**Women In Science and Engineering at Queen's University: Constitution**

**Club constitution is available here: www.queenswise.ca**

**Article I: Name**

The name of this club shall be Queen’s Women in Science and Engineering, hereafter referred to as the Club. It shall be a Queen’s student club located on campus.

**Article II: Objectives**

The objectives of the club are:

1. To create and foster a community of women in science and engineering
2. To promote the education of women in science and engineering
3. To encourage girls in the Kingston community to pursue their interests in science and engineering
4. To provide outlets and opportunities for discussion and learning about women in science and engineering
5. The activities of the club shall be carried on with no intention of personal financial gain; all profits, grants, membership fees, and accretions shall be used uniquely for carrying out the club’s objectives.

**Article III: Affiliation with the Alma Mater Society (AMS)**

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02

**Article IV: Membership**

Full members of the club shall consist of any student or faculty member of Queen’s University and those interested in the Kingston community.

**Article V: Structure of the Executive Committee**

1. The Executive Committee consists of nine Executive Officers elected annually by the members of the club.
2. The Executive Officers shall be: President, Executive VP, VP Finance, VP Communications, VP Marketing, VP Events, VP Logistics, VP Outreach, and VP Web.
3. The President shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.
4. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such.
5. The quorum of Executive Committee shall be four of its Officers, one of whom must be the Chairperson or Alternate Chairperson; voting shall consist of a simple majority of those present.
6. The Executive Committee may create special sub-committees. At least one Executive Officer shall sit on any such committee.
7. The term of office of all Officers shall end on the 30th day of April each year.

**Article VI: Duties of the Executive Officers**

1. President - The President shall
   1. Officially represent Women In Science and Engineering at Queen's University
   2. Be responsible ex-officio for all public relations of Women In Science and Engineering at Queen's University
   3. Preside at all executive and general meetings
   4. Coordinate all activities of Women In Science and Engineering at Queen's University
   5. Coordinate all subcommittees
   6. Be responsible for all correspondence
   7. Keep minutes of all Executive and General Meetings
   8. Keep a record of all members of Women In Science and Engineering at Queen's University
   9. Be responsible for sponsorship and grant proposals in conjunction with the VP Finance
2. Executive VP – The Executive VP shall
   1. Facilitate meetings with exec and volunteers
   2. Seek funding and sponsorship
   3. Organize team-bonding events
   4. Provide time, effort, and advice to other WiSE members as needed
   5. Initiate and oversee hiring of next WiSE cohort
   6. Respond to general inquiries & other emails in timely and helpful manner
   7. Liaise between WISE members and EngSoc; develop working, reciprocal relationship with EngSoc representatives and other EngSoc clubs
   8. Develop new initiatives for WISE to implement
   9. Network to seek mutually beneficial opportunities
   10. Seek greater ties to other campus organizations
3. VP Events - The VP Events shall
   1. Assist the President in the coordination of all activities directed towards students at Queen’s University
   2. Give notice of all events of Women In Science and Engineering at Queen's University, so they can be effectively advertised by the VP of Media/Advertising
   3. Be responsible for all space bookings and equipment rental
   4. Be responsible for the acquisition, allocation, supervision, and maintenance of all Women In Science and Engineering at Queen's University equipment
   5. Supervise coordinators for Dinner with Industry, Brunch with Industry, workshops, and the mentorship program
4. VP Finance - The Vice President of Finance shall
   1. Be the financial officer
   2. Maintain all financial records and receive all money due to Women In Science and Engineering at Queen's University
   3. Present a financial statement every month to the Executive Committee
   4. Make a final report to the Women In Science and Engineering at Queen's University executive, as well as relevant EngSoc portfolios at the end of his/her term of office
   5. Propose an estimated budget in September for Women In Science and Engineering at Queen's University activities for the year
   6. Sign all cheques of Women In Science and Engineering at Queen's University with permission of the Executive Committee
   7. Be responsible for sponsorship and grant proposals in conjunction with the President
   8. Oversee a sponsorship committee
5. VP Outreach – The Vice President of Outreach shall
   1. Assist the President in the coordination of all activities directed towards children and members of the Kingston community
   2. Give notice of all programs of Women In Science and Engineering at Queen's University, so they can be effectively advertised by the VP of Media/Advertising
   3. Be responsible for all space bookings and equipment rental
   4. Be responsible for the acquisition, allocation, supervision, and maintenance of all Women In Science and Engineering at Queen's University equipment
   5. Supervise coordinators for Winston Churchill Outreach Program, Boys and Girls Club Outreach, Brownie Outreach, International Women’s Week, and EngSci Day
6. VP Communications – The VP Communications shall
   1. Be responsible for networking with other related clubs and groups at Queen’s University and the Kingston Community at large
   2. Assist in the organization of International Women’s Week and the December 6th Memorial
7. VP Marketing - The VP Marketing shall
   1. Be responsible for promoting all Women In Science and Engineering at Queen's University events
   2. Create posters and other necessary graphic design
   3. Be responsible for all publicity and press release of all events sponsored by Women In Science and Engineering at Queen's University
   4. Post from the WISE Facebook and Instagram pages
8. VP Logistics – The VP Logistics shall
   1. Be responsible for committee bonding events
   2. Organize volunteer appreciation events
   3. Organize the logistics of sending delegates to attend conferences
9. VP Web – The VP Web shall
   1. Be responsible for the website
   2. Ensure the website is up to date

