



UNLV SCIENTISTA FOUNDATION CONSTITUTION

Last updated: December 28th 2017 by Alondra Regalado, Chapter President

TITLE I: ESTABLISHMENT

SECTION 01: NAME, PURPOSE, AND AFFILIATION

- A. The name of this organization shall be “The Scientista Foundation Chapter at University of Nevada Las Vegas,” to be hereafter referred to as “UNLV Scientista.”
- B. The mission of this organization is to empower women majoring in science, technology, engineering, mathematics, and medicine (STEMM) by providing a strong campus community, online resources, and visible role models. In order to achieve these goals, Scientista will provide programs and create online content on our blog, including student spotlights, networking opportunities with successful women STEM, and socials and study groups.
- C. This organization is a chapter of the national Scientista Foundation.

SECTION 02: MEMBERSHIP

- A. Members must be enrolled undergraduates of the University of Nevada Las Vegas.
- B. Scientista is open to all University of Nevada Las Vegas students that support the above mission.
- C. Official membership will be recognized after a student pays the membership fee.
- D. Members are permitted to join committees, vote for officers, and attend events.
- E. Officers are selected through the voting process outlined in Title III.
- F. Scientista does not discriminate against any student based on race, ethnicity, gender, sexual orientation, religion, disability status, or any other category.

TITLE II: THE EXECUTIVE BOARD

SECTION 01: COMPOSITION

- A. The Executive Board is composed of officers which include the chapter President, the Treasurer, the Recruiter and the Chairs of Committees.
- B. The duties of the Executive Board include, but are not limited to, the following:
 - 1) Conduct meetings as deemed necessary for the purposes of handling all executive business.
 - 2) Nominate candidates, as necessary, for appointed positions in the Executive Board.
 - 3) Attend bi-weekly board meetings, which will be predetermined at the beginning of each semester.
 - 4) Officers will vote at officer meetings. In the event that an officer cannot be present at a meeting where a vote is taking place, the officer may cast their vote via email in advance of the meeting.
- C. Qualified individuals will demonstrate a commitment to advancing the presence of women in the fields of science, technology, engineering, and math. Strong candidates will possess organizational skills, work effectively in groups, speak well in public settings, and have creative ideas for bringing the members of the organization together. Candidates must be full-time undergraduates and have the time (between one and three hours a week) to commit to being an officer of this organization.
- D. All appointed members of the Executive Board may be dismissed or suspended at the discretion of the Chapter President at any time during their term in office, provided the following conditions have been met:
 - 1) Notify the appointed member in writing of the reasons for the consideration of his or her suspension including all charges.

- 2) Notify the Executive Board immediately of any actions to be taken.
- 3) Guarantee due process.
- 4) When discovered, the motion must be made at the next regularly scheduled Executive Board meeting.

SECTION 02: CHAPTER PRESIDENT

- A. The Executive Board shall elect from its membership the Chapter Director who shall act as the head of the Executive Board.
- B. The duties of the Chapter President include, but are not limited to:
 - 1) Acquainting current and incoming Executive Board officers with the UNLV Scientista Foundation Constitution and its Bylaws.
 - 2) Serve as chair of the Executive Board.
 - 3) Serve as head of the Electoral process and manage all activities therein.
 - 4) Create the agendas for all General and Executive Board Meetings two days prior to the scheduled meeting date.
 - 5) Identify committee structure to best achieve the goals.
 - 6) Formally appoint and remove all appointed officers of the Executive Board.
 - 7) Recognize task requirements, member strengths and interests, and appoint chairs to committees that match those skills and interest.
 - 8) Attend committee meetings as often as possible.
 - 9) Monitor activities of all officers and committee chairs.
 - 10) Provide guidance to assist officers and committee chairs in accomplishing their responsibilities.
 - 11) Expend funds from any existing UNLV Scientista Foundation accounts as allocated by the Treasure.
 - 12) Represent the club and its views at the national level.
 - 13) Communicate club progress to the members and to the national organization through newsletters or regular correspondences.
 - 14) Participate in club events (academic, social, inter-club).
 - 15) Reserves the right to dismiss or appoint a Secretary.
 - 16) All other duties contained with the UNLV Scientista Foundation Constitution and Bylaws.

