

August 17, 2021

CONSTITUTION for the STUDENT SECTION of  
the SOCIETY OF WOMEN ENGINEERS  
2021-2022 Academic Year

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#### Article I: Name of Organization

The name of this non-profit student organization shall be the student section of the Society of Women Engineers at UC San Diego. The section number of the UCSD chapter of the Society of Women Engineers is B055.

#### Article II: Purpose of Organization

The purpose of this organization shall be:

- To inform young women, counselors, and the general public of the qualifications and achievements of women engineers and the opportunities open to them.
- To nurture a well-rounded engineer via social and leadership activities.
- To ease the transition from school to work by providing a networking resource of professional engineers.
- To encourage women to attain high levels of education and professional achievement and serve as role models to pre-college and engineering students.

#### Article III: Principal Officers of Organization

The principal officers of this organization for 2021-2022 shall be:

President: Erin Griggs  
VP External: Elianor Shohet  
VP Internal: Erica Peng  
Treasurer: Angkitha Anguraj  
Secretary: Makena Leonard  
Technical Development Chair: Jaslina Kochhar  
Envision Outreach Chair: Tiffany Soebroto  
EDGE Outreach Chair: Marisa Moran-Cepeda  
SWENext Outreach Chair: Hailey Morris  
Social Activities Coordinator: Catherine Readey  
Publicity Officer: Josephine Nguyen  
Academic Chair: Kira Tran

#### Article IV: Executive Officer Terms of Organization

The officers shall be elected no later than June 1st for a one-year term beginning July 1 and ending June 30th (fiscal year). Each officer is responsible to finish their duties before the June 30th deadline, in which the new board will take over all control and operations of the organization.

It is also the responsibility of the former board and new board to maintain an open communication until the end of fall quarter of the following academic year. This is to ensure that if new board members have any questions about the position, the former board members can provide support and guidance.

## Article V: Executive Officer Responsibilities

Each officer on the Executive Board of the Society of Women Engineers at UC San Diego plays a specific role in the operation and maintenance of the organization. Two important traits needed to have the organization run smoothly is dependability and accountability. This means attending important meetings such as board meetings, general body meetings but also making an effort to support others in their own programs including workshops and socials.

For a board member to maintain a good status with the organization they must be in attendance to 8 out of 10 board meetings for each quarter and attend all GBMs each quarter.

### Acceptable Excuses for Board Meetings:

- Sickness- notification needed 24 hours before meeting
- Work- schedule must be submitted to President 1 week prior to meeting
- Project Team Meeting (SWE or other)- President must be informed 24 hours before meeting
- Family Emergency- call, text, and/or email President to inform of absence

### Not Acceptable Excuses for Board Meetings:

- Homework, Midterms
- Other personal issues including negligence or laziness

### Acceptable Excuses for GBMs:

- Class- each member is to submit their class schedule for the quarter at the beginning.
- Sickness- notification needed 24 hours before meeting
- Family Emergency- call, text, and/or email President to inform of absence

The causes above are only examples and the current and future President reserves the right to add or eliminate reasons above. These excuses apply to all members including Presidents.

## Article VI: Warning and Grounds for Dismissal

Due to the participation of members of the executive board, the 2016-2017 President has issued this clause.

If a member does not maintain good attendance and fails to dedicate the appropriate amount of time to her SWE responsibilities, the current President holds the right to deliver a letter of warning to the executive board member she feels needs a reminder of her jobs and her promise to this organization. This letter does not mean position termination.

If the President fails to perform her responsibilities, the board has every right to issue a warning. A warning to the President must come from VPs, Treasurer, or Secretary. In addition to warning, the President will be required to write a letter of intent outline where improvements will be made in the future.

A termination letter will be given to a member if the participation problem is not corrected. A termination letter can only be given to a member after the warning has been issued. The termination must be approved by one VP and the treasurer.

The termination of a President must be approved by all board members and faculty advisor, by signature.

#### Article VII: Protocol for Vacancies in Offices

Here is the protocol for the case that a vacancy in an executive board member position occurs during the school year before the following elections:

- A vacancy in the office of President shall be filled by the Vice President External.
- VPs and Treasurer will be filled by appointment of current board members.
- Any other vacancy in any other position shall be filled by nomination and will be served for the remainder of that term.

Clarification: An appointment is when the President will request that a specific one member become the position replacement. In layman's terms, the President chooses without consultation. A nomination is when the President will select a member from nominations provided by the board. In layman's terms, the President chooses with consultation from the board.