**Article VII: Duties of the Executive Committee**

1. The Executive Committee shall:
   1. Hold its first meeting before the end of the September and thereafter every one to two weeks as deemed necessary
   2. Carry on the business of the club within the limitations of this constitution and its bylaws
   3. Regularly seek the wishes of all members and always strive to honour them faithfully

**Article VIII: Provisions for the Constitution of Women In Science and Engineering at Queen's University**

1. Elections:
   1. A General meeting shall be held before the last week of March in order to elect one of the five Executive Officers for the following year with the remaining five to be elected by the end of the September
   2. The vote shall be by secret ballot
   3. The outgoing President shall chair the proceedings and report the result
   4. Candidates need a majority to be elected
2. Impeachment
   1. The Club President or any Officer / Member of the Executive may be removed from Office subject to the following conditions:
      1. Failure to follow Financial Procedures
      2. Disrespectful actions taken toward any club member or other person involved in WISE activities
3. Executive Committee Transitions
   1. The newly elected Executive Officers shall request the serving Executive for all files and bank accounts of Women In Science and Engineering at Queen's University before the 30th of April.
4. Financial Records:
   1. All funds for Women In Science and Engineering at Queen's University are located in an account through the Engineering Society. Specific procedural information can be acquired from the current EngSoc VP of Finance.

**Article IX: AMS Assembly**

The AMS Assembly, as the highest legislative body representing students at Queen’s, constitutes the ultimate source of authority for Women in Science and Engineering at Queen's University. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.

**Article X: Funding**

1. In accordance with section 7.02 of the AMS constitution, Women In Science and Engineering at Queen's University recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.
2. Women In Science and Engineering at Queen's University shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of $5,000 shall in all cases to be coordinated through the AMS Advancement and Development Officers and the Queen’s University Office of Advancement business office.

**Article XI: Anti-Oppression Statement**

As an advocacy group for a traditionally disadvantaged cohort, WISE is committed to anti-oppression and social equity. We are specifically dedicated to women’s empowerment through the advancement of women in the sciences and engineering. Although significant advances have been made, women remain under-represented in executive and leadership positions in many industries, and pay disparity remains an issue. Through our initiatives, we hope to endow current women students with the knowledge and tools to achieve their full potential. Our position on gender parity is well expressed by Queen’s alumna and president of Princeton University, Shirley Tilghman who, alongside her colleagues, declared that “Until women can feel as much at home in math, science, and engineering as men, our nation will be considerably less than the sum of its parts” (*The Boston Globe*, 2005).

WISE is an equal-opportunity organization, and we encourage any interested students to join our club and/or volunteer with our programs. We expect our members and volunteers to support equity for women in the sciences and engineering, and to discourage gendered misconceptions of these disciplines, acting as positive role models. Our initiatives aim to inspire student dialogue and support engagement in social issues.

**Article XII: Amendments**

The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.