SECTION 03: TREASURE

- A. There is hereby established the position of the Treasurer, who shall be appointed by the Chapter President with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. In General, the UNLV Scientista Foundation Treasure oversees all of the club's financial activity.
- C. The duties of the Treasure include, but are not limited to:
 - 1) Collect and record member dues in coordination with the Secretary.
 - 2) Prepare the budgets and ensure that club activities adhere to the budget.
 - 3) Maintain accurate financial records.
 - 4) Establish a book of accounts showing all financial transactions.
 - 5) Transact business through a bank or school account.
 - 6) Inform the club of its financial strengths and weaknesses.
 - 7) Disburse funds and pay bills promptly as approved by the Chapter President.
 - 8) Reconcile bank statements.
 - 9) Invoice members for unpaid dues.
 - 10) Deposit club funds.
 - 11) Obtain all financial records, receipts, and files from immediate past treasurer.

- 12) Prepare a budget for the year following your term.
 - 13) Organize all financial records to give to treasurer-elect
 - 14) Represent the UNLV Scientista Foundation when applying for funding from the CSUN Ways & Means Committee.
 - 15) At each Board meeting, the Treasure should be prepared to present a report of activities over the past two weeks. This should include: comprehensive financial report, budget updates (including expenditures and income), fundraising projects, sponsorships, membership dues,
- B. DISBURSEMENT OF FUNDS FROM TREASURY
- 1) No funds shall be released from any account under the control of UNLV Scientista Foundation without such disbursement being approved by the Chapter President.

SECTION 04: BRANCH PUBLISHER

- A. There is hereby established the position of the Branch Publisher, who shall be appointed by the Chapter President with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The duties of the Branch Publisher include, but are not limited to, the following:
- 1) The Branch Publisher serves as the head of the Branch Publishing committee.
 - 2) Responsible for acquiring articles/material for the UNLV Scientista Foundation social media accounts.
 - i) Social Media accounts will include: Facebook, Twitter and Instagram.
 - 3) Appoint members to the committee and designate roles. These roles may include:
 - i) Webmaster
 - ii) Science Writer
 - iii) Photographer
 - iv) Videographer
 - v) Graphic Designer
 - 4) Be responsible for keeping Social Media account passwords.
 - 5) Work with the CSUN RSO Graphic Designer to create specialized marketing material.
 - 6) At each Board meeting, the Branch Publisher should be prepared to present a report of activities over the past two weeks. This should include: committee meeting attendance, projects, social media campaigns,

SECTION 05: EVENTS CHAIR

- A. There is hereby established the position of the Events Chair, who shall be appointed by the Chapter President with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The duties of the Events Chair include, but are not limited to, the following:
- 1) Serves as the head of the Events committee.
 - 2) Collaborates with other members of the Executive Board to create and execute exciting, interesting events for the club constituency.
 - 3) Ensures the fiscal viability of all events.
 - 4) Works closely with Branch Publishing Chair to promote upcoming events.
 - 5) Alerts of the Branch Publishing committee of upcoming events with details so the event may be advertised.
 - 6) Appoint members to the committee and designate roles.
 - 7) Create sub-committees when deemed necessary and appoint a sub-committee chair.

- 8) At each Board meeting, the Events Chair should be prepared to present a report of activities over the past two weeks.

SECTION 06: RECRUITING OFFICER

- A. There is hereby established the position of the Recruiting Officer, who shall be appointed by the Chapter President with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The duties of the Recruiting Officer include, but are not limited to, the following:
 - 1) For the ongoing recruitment of students to the UNLV Scientista chapter.
 - 2) Promote the organization on campus and continue adding and keeping track of new and additional members to the chapter.
 - 3) Publicize recruitment efforts by putting ads in the school newspaper and around campus.
 - 4) Ask members of similar clubs to join.
 - 5) Sponsor social events during the first few weeks of the semester.
 - 6) Ask professors to make announcements in class.
 - 7) Send out emails to your friends and classmates telling them you want them to join Scientista with you.
 - 8) Ask other organizations on campus to advertise Scientista at their meetings.
 - 9) Make announcements before/after your classes (with permission of your professor).
 - 10) Set up tables with information about Scientista at relevant campus events and orientations.
 - 11) Update “Interested” group on Google Contact with signups from tabling events.
 - 12) Work with the CSUN RSO Graphic Designer to create marketing material.

