Maine Maritime Academy

The Society of Women Engineers Club Constitution

Date: 15 April 2016

Constitution for The Society of Women Engineers Club (SWE)

Article I. Name: The name of this club will be The Society of Women Engineers (SWE) at Maine Maritime Academy.

Article II. Purpose: The purpose of this organization is to provide an opportunity for female students, although other members of the community are allowed to participate, at MMA to aspire, advance and achieve in the engineering industry. This club will provide a community of support; with strong networking, leadership experience and outreach opportunities in the National Society of Women Engineers. Finally, this club will expand the careers of members involved while at MMA and in the future through scholarship opportunities and community service STEM programs.

Article III. The club is meant for female students however is also open to any other community members.

1. Dues – No initial dues are expected. However, after the first year of involvement if one wishes to continue being a member of the national society they must pay their own $20 registration fee.
2. Active Members – An Active Member is defined as a member who has attended no less than one (1) club event and/or practice per month. To attend official SWE events, one must have paid dues and/or be recognized as a member of the national society.

Article IV. Community responsibilities: All club members recognize that they are part of the MMA community as well as the greater communities of the town of Castine and the State of Maine, and that as such, they are subject to the rules and regulations set forth in the current Student Handbook (and where appropriate, Regimental Manual), as well as town and state laws. As students at MMA, members realize that they represent the Academy any time they are involved in official club functions on or off campus, and agree to do so in a responsible manner. Members shall also be aware of the Bylaws of the national Society of Women Engineers and conduct themselves according to these policies.

Article V. Funding: The club/organization will have a treasurer designated as the party responsible for finances. All monies that are raised through club allocations, dues, donations, or fundraisers are acknowledged as Academy funds and will be maintained in Academy accounts. No monies associated with this organization will be held in accounts outside the Academy.

Article VI. Officers: The officers of this organization, presented in the order of chain of command, shall be: President, Vice President, Treasurer, and Secretary. More officers shall be implemented should there be a reasonable need for it.

Article VII. Nominations for officers will be held at the end of each regular season, to be established by the end of the fall semester and implemented for the start of the spring semester in which the officers will assume the respective officer roles. Any active member may nominate himself/herself or another active member. Any nominee not wishing to run for a position may object and have his/her name removed from the ballot. Nominations will close after a period of one (1) week, at which point an anonymous ballot election will take place. The ballots will first be counted by the Secretary, followed by a second count conducted by the Vice President. Should these two counts not match, the President will perform a third count of the ballots.

In the event of an officer leaving midterm, the respective position will be assumed by the next officer in the chain of command. A vote, following the guidelines provided above, would be conducted to fill the position of the newly vacated one. For example, if the Vice President should leave midterm, the Secretary would assume the role of Vice President and an election would be held to select a new Secretary.

Article VIII. Duties of Officers:

President – The President shall preside over all meetings, appoint committee members, oversee the activities of all other officers, ensure communication between officers, serve as administrative liaison, and meet regularly with the advisor.

Vice President – The Vice President shall assist the President in administrative tasks, as well as assist in the running of meetings. Should the President be unavailable, the Vice President assumes this role until the President becomes available.

Treasurer – The Treasurer shall oversee all club finances, work with the President and Vice President in operation of the club budget, as well as manage and complete any necessary financial paperwork for fundraising, club trips, events, etc. The Treasurer shall work with the Secretary in completing the aforementioned documents.

Secretary – The Secretary shall record meeting minutes, manage club advertisements, and maintain an accurate database of active members. Furthermore, the Secretary will work with the Treasurer in completing any necessary paperwork for fundraising, club trips, events, etc.

Article IX. Amendments: Should a member wish to propose an amendment to this Constitution, he/she must do so during a formal meeting. He/she must submit the amendment in written form. The amendment is to be formally published to the active members via the FirstClass conference, at which point the officers shall choose to create an online survey or schedule a voting meeting.

1. Should an online survey be created and published to the active members, 2/3 of the active members must vote for the amendment to pass.
2. Should a formal voting meeting be scheduled, the date of the meeting must be announced no less than one (1) week ahead of the meeting. 2/3 of members present at the meeting must vote to pass the amendment.

Any amendments will be added following Article IX. If they are a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document.