

## Tru-Women in Computer Science Official Constitution

### Article I: Name

- A. This organization will be called “Tru-Women in Computer Science”. The organization will also be referred to as TWiCS.

### Article II: Purpose of the Organization

- A. The goal of the organization is to provide a support group for women interested in Computer Science.
  1. The group will have meetings, field trips, speakers, networking, and hands-on projects.
  2. The purpose of TWiCS is to allow the females in Computer Science to network among themselves and other groups.
  3. The intended impact of the organization is to lower the drop-out rate of females in Computer Science.
  4. All women interested in Computer Science will be allowed to participate in field trips, advising, tutoring, career planning, socializing, etc.

### Article III: Membership of the Organization

- A. Eligibility for membership
  1. Truman students who identify as female are eligible for membership.
- B. Criteria or qualifications for membership
  1. Anyone who identifies as female that is interested in Computer Science is eligible for membership
- C. Categories of Membership
  1. All undergraduate students are eligible for active membership. All graduate students, faculty, and staff may be invited for honorary membership.
  2. Active and non-faculty honorary members are allowed to vote on all issues.
- D. Withdrawal or Removal of Membership
  1. To withdraw from the organization, a member must give verbal notice to the President.
  2. A member will be removed from the organization if they repeatedly leave the tasks that they take on incomplete.
  3. The executive board will have a formal discussion at an executive meeting to decide whether or not a member should be removed from the organization. They will make the final decision on removal of the member.

4. During the deciding executive meeting, the member will be allowed to come and give reasons why she should not be removed from the organization.

#### Article IV: Elections

- A. Time and periods when Elections Occur
  1. Once a semester, at the end of each semester.
- B. Nomination Procedures
  1. To run for an office you must declare, but no nomination is needed.
- C. Notifications and Posting of Elections
  1. There will be a verbal announcement at meetings before elections are held, and an email sent out 24 hours in advance.
- D. Election Procedure
  1. Each candidate must give a short talk on herself.
  2. The votes are counted by secret ballot.
  3. All elections must be held at established weekly meeting time and place.
  4. There is no specified number or percentage of members that is necessary for a vote to be taken.
  5. Active and non-faculty honorary members are eligible to vote.

#### Article V: Officers

- A. Description of Officers
  1. There are four officers in the organization.
  2. President, Vice-President, Treasurer, and Secretary
  3. The four officers will make up the executive board for the organization.
- B. Duties and Responsibilities of Officers
  1. The President is responsible for making sure there is a planned agenda for every meeting. She is in charge of running the meetings. She is also responsible for appointing committee chairs.
  2. If the President is absent, the Vice-President is in charge of running the meetings.
  3. The Treasurer is responsible for the funds of the organization. She must keep an updated report.
  4. The Secretary is responsible for taking minutes at the meetings and for keeping the organization aware of upcoming events. The Secretary is also the contact person for the web page designer.
- C. Qualifications for Becoming an Officer
  1. Currently there are no prerequisites for running for an office.
- D. Terms of Office

1. The office term for Treasurer will run for one calendar year. All other office terms will run for one semester.
- E. Procedures for Filling Vacated Offices
  1. A special vote, following the pre-stated election procedures, will be held to fill a vacated office.
- F. Procedure for Removal of Officers
  1. Anyone can propose the removal of an officer at meetings.
  2. The officer will be given a two meeting span to start attending meetings regularly and fulfilling her duties. If she does not comply she will be asked to step down from her office, and a special election will be held to fill her position.

#### Article VI: Committees

- A. Standing Committees
  1. Webpage Design -- modify and update the webpage
  2. Publicity -- to publicize TWiCS sponsored events and to recruit new members.
- B. Temporary/Special Committees
  1. Temporary committees will be formed as the organization sees fit.

#### Article VII: Meetings

- A. Types of Meetings
  1. There will be one official meeting every week.
- B. Times and Occurrence of Meetings
  1. Meetings will be weekly at time mutually agreed upon by organization members.
- C. Special Meetings
  1. Tutoring occurs 45 minutes past start of the meeting each week.
- D. Quorum
  1. There are no current uses for quorum in this organization.
- E. Method of Conducting Meetings
  1. The meetings are conducted in an informal procedure led by the president.

#### Article VII: Finances

- A. Dues/Membership Fees
  1. Dues are \$5 per semester, or \$10 yearly.
- B. Expenditures
  1. The advisor and the treasurer are in charge of authorizing expenditures.
- C. State of Dissolution

1. All remaining funds will be turned over to the Math and CS department.

#### Article IX: Advisor

##### A. Qualifications

1. The advisor must have an interest in Computer Science

##### B. Roles/Duties of the advisor

1. The advisor should be present at official meetings when possible.

##### C. Term

1. The advisor will serve as long as they are interested.

#### Article X: Amendments

##### A. Proposing Amendments

1. Amendments are proposed verbally by active members at official meetings.

##### B. Provisions

1. If a member wishes to verbally propose an amendment at a meeting, they must send written notice to the president that describes what amendment they are making and the reasoning behind it.

##### C. Ratification

1. The original constitution will go into effect once we have received notice that we are an official organization.
2. After an amendment has been passed at meeting by a majority vote, it then goes into effect immediately.

#### Article XI: Risk Management

##### A. Risk Management Procedures

1. The Vice-President will be responsible for risk management within the organization.
2. Potential risks will be discussed by the organization when planning all events.
3. If a risk is identified within the organization, the Vice-President will develop a plan of action to manage the risk and present it to the organization at the next meeting. If an emergency occurs at any event, local emergency personnel will be contacted and proper authorities will be notified.

##### B. Anti-Hazing

1. TWiCS fully understands and will abide by the anti-hazing policy as set forth in the Student Conduct Code of Truman State University 8.050.2. Expectations for Student Organization Conduct Section 14: Abusive affiliation.