Constitution of the Arizona State University Graduate Women’s Association

PREAMBLE
We the members of the Graduate Women’s Association, and subscribing to the regulations and policies of Arizona State University, establish this Constitution to govern the matters within our organization.

Article I – Name
Section 1: The name of this organization shall be the Graduate Women’s Association, known hereafter as the GWA.

Article II - Purpose
Section 1: The purpose of this organization is to support graduate students during all phases of their graduate experience and in navigating the job market and their later careers. We provide opportunities to practice and develop academic and professional discourse in formal and informal settings such as talks, panels, and workshops. By offering a variety of resources and perspectives, we address issues that are particularly relevant for women but are often faced by all graduate students. While the organization is called a women’s association, we believe the success of these activities is dependent upon the involvement of men, women, and other sexes. We foster an ASU community that supports equal academic and professional success for all sexes and genders.

Article III – Membership
Section 1: Members: Members are any ASU graduate or professional students currently on the ASUGWA listserv. Members may opt out at any time simply by leaving the listserv and/or letting an officer know. Members may only have one email address on the listserv.

Article IV – Officers
Section 1: Officers: The officers of this organization shall consist of five officers: two Co-Presidents (Incoming and Outgoing Co-Presidents), a Treasurer, a Secretary of Internal Affairs, and a Secretary of Public Affairs. All officers must be members of GWA and must be registered for at least three graduate credits for the terms in which they are serving.

Section 2: Co-Presidency: The Co-Presidents will serve two-year terms, offset by one year from one another. The Outgoing Co-President will be in the second year of the presidency and will provide stability for the organization and mentorship/training for the incoming co-president. The Incoming Co-President will be in the first year of the presidency and will learn procedures from the outgoing Co-President.

Section 3: Incoming Co-President: The Incoming Co-President will be responsible for A) preparing the agenda for meetings with the Outgoing Co-President, B) representing GWA in appropriate University affairs and meetings, C) overseeing business and logistics for events and other organizational planning, D) works with
the Treasurer to create and manage financial needs, including requests for funding, and E) updating and maintaining a list of resources for graduate students.

Section 4: **Outgoing Co-President:** The Outgoing Co-President will be responsible for A) preparing the agenda for meetings with the Incoming Co-President, B) representing GWA in appropriate University affairs and meetings, C) conducting outreach with other university and external organizations, D) making room reservations and other logistical arrangements for upcoming meetings and events, E) responding to GWA email in cooperation with the Secretary of Internal Affairs, and F) mentoring and training the Incoming Co-President.

Section 5: **Treasurer:** The Treasurer is responsible for A) maintaining the material and financial assets of the GWA, as requested by the Co-Presidents and the GWA, B) keeping up-to-date records of GWA finances and reporting these records at GWA meetings, C) creating a fiscal year budget in cooperation with the Co-Presidents and handling all financial transactions for GWA events and activities (unless otherwise dictated by the Co-Presidents), D) procuring of/reimbursing for food and other materials for events and activities as needed, and E) working with the Co-Presidents on making requests for funding from the Graduate College and GPSA, and any other fundraising implemented by the GWA.

Section 6: **Secretary of Internal Affairs:** The Secretary of Internal Affairs will be responsible for A) keeping and posting of the minutes of all general and business meetings, B) assisting the Co-Presidents with setting up the meetings, C) attending all relevant University meetings the Co-Presidents cannot attend, D) maintaining and updating membership lists, and E) notifying members of upcoming meetings.

Section 7: **Secretary of Public Affairs:** The Secretary of Public Affairs will be responsible for A) corresponding with members and other official correspondence, B) providing publicity for General Meetings and events, C) providing representatives with publicity guidance and materials, D) serving as liaison with GWA representatives, and E) maintaining social media presences of the GWA and updating the GWA website in coordination with the Head of Technology.

Section 8: **Delegation:** Officers may delegate specific tasks to volunteer members as needed. Officers may also appoint Head of Campus representatives for various campuses and auxiliary positions, including a Head of Technology, as necessary. These will be approved by majority vote at Business Meetings.

Section 9: **Officer Removal:** Provisions for removal of an officer shall be initiated in Business Meetings by any member. The removal of an officer shall require a general vote announced at least two weeks in advance and taking place at a regularly scheduled business meeting.

Section 10: **Terms:** The terms for all officers are one year in length, beginning in April and ending in April of the following year. The Incoming Co-President automatically becomes the Outgoing Co-President after one year of service, meaning that the Co-President office is a two-year term consisting of one year as Incoming Co-President and one year as Outgoing Co-President.

