.

At the end of the academic year, each board position is open to all members. If interested, the member will fill out a short survey that explains their interest in the position. Each potential officer is interviewed, and the board as a whole will decide which officer to elect. A current board member may rerun for a position or another position. It will be recommended that a rising junior is appointed president, and the previous president will oversee their presidency.

5. **Organization Decision Making Model:** For most events, a majority vote at general body meetings will dictate decisions, with the board members having a final vote on any tied matters.

6. **Meetings:** At the least, board members will meet bi-monthly and general body meetings will be held once a month.

7. **Organization Advisor:** The Advisor is a faculty member in the School of Engineering. Advisor duties include overseeing and mentoring board members if necessary.

8. **Organization Funds:** The organization will seek funding from the Student Government Association and can additionally ask for funds from the School of Engineering or hold fundraisers for larger events.

9. **Amending the Constitution:** The Constitution can be amended at the beginning of the new year with the previous and current board members.