

# The Constitution

## Article 1 – Name

The name of this organization shall be the Women in Computer Science Organization of the Florida State University (WICS).

## Article 2 – Purpose

The purposes of the Women in Computer Science are:

- A. To encourage women to participate in computer-related studies and careers
- B. To build a network of contacts for women in computer-related fields
- C. To prepare women in computer-related studies to be marketable in the industry
- D. To promote a congenial atmosphere among women studying computer science

All activities and functions of the Golden Girls Enthusiasts Club shall be legal under University, local, state, and federal laws.

## Article 3 – Membership

Section 1. Membership in WICS shall be open to all female students in computer related fields of study.

Section 2. Membership in WICS shall be extended to students and individuals possessing a genuine interest in the organization.

Section 3. Membership in WICS shall be extended to students of Tallahassee Community College and Florida A&M University in accordance with Article 3, sections 1 and 2.

Section 4. Membership will be acquired by participating in WICS activities or presenting oneself at designated WICS meetings.

Section 5. No university student will be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.

Section 6. No hazing or discrimination will be used as a condition of membership in this organization.

Section 7. Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for one (1) semesters.

Section 8: Any student whose membership is revoked will have fourteen (14) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 2 executive board members and 3 general members. This committee will then render a decision at the next general body meeting or in fourteen (14) calendar days, whichever occurs first.

## Article 4 – Executive Council

Section 1. The Executive Council shall be the policy and implementing body of WICS. It shall be composed of the elected officers as provided in Article 5.

Section 2. The additional functions of the Executive Council, which are legislative in nature, may be described and provided in the by-laws.

## Article 5 – Officers

Section 1. The officers of WICS shall be a Chair, Secretary, and Treasurer.

Section 2. The duties and responsibilities of the officers shall be outlined in the by-laws.

## **Article 6 – Terms of Office, Succession and Vacancy**

Section 1. All officers of WICS shall serve a term of 2 semesters (fall and spring).

Section 2. The rules governing succession and vacancy of office shall be provided in the by-laws.

## **Article 7 – Compliance with University Regulations**

The WICS shall adhere to the policies and regulations outlined in the Student Organizations Handbook as well as to all rules and regulation of the Florida State University, the Board of Regents, the state and federal governments.

## **Article 8 – Amendments**

This Constitution may be amended by a 2/3 vote of the members present at a meeting called for that purpose.

# **The By-Laws**

## **Article 1 – Meetings**

Section 1. The membership shall meet no less than once a month at such time and place to be designated by the Executive Council.

Section 2. The Executive Council shall meet no less than every 2 months at such time and place to be designated by the Chair.

Section 3. The Executive Council may call as many special meetings as are deemed necessary by the Chair.

Section 4. Notice of meeting shall be sent to the membership and/or Executive Council no less than two (2) days in advance of the designated meeting time.

Section 5. Order of Business for Meetings

- A. Meeting called to order
- B. Reading of minutes
- C. Determination of quorum (see Article 4)
- D. Announcements
- E. Old business
- F. New business
- G. Adjournment

## **Article 2 – Eligibility, Duties, and Responsibilities of the Officers**

Eligibility of officers shall entail ability to perform associated duties and responsibilities of the office.

Chair: Supervise the activities of the organization, acts as spokesperson for the organization, schedules meetings, calls the meetings to order, acts as meeting parliamentarian, ensure all officers are performing their duties as defined in this Constitution, assign special projects to officers.

Secretary: Reads the minutes, keeps accurate attendance records, takes diligent notes at meeting, keeps the official record of minutes

Treasurer: Handles all issues related to monetary matters

### **Article 3 – Elections**

Section 1. Elections of officers shall be held at the end of the previous academic year or beginning of the current academic year at a meeting designated specifically for that purpose.

Section 2. The entire membership of WICS has eligibility to vote.

Section 3. Nominations shall be taken at the regularly scheduled meeting preceding elections. Members may nominate themselves or may nominate another person for any office. All nominations shall be duly seconded.

Section 4. Procedure of the Election

- A. Voting shall be by secret ballot.
- B. Officers must be elected by plurality vote of the quorum
- C. There shall be created a committee on election to manage and conduct the election. It shall be composed of at least two members appointed by the Chair. No member or officer running for office shall be appointed to the committee.
- D. A candidate for office may choose to run for any lower office (i.e. "slide")

### **Article 4 – Quorum**

Section 1. A quorum for conducting business and conducting elections shall be 40% of the membership.

Section 2. Quorum shall be determined by roll call or by an attendance sheet.

### **Article 5 – Succession and Vacancies**

Section 1. In case of vacancy or incapacitation of any other office, there shall be held a special election. The elected officer shall serve only for the unexpired term.

### **Article 6 – Removal from Office**

Section 1. Any officer may be removed from office upon the following grounds:

- A. Gross misconduct
- B. Immoral behavior
- C. Abuse of power
- D. Expulsion from school

Section 2. There shall be a hearing to be conducted by the Executive Council upon which the charges shall be addressed and evaluated. The Executive Council shall vote to pass judgment of the charges against the officer. If the charges are supported by a preponderance of evidence, the officer shall be removed from office.

### **Article 7 – Transition of Administration**

The outgoing and incoming Executive Council shall meet during the period of transition of administration. All Executive Council material shall be turned over to the new Executive Council.

### **Article 8 – Advisor**

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

### **Article 9 – Publications**

All advertisements made by the WICS organization shall comply with the University Posting Policy.

### **Article 10 – Finances**

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and FSU Faculty/Staff Advisor can be signers on

the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

#### **Article 11 – Amendments to By-laws**

Section 1. These by-laws may be amended, revised, or repealed by a 2/3 vote of the members present at a meeting designated for that purpose.

Section 2. Procedure for amending, revising, or repealing the by-laws

- A. A written request must be submitted to the Executive Council for review prior to being presented to the membership.
- B. Presentation of the request shall take place at the next scheduled meeting of the membership where copies shall be distributed to the membership.
- C. There shall be a period of debate and discussion follow by the vote.

#### **Article 12 – Parliamentary Authority**

The Women in Computer Science organization shall be governed by Robert's Rules of Order in all cases where they are consistent with these by-laws and any special rules of order the organization may adopt.

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Authored by Margaret Smith, co-founder of the Women in Computer Science Organization of the Florida State University, 2002.

Updated to meet new requirements by Tina Suen, Chair, 2005.