#### Article VIII: Organization Protocol for The Society Dues

The Society dues are established by the Council of Section Representative and are applied to the SWE fiscal year. These national dues for a fiscal year are \$20. The section retains 20% of the dues as rebate, using it for general operating expenses. The remaining 80% is sent to the SWE Headquarters in Chicago to help defray the per member expense of the SWE publication 'SWE Magazine,' convention and conference mailings, publications, scholarship administration, and other expenses of the Society. Members must be collegiate members to attend Locals and Annual Conferences and to be eligible for San Diego SWE Scholarships or Professional Positions. UC San Diego SWE offers the first 15 members a \$15 rebate offer for members that become collegiate members.

#### Article IX: Organization Protocol for Section Dues

UC San Diego SWE has established a small membership fee to raise funds for organization costs that include General Body Meetings, food charges, social supplies, and promotional items. The charge is collected from students during GBM 1 of each quarter. The price of UC San Diego SWE membership is \$5 for the year. This membership fee gives access to eligibility to partake in the election process. In the event a member purchases collegiate membership through SWE HQ they also receive section membership.

An alternative membership payment is in terms of hours. Members can choose to join the UC San Diego SWE by donating 10 hours of community service in the academic year by taking part in our events hosted throughout the academic year.

#### Article X: Principal Officer Position of Organization for 2021-2022

The principal officer position of this organization for 2021-2022 shall be:

1. President
2. VP External
3. VP Internal
4. Treasurer
5. Secretary
6. Outreach Chairs (3)
7. Technical Development Chair
8. Academic Chair
9. Social Activities Chairs
10. Publicity Officer

An elimination of three positions was put in place as an amendment to this section and will be effective as of May 3rd, 2017. The discretion to add or eliminate positions will be the responsibility and power of the current president of the Society of Women Engineers.

#### Amendment 1: Board Disagreement

If there is a disagreement on this process, the President shall have an open forum in the form of a note card session where all board members will write down their opinions of the particular position elimination(s).

#### Amendment 2: President Discretion and Responsibility

Ultimately, the choice will be at the President discretion but further discussion will require that the President presents to the board a detailed reasoning and plan to absorb responsibilities in the form of a letter to the Executive Board. Not until then, may a President decide to eliminate the position.

### Amendment 3: Effective Position Elimination Date

Board position elimination will take effect at the first GBM of the spring quarter when the new board is selected. This ensures that a President may not dismiss a member on the grounds of any personal disagreement or bias.

### Article XI: Election Process

Formal elections will take place on the first GBM of the Spring Quarter. The election process will be handled electronically through election runner. The election voting window is 6:30 pm until the following Monday at 12:00 am (midnight). The candidates will create a video interview stating their qualification for the position. The new board will be notified within 5 days of the election closing.

The position selection process is listed below for each board member:

The principal officer position of this organization for 2018-2019 shall be:

1. President-Nomination/Application/Video → Popular Vote
2. VP External-Nomination/Application/Video → Popular Vote
3. VP Internal- Nomination/Application/Video → Popular Vote
4. Treasurer- Nomination/Application/Video → Popular Vote
5. Secretary- Application/Video → Popular Vote
6. Technical Development Chair- Previous Project Team Involvement/Application/Video→ Popular Vote
7. Envision Outreach Chair- Application/Video→ Selection by Outreach Committee Vote
8. EDGE Outreach Chair - Nomination/Application/Video → Popular Vote
9. SWENext Outreach Chair- Application/Video → Popular Vote
10. Social Activities Coordinator- Application/Video → Popular Vote
11. Publicity Officer - Application/Video → Popular Vote
12. Academic Chair- Application/Video → Popular Vote

In the event a candidate is running unopposed the process is handled internally by board. The candidate creates an intro and position video. These videos are then shown to board and a vote is held. Board then votes, and if there is greater than 50% support for the candidate they gain the position. If the candidate is currently on board, they abstain from the vote and the 50% is adjusted accordingly.

#### Amendment 4: Vacant Positions

In the event that no candidate runs for a certain position, the position will be opened up to candidates who ran for other positions but were not elected. Once the application process is completed by these candidates for the position in question, the vote will be opened up to popular vote.

#### Article XII: Risk Management Clause

"The Society of Women Engineers at UCSD understands that the University does not assume legal liability for the actions of the organization."

"The Society of Women Engineers at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself."