Constitution of:

Missouri University of Science & Technology

Women in Nuclear

Approved on April 9, 2010
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ARTICLE I. NAME, INSIGNIA AND AFFILIATION

A. Missouri University of Science & Technology Women in Nuclear, hereafter referred to as WiN.
B. The logo shall include a reference to Women in Nuclear, either the full name or acronym. The Missouri S&T logo may also be included.
C. The Missouri S&T chapter of WiN will be affiliated with the regional and national organization of Women in Nuclear.

ARTICLE II. AIMS AND OBJECTIVES

A. Support an environment in nuclear energy and nuclear technologies in which women are able to succeed.
B. To provide a network through which women in those fields can further their professional development.
C. To provide an organized association through which the public is informed about nuclear energy and nuclear technologies.
D. Support WiN organization activities at the local, regional, national, and international level.
E. Promote an environment in the nuclear, engineering and energy fields at both the education and industry levels that encourages women and diversity.

ARTICLE III. MEMBERSHIP

A. Qualification:
   1. Open to all Missouri S&T students, faculty, and staff.
   2. Non-Discrimination Clause: Women in Nuclear shall not deny membership to any student for reason of his/her race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status.
B. Class of Membership:
   1. Regular Members: Include all Missouri S&T students who are not on academic probation. Requires active participation in WiN meetings and activities, and payment of annual dues.
   2. Associate Members: Include members who have graduated or are no longer an active part of WiN, along with faculty and staff other than the WiN advisor. Also includes members who are on academic probation. Dues are not required, but they may partake in WiN activities.
   3. Advisor: A faculty or staff member that advises WiN.
C. Method of Removing Members
   1. For removal of members, a majority of the executive board must outline a list of grievances to petition for the removal of a member from the organization. Any regular member may ask a majority of the executive board to begin the removal process on their behalf. The request from the regular member should be made in writing to a majority of the executive board.
   2. The list of grievances will be brought to the attention of the whole organization at a general meeting, with the accused member present. If there is any relevant “evidence”, it shall be presented at this time. The accused member will be presented with a physical copy of the list of grievances and evidence.
   3. The accused member may either voluntarily remove themselves or dispute the grievances. The accused member will have 72 hours to prepare a response of either removal or disputation. The accused member’s response should be made in writing to the officers of the executive board.
   4. If the accused member disputes the grievances, the impeachment process will continue at the next regular meeting where one-third of the regular members are in attendance. The
Executive Chair will be in charge of the proceedings unless they are the accused, then which Vice-Executive chair is in charge. The accused member will be given the opportunity to present a defense. No new evidence may be brought forth during this meeting, to ensure the accused member has had fair time to prepare a defense.

5. The officer in charge of the proceedings will call for a vote of the quorum (Article VIII, Section B) after the accused member has presented their defense. The removal of members is finalized by a simple majority vote of present members.

D. Rights and Privileges of Members
   1. Regular members have the right to vote and hold office.
   2. Associate members are ineligible to vote or run for office.
   3. Advisors do not have a right to vote, but are encouraged to share their advice on all matters.

ARTICLE IV. OFFICERS

A. Officer Positions:
   1. Executive Chair
   2. Vice-Chair
   3. Secretary
   4. Treasurer
   5. Historian

B. Qualifications of Officers:
   1. Academic requirement: Must maintain a 2.5 cumulative grade point average and have been an active WiN member for at least 1 semester prior to elections.

C. Term of Office
   1. The term shall begin in June after elections and run through June of the next year. The period between elections and the beginning of June will be used as a transition period between old and new officers.

D. Elections
   1. Elections will occur each April or during the last meeting of the spring semester.
   2. Nominations for elections will come from the floor. Nominations can be made during the preceding regular meeting and during the meeting in which the elections are to be held.
   3. Election announcements will be sent over the listserv prior to the meeting preceding the elections, and again before the election meeting.
   4. A quorum must be present. Executive members are elected by a simple majority vote of the quorum. The method of voting for all executive positions will be held by secret ballot.

E. Duties of Officers:
   1. All officers are responsible for administration of the general business of the Missouri S&T chapter of WiN. They shall be responsible for approval of committee chairpersons and shall have authority to remove committee chairpersons when necessary.
   2. Executive Chair:
      i. Officiate over all business related to the operation of the organization.
      ii. Chair the leadership committee.
      iii. Have a thorough understanding of the constitution, bylaws, and standing rules of the organization and ensure these are met through the course of all business-related matters conducted within the organization.
      iv. Prepare agendas, preside and maintain order at all meetings, explain and decide on all questions of order, announce all business, be informed of all communications, and ensure the University is informed of all WiN related activities when necessary.
   2. Vice-Chair:
i. Perform all duties of the Executive Chair, in the Executive Chair’s absence or in the event the Executive Chair is unable to perform presidential duties.
ii. Act as chair of the Outreach Committee.
iii. Have final oversight on the selection and arrangement of guest speakers and special events for Women in Nuclear. The Vice Chair is also responsible for informing members of the same speakers and events.

3. Secretary:
   i. Act as chair of the Secretarial Committee.
   ii. Keep an accurate record of the meetings and proceedings of Women in Nuclear.
   iii. Be responsible for the collection and confidentiality of absentee ballots for elections.
   iv. Reside over any scheduled meetings in the absence of the Chair and Vice-Chair.

4. Treasurer:
   i. Have overall responsibility for all financial matters of the Missouri S&T chapter of Women in Nuclear.
   ii. Chair the Financial Committee.
   iii. Sign checks as authorized, and be responsible for paying all Women in Nuclear bills. Will also collect dues, and be responsible for depositing the dues.
   iv. Reside over any scheduled meetings in the absence of the Chair, Vice-Chair, and Secretary.

5. Historian
   i. Have overall responsibility for documenting events and activities within the organization.
   ii. Writing articles and collecting photos for local and any other news sources.
   iii. Providing help to any committees within the organization when needed.
   iv. Resides over any scheduled meeting in the absence of all other executives.

F. Executive Board
   1. The executive board shall consist of the Executive Chair, Vice-Executive Chair, Secretary, Treasurer, and Historian.

G. Vacancies
   1. If a vacancy occurs during the general election, it shall be filled by holding a special election during a regular meeting.
   2. Whenever possible, WiN will be notified before the meeting of the vacancy and upcoming special election.
   3. Nominations will be taken from the floor during the special election. Nominees may be officers or other regular members.
   4. Voting will occur as stated in Article IV Section D Part 4.
   5. If an officer is elected into the vacancy, then nominations and a vote will be taken for the newly vacated position. This will continue on until all positions are filled.

H. Impeachment Process:
   1. For impeachment, a majority of the executive board must outline a list of grievances to petition for the removal of an officer to the organization. Any regular member may ask a majority of the executive board to begin the impeachment process on their behalf. The request from the regular member should be made in writing to a majority of the executive board.
   2. The list of grievances will be brought to the attention of the whole organization at a general meeting, with the accused officer present. If there is any relevant “evidence”, it shall be presented at this time. The accused officer will be presented with a physical copy of the list of grievances and evidence.
3. The accused officer may either resign or dispute the grievances. The accused officer will have 72 hours to prepare a response of either resignation or disputation. The accused officer’s response should be made in writing to the other officers of the executive board.

4. If the accused officer disputes the grievances, the impeachment process will continue at the next regular meeting where one-third of the regular members are in attendance. The Executive Chair will be in charge of the proceedings unless they are the accused, then which Vice-Executive chair is in charge. The accused officer will be given the opportunity to present a defense. No new evidence may be brought forth during this meeting, to ensure the accused officer has had fair time to prepare a defense.

5. The officer in charge of the proceedings will call for a vote of the quorum (Article VIII, Section B) after the accused officer has presented their defense. Impeachments are finalized by a simple majority vote of present members.

ARTICLE V. ADVISOR

A. Advisor Selection:
   1. Regular members of WiN will meet with potential advisors and using normal voting procedures, an advisor will be chosen for the organization.

B. Term of Office:
   1. Advisor will remain in the position until they give resignation or general members vote to impeach the current advisor using the procedure outlined in Article IV Section D.

C. Impeachment:
   1. A general meeting will be required and the voting procedures outlined in Article IV Section D will be used to impeach the current advisor.

D. Must meet Missouri S&T requirement of faculty or professional staff at least 75% FTE.

ARTICLE VI. OFFICER COMMITTEES

A. Standing Committees
   1. Standing committees are regular, existing committees of the organization.
   2. Leadership Committee:
      a. Chaired by the Executive Chair.
      b. Purpose of providing leadership, direction, and organization for WiN, operate as chairs of special committees as needed, and provide for the leadership development of the members of WiN.
   3. Outreach Committee:
      a. Chaired by the Vice-Executive Chair.
      b. Purpose of assisting the Vice-Executive Chair in arranging for guest speakers and special events for Women in Nuclear. The Vice Chair is also responsible for informing members of the same speakers and events.
   4. Secretarial Committee:
      a. Chaired by the Secretary.
      b. Purpose of responsibility for the maintenance, distribution, and updating of the Constitution and Bylaws of the Missouri S&T chapter of Women in Nuclear. They shall also assist the Secretary with record keeping, sending thank you notes, maintaining an updated roster of the members of Women in Nuclear and their email addresses and record the attendance of such members at meetings.
   5. Financial Committee:
      a. Chaired by the Treasurer.
b. Purpose of keeping updated accurate record books of all financial transactions of WiN, collect member dues, and prepare the WiN budget. Also plans fundraising activities for WiN

B. Ad Hoc Committees
   1. Ad-Hoc committees can be created for any extra tasks outside of the purpose of the Standing Committees.
   2. Membership in a committee is voluntary, though the committee chair is elected per normal voting procedure. Committees may be created or dissolved by the Executive Chair, or at the end of their duties.

ARTICLE VII. DUES

A. The semester dues to be paid by each regular member of Women in Nuclear shall be set by the Executive Board. Dues shall be deposited in an account for the chapter, and used for organizational purposes only. All checks will be made payable to Women in Nuclear. A record of dues paid will be provided by the Treasurer to the Executive Chair on a regular basis.

B. The treasurer will be responsible for depositing and bookkeeping associated with dues.

ARTICLE VIII. MEETINGS

A. Type of Meetings:
   1. Regular: Meetings that are scheduled at the discretion of the executive board. Held at least once a month, where both old and new business is discussed.
   2. Special: Meetings called specially for elections for vacancies or for any other non-regular meeting purpose, scheduled at the discretion of the executive board and called by the Executive Chair.
   3. Executive: Meetings for the executive board to discuss elections, meeting scheduling and new orders of business.

B. Quorum: Requirement that one-third of the regular members are present in order to hold a meeting and vote on new and old business and in elections.

C. Parliamentary Order: Robert’s Rules for Order, Newly Revised will be used in meetings to maintain the Parliamentary order.

ARTICLE IX. RULES AND REGULATIONS

A. Organization will follow federal and state laws and abide by the rules of the University

B. Code of conduct for members will follow the University of Missouri Standard of Conduct
   1. Hazing will not be allowed in any activities associated with WiN.
   2. Alcohol use will be prohibited from all activities in Women in Nuclear.

ARTICLE X. CONSTITUTION

A. Adoption:
   1. Regular members shall take a vote for adoption of the Constitution.
   2. Approval of Student Organization Recognition Committee.
   3. Approval of Vice Chancellors of Student Affairs.

B. Amendments:
   1. Proposed amendments must be presented at a general meeting, at least two weeks in advance of the vote.
   2. May be amended by a two-thirds vote of the Regular members of WiN.
3. Student Life will be notified of any amendments voted in, and provided with a copy of the changes made.