SECTION 07: RESEARCH & ADVOCACY CHAIR

- A. There is hereby established the position of the Research & Advocacy Chair, who shall be appointed by the Chapter Director with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The duties of the Research & Advocacy Chair include, but are not limited to, the following:
 - 1) Serves as the head of the Research & Advocacy committee.
 - 2) Appoint members to the committee and designate roles.
 - 3) Decide what needs to be researched, how it should be done and what will be done with the information gathered.
 - 4) Shall be the only person to request any documentations deemed necessary from the university or other institution.
 - 5) Decide which issues pertain most to the club’s cause and by what means they will be dealt with.
 - 6) At each Board meeting, the Research & Advocacy Chair should be prepared to present a report of activities over the past two weeks.

SECTION 08: EDUCATIONAL OUTREACH CHAIR

- A. There is hereby established the position of the Educational Outreach Chair, who shall be appointed by the Chapter Director with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The duties of the Educational Outreach Chair include, but are not limited to, the following:
 - 1) Serves as the head of the Educational Outreach committee.
 - 2) Appoint members to the committee and designate roles.
 - 3) Oversee all active education outreach initiatives.

- 4) Ensures the fiscal viability of all educational outreach projects/events.
- 5) At each Board meeting, the Educational Outreach Chair should be prepared to present a report of activities over the past two weeks.

SECTION 09: SECRETARY

- A. There is hereby established the position of the Secretary, who shall be appointed by the Chapter Director with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The secretary is responsible for the management of all club records. The secretary must be ready to document the details important to running a smooth club operation. Included in the managing of club records is keeping minutes and attendance at all club and board meetings
- C. The duties of the Secretary include, but are not limited to, the following:
 - 1) Maintain attendance records for meetings and activities of the club.
 - 2) Respond within three days to requests made of the club. Depending on the type of request, the response should be of similar eloquence. If there is a formal request, the response should also be formal.
 - 3) Maintain and organize the Google Team Drive and Email account.
 - 4) Maintain a file for committee reports.
 - 5) Prior to each General Meeting and Executive Board meeting recommend to the Chapter Director a list of business items for the agenda.
 - 6) Attend all meetings and compose the official minutes
 - 7) At each Executive Board meeting, the Secretary should be prepared to present a report of activities over the past two weeks. This should include: meeting attendance, total members/guests participating in club projects, etc.

SECTION 10: FACULTY ADVISOR

- A. There is hereby established the position of Faculty Advisor, who shall be appointed by the Chapter Director with the consent of the Executive Board and shall serve a term which shall not exceed the term ending date of the current Executive Board.
- B. The Scientista faculty advisor will meet with Scientista officers at least once per semester. The faculty advisor will serve as a liaison between the officers and the university administration.
- C. The duties of the Faculty Adviser include, but are not limited to:
 - 1) Provide assistance in obtaining a regular meeting room and needed meeting room equipment.
 - 2) Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds.
 - 3) Understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus.
 - 4) Provide a contact for the club with the school newspaper and other media services.
 - 5) Help the club obtain information from the registrar's office on incoming students for the club to use in membership- recruitment activities.
 - 6) Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.