**Article V – Representatives and Committees**
Section 1: **Representatives:** Along with officers, representatives for each school, college, and institute are elected in late March and serve for one year beginning in April and ending in April of the following year. Representatives may also be appointed to any unfilled position at any time. Representatives provide insight for GWA officers to develop upcoming events, to determine financial needs, and to shape policies that represent the needs of all graduate students. Representatives are responsible for A) reporting to the GWA about issues concerning their schools and colleges, B) assisting the Secretary of Public Affairs in promoting GWA events in their schools, colleges, and institutes, C) attending GWA General Meetings to report on their efforts and on relevant information, and D) working directly with the Secretary of Public Affairs on publicity and outreach.

Section 2: **Committees:** Committees may be formed under the purview of the GWA. Each committee must be approved by a majority of the quorum at a General or Business Meeting, and each committee must have a chairperson who reports updates at general meetings of any new or developing activity.

**Article VI - Elections**

Section 1: **Elections:** Elections of officers and representatives shall be held during the last week of March. Special elections for unfilled officer positions may be held at as needed. The office will officially transfer in the second week of April. Only one Co-President will be elected, as presidential terms are two years in length and are staggered by one year.

Section 2: **Nominations:** All positions will be open for regular elections in March, with the exception of the Outgoing Co-President. Any member may self-nominate with a written statement posted to the listserv at least two weeks in advance of the regular elections. A summary of all nominees will be emailed to the listserv two weeks before the regular elections start. In the case of special elections, the election process may start immediately.

Section 3: **Election Procedures:** Regular elections will be conducted electronically through the GWA listserv and only members of the GWA will be allowed to vote. The voting will be open for the last week (7 days) of March; votes must be submitted by 11:59pm on March 30. Voters must use the email address submitted to the GWA listserv in order to be valid. Votes will be submitted to a third party to be tallied and results will be announced within one week.

Section 4: **Vacancies:** Vacancies shall be filled through special elections if there are more than 8 weeks left before regular elections in March. Special elections must be announced at least two weeks prior to the vote and will take place electronically over the GWA listserv in the same manner as regular elections. If there are fewer than 8 weeks remaining before regular elections, the position will be filled by a temporary officer at a regularly scheduled Business Meeting. These temporary officers must be approved by a 2/3 vote of members present at the meeting. There is no proxy voting for temporary officer elections.

Section 5: **Representative Vacancies:** In the event that no nominations are submitted for representatives of particular schools or colleges during regular or special elections, vacancies in representative positions will be permitted.
Article VII - Meetings

Section 1: General Meetings: General Meetings of this organization shall be held twice a semester, with additional meetings when necessary. General Meetings are open to all members, and officers and representatives are expected to attend. The Secretary of Internal Affairs will notify members of upcoming General Meetings through the listserv.

Section 2: Business Meetings: Regular Business Meetings of this organization shall be held monthly, with additional meetings when necessary. Business Meetings are open to all members but will primarily focus on logistical issues. The Secretary of Internal Affairs will notify members of upcoming Business Meetings through the listserv.

Section 3: Other Events: The Secretary of Public Affairs will notify members of upcoming events, talks, panels, workshops, and socials through the listserv, fliers, social media, and other public communication.

Section 4: Agenda: All meetings are public. Any member may request agenda items be added to upcoming general meetings by sending an email in advance to both Co-Presidents.

Section 5: Quorum: A quorum shall consist of the physically present members at a meeting where at least three officers are present, of which one must be a Co-President. Questions of parliamentary procedure will be determined by the majority of a quorum present at any regularly scheduled meeting.

Article VIII - Advisors

Section 1: Advisors: There shall be one faculty adviser who shall be a member ex-officio without voting privileges. The adviser’s responsibilities are contained in the Advisor Agreement Letter. If there is a vacancy, this adviser will be selected by a majority of the quorum at a regularly scheduled general meeting. The adviser will attend GWA meetings and events when possible.

Article IX - Amendments

Section 1: Amendments: The constitution may be amended at a regularly scheduled Business or General Meeting at which a quorum is present. Changes must be approved by a 2/3 majority of members present at the meeting. There is no proxy voting.

Signature of 1st Officer

Printed Name of 1st Officer

Signature of 2nd Officer

Printed Name of 2nd Officer

Signature of Co-President

Printed Name of Co-President