Name & Introduction

The name of this organization shall be known as the Society of Women Engineers (SWE) at the New Jersey Institute of Technology.

The Society of Women Engineers (SWE) is a non-profit educational and service organization with the following mission:

a) **Stimulate** females to achieve their full potential as engineers and leaders
b) **Expand** the image of the professional female as a positive force in improving the quality of life and demonstrate the value of diversity.

Objectives

a) **Inform** people of the qualifications and achievements of women engineers and the opportunities open to them.
b) **Support** and **Encourage** women engineers to attain high levels of education and professional achievement.
c) **Strengthen** the bond between women and to create a positive, supportive and dependable atmosphere for its members.

Membership

Membership is open to all NJIT students and faculty members. Only an active member can vote and hold office. An active member must pay annual dues and be a full time undergraduate or graduate.

Officers (Executive Committee)

Each student section must have a President, Vice President, and Treasurer. Every officer must help organize at least one event. If any officer needs help they should ask for it. The duties of each position are as follows:

**President**

- Has power to delegate duties (fairly!)
- The decision maker, the head honcho
- Decides the direction and focus the club takes
- Decides schedule (events, meetings)
- Keep in contact with the region E
- Represent the club
Vice President
- Helps president with smaller details of managing
- Stand in for president when president not available

Treasurer
- Handle the money (deals with all financial matters)
- Get money from Senate for events
- Go to finance meeting to get money
- Hand in forms requesting money
- Handles budget

Public Relations Director
- Handles advertisements
- Recruiter new members
- Network with the member
- Bring the needs of the members to the attention of the eboard

Secretary
- Maintains email list
- Contacts members regarding events
- Take attendance at the meetings
- Record minutes of meetings
- Type up minutes for Webmaster to post on web page

Webmaster
- Maintains and updates web space

Outreach Chair
- Coordinates an event with elementary school girls coming to NJIT and getting introduce to STEM (Science, Technology, Engineering, and Mathematics)

Faculty Advisor

Qualifications:
- Should be knowledgeable about students and the campus as well as sympathetic to the special needs of the student group to be advised.
- Should be available to the students and can be a valuable resource for them.

Functions:
- To serve as a link between the university and the student section.
- To verify the members’ enrollment in the university.
- To assist in the planning and organization of student section events.
- To enlist financial support for the student section from both the school and industry.
- To be a source of enthusiasm and motivation for the student section.
- So serve as a liaison between the industry, local SWE sections and the student section.
- To act as the election warden in all elections.
- Does not have to be an engineer, must only have the time and enthusiasm.

**Nominations**

Nominations for each position shall be open four weeks before the actual elections of the year. All officers will be elected first, nomination from one or more members and the final acceptance for the nominee must be presented to the President and Vice President. Then, and election warden will be appointed.

**Elections**

The election for officers will be held once a year during Women’s History Month in March. Each officer’s term shall be held for one complete year starting at the beginning of the new school year (Fall). The new incoming eboard will help and learn with club events (i.e. During Women’s History Month and End of the Year Banquet). The new officers must be active members who are determined. They each must have a cumulative GPA of 2.0 and above and cannot hold any other executive position on any other NJIT club. The nominee must have two-thirds of the vote.

A vacancy in any officer position shall be filled by a special election conducted.

**Meetings**

All business of this organization shall be conducted as an open forum except as otherwise stated in this constitution

a) All members will be made aware of what happens at meetings held through posted minutes at either the website or email postings or outside the office.
b) No meeting shall be held during Final Examination periods, Holidays or common exams.
c) The general meetings shall be held biweekly either on Wednesday or Friday common hour

d) All the meetings shall be announced a week in advance through e-mail, fliers, posters, A-frames or any other means possible.
e) The President must attend all the meetings, in the event of an emergency; the Vice President will automatically take his/her place.
f) If an officer is to be absent from the meeting he/she must notify one of the officers in advance.
Resignation or Impeachment

If an officer resigns (not the President) the eboard shall nominate another member who is qualified and will to fill the position. Elections shall be held according to regular procedure.
An officer may be impeached by two thirds of the active voting members of the organizations. Reasons for impeachment of an officer may be due to failure to uphold officer duties.

If the President resigns or is impeached, the Vice President shall automatically take over the duties of the president until the next elections are held for the following semester or next year if necessary.

A President may be impeached if he/she is grossly negligent in his/her duties toward the club.

Amending the Constitution

Any change to this constitution requires the eboard to inform the members a month in advance. During this month the change will be discussed and reach a compromise if needed.