

THE CONSTITUTION OF THE BOSTON UNIVERSITY WOMEN IN CHEMISTRY

Article I: Name of the Organization

The name of this organization will be the "Boston University Women In Chemistry", also known as "BUWIC".

Article II: Statement of Purpose

BUWIC strives to improve the experience of all chemists, particularly women, and to increase the chances of their success in future careers. In particular, BUWIC's goals are to:

1. *Increase the exposure of BU chemistry students to successful scientists working in academia, industry, and non-traditional careers so they can learn about their research and personal experiences*
2. *Encourage a sense of community among and foster a supportive environment for female chemists at BU*
3. *Work directly with the Graduate Women in Science and Engineering (GWISE) in improving the experience of all female scientists at BU*
4. *Provide professional and academic resources for BU chemists*
5. *Promote networking opportunities for members of BUWIC*

Article III: Eligibility for Membership

All undergraduate students, graduate students, staff, faculty, and alumni of the Boston University Department of Chemistry are eligible for BUWIC membership regardless of gender, disability, race, creed, and/or sexual preference. Voting upon issues will be limited to dues-paying members (see **Article IV**).

Article IV: Officers

Section A. Titles and Responsibilities

President: BUWIC will be guided and represented by the President. In particular the President will set the schedule of and agenda for meetings, lead meetings, and act as a liaison between BUWIC and other organizations, including the Department. The President will prepare a printed agenda for every officer meeting. The President will also assist other officers in the event that they cannot fulfill their responsibilities. The President will organize accommodations for invited guests, alongside the Treasurer.

Vice President: The President will be directly assisted by the Vice President. The Vice President will lead meetings in the absence of the President and assume the position of President for the remainder of the President's term in the event that the President is unwilling or unable to continue service. In addition, the Vice President will be in charge of

advertising for every event. Any fundraising events that are non-social will be guided and organized by the Vice President.

Secretary: The Secretary will take meeting minutes and maintain a membership list of past and current members. All bookkeeping separate from finances will be maintained by the Secretary.

Treasurer: The Treasurer will maintain all financial records and assets of BUWIC. This includes ensuring appropriate use of funds, collecting dues from members, and heading all fundraising efforts. Any event or meeting where finances are being spent should be initially assisted and approved by the Treasurer.

Social Coordinator: The Social Coordinator will plan and coordinate all non-seminar events - including fundraising events of a social aspect (eg/ barbeque). The Social Coordinator will organize the social aspect of seminars including refreshments and food as well as take photographs at those events.

Seminar Coordinator: The Seminar Coordinator will be in charge of coordinating all seminars and lectures. The Seminar Coordinator will survey members for possible speakers and seminar topics, contact speakers, make arrangements for their visit including room reservation, time, date, and attendance. Refreshments will be organized by the Social Chair, while accommodations outside of the department should be handled by the President and Treasurer.

Web Content Administrator: The Web Content Administrator will maintain the BUWIC web site on a weekly basis. This includes prompt posting of necessary content, and seeking out new content for the site.

Section B. Election and Removal Process

Elections will be held for all officer positions at the end of the Spring semester. Mid-term elections may be held as needed (see **Section C**) to fill vacant officer positions (except that of the President, which should be filled by promotion of the Vice President as described in **Section A, Vice President**). At least one meeting before an election, the President will describe the responsibilities of the available officer position(s) and interested members will then declare if they intend to seek office. These members will prepare a short oral statement to be delivered at the election meeting. The voting members will review the statements over a period of discussion in which the interested member is not present, and then vote by secret ballot. The officer will be the member that receives a majority of the votes. If no member receives a majority of the votes, the member receiving the fewest number of votes will be removed from consideration and the voting will be repeated. If a vote is held between only two candidates and the vote results in a tie, a further period of discussion will be held and the voting will be repeated. In the event that the tie is still not broken, the President may vote to break the tie.

Section C. Length of Term

Officers will serve for 1 (one) academic year (Summer semester through elections in the Spring semester). If the availability or willingness of an officer to serve changes at any time, the officer may request to be replaced. If an officer fails to perform his or her duties to the satisfaction of the membership, an officer may be asked to resign the position contingent upon a majority vote by the membership.

Article VI: Dues

Annual dues of \$5 will be collected at the beginning of the Fall semester by the Financial Chair. Members who have paid their dues will be allowed to vote upon BUWIC issues including amendments to the Constitution, election and removal of officers, etc.

Article VII: Procedure to Amend the Constitution

In the event that an amendment to this Constitution is necessary, a member of the organization must propose such amendment to the membership at least one week prior to the meeting at which it will be voted upon. The amendment will be approved by a majority vote.

Ratified on October 24, 2006 by a consensus of the membership