

By-Laws of the Graduate Women's Association

Name: The name of this organization is the Graduate Women's Association, hereafter referred to as "GWA."

Purpose (Mission Statement): The purpose of this organization is to address issues commonly encountered by graduate women. As an organization we will facilitate interdisciplinary interactions for both professional and social development. We will foster an open forum for members to seek positive solutions, feedback, and support. We will actively seek, provide, and prepare participants for mentoring relationships both within and outside the ASU community.

Article I: Constituency of GWA GWA is responsible, collectively and individually, to the graduate student population of Arizona State University (ASU).

Article II: Membership

Section 1: General Members All students admitted to graduate studies at ASU are general members.

Section 2: Sustaining Members Sustaining members are those students who have paid the annual dues of \$ 5.00. Dues are for an academic year and begin and end on August 30.

Article III: Offices

Section 1: Officers All officers must be sustaining members. Officers must be accessible through email and/or by telephone.

Section 2: President A. The President shall represent GWA at all appropriate University meetings. B. The President shall conduct meetings, prepare the agenda, delegate tasks to other representatives, and represent GWA in appropriate University affairs. The President shall preside over GWA meetings and shall vote in the event of a tie vote. C. The President shall be responsible for two (2) office hours a week.

Section 3: Vice Presidents There is a Vice President for every ASU College that offers graduate programs and degrees. Each Vice President shall represent GWA in appropriate college affairs. A member of each specific college shall when possible, represent that college. There will be Vice Presidents for the following colleges: In the event that the president is temporarily unable to fulfill the duties outlined in Article III Section 2B and 2C, the next vice president, in the rotation sequence below, shall perform these duties.

A. Architecture and Environmental Design B. Business C. Education D. Engineering and Applied Sciences E. Fine Arts F. Graduate College G. Law H. Liberal Arts and Sciences I. Nursing J.

Public Programs K. Social Work L. West Campus M. East Campus

Section 4: Recording Secretary The Recording Secretary is responsible for keeping and posting of the minutes of all general meetings, assisting the President with setting up the meetings, and is to attend all University meetings the President can not attend.

Section 5: Corresponding Secretary The Corresponding Secretary is responsible for maintaining membership records, corresponding with members and other official correspondence and providing publicity for all general meetings.

Section 6: Treasurer The Treasurer shall be responsible for maintaining the financial accounts of GWA, including collecting dues, keeping financial records, and reporting the balance of GWA's account at general and executive meetings. The Treasurer shall also be a member of the Finance Committee.

Section 7: Special Events Coordinator The Special Events Coordinator is responsible for publicizing and making all necessary arrangements for the organizations special events (workshops, retreats, etc., not general meetings). The Special Events Coordinator will chair the Special Events Committee and will also work closely with the Social Committee.

Section 8: Web Master The Web Master is responsible for establishing and maintaining GWA's web pages and listserve(s).

Article IV: GWA Committees

All committee chairs shall keep minutes and make a report at the general meetings.

Section 1: Standing Committees

A. By-Laws: shall be responsible for recommending revisions of GWA by-laws as needed.

B. Social & Support: shall be responsible for planning and setting up any social and support activities sponsored by GWA. The chair of the Social Committee will work closely with the Special Events Coordinator.

C. Finance: shall be responsible for planning fund raisers and for creating GWA budget proposals

D. Special Events: shall be responsible for planning and setting up any professional development, and other non-social/support, activities.

E. Mentoring: shall be responsible for establishing and maintaining a mentoring program.

F. Interdisciplinary & Diversity: shall be responsible to identify and

develop ideas and events to promote interdisciplinary and diversity. The chair will help schedule these events through either the Social & Support committee or the Special Events committee.

Section 2: Ad Hoc Committees GWA members shall form Ad hoc committees as needed. The chair of an ad hoc committee must be a sustaining member only if the motion that forms the committee so stipulates.

Article V: Organizational Liaisons

Graduate student representation in various other organizations is provided by GWA by way of elections. There will be Liaisons for the following organizations (add as needed):

1. Associated Students of Arizona State University
2. Women's Coalition
3. Committee on the Status of Women
4. Faculty Women's Association
5. Library

Article VI: Elections

Section 1: Elections to fill the offices of GWA and graduate student representation to various colleges and organizations shall be held at the end of every April for the next academic year. In case of no April elections or unfilled positions from the April elections, another election will be held at the end of the following August.

Section 2: Any member may be nominated and elected to a Liaison position.

Section 3: Generally, graduate students will be limited to an opening on one (1) Vice President or Liaison position.

Section 4: Only sustaining member may nominate and vote in any election.

Section 5: Only sustaining members may be nominated and elected to the offices of GWA.

Section 6: There will be no proxy voting.

Section 7: Sustaining members present at election meetings shall constitute a quorum.

Section 8: The current President shall preside over the elections.

Section 9: The President will ask for nominations from the floor for each position, in turn. If there is only one nomination, the candidates shall get the office of acclamation. If two or more candidates are nominated, each candidate shall have one speaker in favor of her speak on behalf of the candidate for one minute. Then, the candidates each will have two minutes to speak. At the end of the candidate's speeches, the vote will be taken by secret ballot and counted by two sustaining members designated by the President. The candidates may

have observers present. The President will announce the winner.

Section 10: Nominations by proxy are accepted. The nominee must provide a written statement of desired position(s) and qualifications.

Article VII: Meetings

Section 1: All meetings are public; however, only visitors specifically invited to speak by the President shall be allowed to do so.

Section 2: Five (5) sustaining members shall constitute a quorum during general meetings.

Article VIII: Funding

Section 1: As a recognized association, GWA is eligible for funding from ASASU, in accordance with the established procedures of ASASU. The executive board, consisting of all the officers of GWA and Chairs of GWA standing committees, will be responsible for securing such funding.

Section 2: GWA shall have the authority to seek funding from other sources as long as it does so in a manner consistent with the goals and policies of GWA and ASU.

Article VIII: Resolutions

Section 1: Ad Hoc Resolutions Ad hoc resolutions shall be passed by a quorum of at least five (5) sustaining members of GWA,

recorded by the secretary, and used by the organization in representing the graduate students of ASU. These resolutions shall be reviewed annually as needed and desired.

Section 2: Standing Resolutions Standing resolution shall be passed by a quorum of at least ten (10) sustaining members of GWA, recorded by the secretary, and placed consecutively under Article VIII, Section 2, of these by-laws. These resolutions shall be permanent policies of GWA until they are repealed by a 2/3 vote of the sustaining membership.