TITLE III: ELECTORAL PROCEDURE

SECTION 01: ELECTION OF CHAIRS, OFFICERS AND PRESIDENT

- A. The election of a new Chair shall follow the procedure defined below:
 - 1) The current Chair of a committee shall accept all applications and validate eligibility. The Chair will choose from the pool of applicants the most qualified individual.
 - 2) Chair of Committees will present their candidates in front of the Executive board.
 - 3) The Chapter President will then make the final vote and appoint the new Chair based on a majority vote.
- B. The election of a new Chapter President shall follow the procedure defined below:
 - 1) The current Chapter President shall accept all applications and validate eligibility.
 - 2) The Chapter President will present the eligible candidates in front of the Executive board. The Executive Board will choose the top three candidates from the pool of applicants to present in front of the all eligible voters of the UNLV Scientista Foundation. A majority vote from the eligible voters will decide the election.
 - i) Eligible voters include: any due paying members, which also include the current Executive Board and Faculty Advisor.
- C. The election of a new Treasure, Recruiter or Secretary shall follow the procedure defined below:
 - 1) The Chapter President shall accept all applications and validate eligibility. The Chapter President will choose from the pool of applicants the most qualified individual.
 - 2) The Chapter President shall present their candidates in front of the Executive board.
 - 3) The Chapter President will then make the final vote.

TITLE IV: COMMITTEES

SECTION 01: EXPECTATIONS OF THE COMMITTEES

- A. All members shall serve on either the Branch Publishing Committee, the Events Committee, the Research & Advocacy Committee or the Education Outreach Committee.
- B. The duties of the Chair include, but are not limited to, the following:
 - 1) Preside over all official meetings.
 - 2) Maintain all agendas and minutes.
 - 3) Deliver a report of the proceedings of their respective committee during the bi-weekly meeting of the Executive Board meeting.
 - 4) Record the attendance of the members.
 - 5) Undertake all charges deemed necessary by the full committee.
 - 6) Remove any member who has accrued three or more unexcused absences.
- C. In the temporary absence of the Chair, the Chapter President will assume the role of Chair and responsibilities of the position therein.
- D. The longest serving and most prepared member (under the discretion of the Chapter President) of a committee will serve as interim Chair in the case of the permanent absence of the Chair, until the Chapter President has appointed a new Chair.

SECTION 02: SCOPE OF COMMITTEES

- A. The Branch Publishing Committee shall:
 - 1) Update Social Media accounts (Facebook page, Instagram, Twitter) at least twice a day with content relevant to the mission of the organization, which may include:

- i) Topics on Feminism, Women in STEM, Undergraduate research, Graduate Research, Encouragement, Quotes from Famous Scientists, Role Models, Tutoring opportunities, Job openings, Campus Events, Lecture Series, Volunteering opportunities.
 - ii) Photos of Scientists academic and social events.
 - iii) Create “Scientista Spotlight” that highlights UNLV Scientista members and their accomplishments/ambitions to be posted on the social media accounts
 - 2) Manage the official UNLV Scientista website, which shall include:
 - i) “About” page describing the goals and mission of the chapter
 - ii) “Executive Board” page which includes pictures, biographies and contact information of current executive board
 - iii) “Membership” page that describes chapter membership and how to pay
 - iv) “The Problem” page the describe the problem of the lack of representation of women in STEM on campus and in the community
 - 3) Create marketing material which shall include:
 - i) Flyers
 - ii) Giveaways
 - iii) T-shirts
- B. The Events Committee shall:
 - 1) Hold at least one Academic event per semester and one social the first Sunday of every month.
 - i) Academic events may include: workshops, tutoring, panel, etc.
 - ii) Social events may include: dinner, outdoor activity, brunch et.
 - 2) Create a document that details all relevant information for each event, that can be presented to the Chairs of committee who will need to collaborate.
- C. The Research & Advocacy Committee shall:
 - 1) Research and acquire knowledge on the current state of the UNLV with respect to women in STEM.
 - i) Including: enrollment data, graduation rate, faculty representation, any relevant statistics/demographics.
 - 2) Advocate the issues with relevant UNLV leadership.
 - i) The committee shall schedule to hold at least two meetings with the CSUN Student Government, speaking in public comment at a senate meeting or having a one-on-one with a College Senator.
 - ii) The committee shall schedule at least one meeting with a top faculty official or speak during public comment at a faculty senate meeting.
- D. The Education Outreach Committee shall:
 - 1) Hold at least 1 educational outreach event
 - 2) Partner with local middle/high schools to connect students with mentoring events.
 - 3) Work to increase the pipeline of future STEM professional by hosting events in partnership with high schools and middle school in the community to introduce students to STEM professions.