



# UNLV SCIENTISTA FOUNDATION CONSTITUTION

Last updated: Jan. 15th 2019

## **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 and support women majoring in science, technology, engineering, mathematics, and medicine (STEMM) by providing a strong campus community, online resources, and visible role models.
  - a. In order to achieve these goals, UNLV Scientista will:
    - i. Organize socials and study groups
    - ii. Connect people with similar goals and interests
    - iii. Provide networking and job opportunities
    - iv. Recognize female achievements in STEM through Scientista Spotlights
    - v. Facilitate outreach to inspire and encourage young people in the community
    - vi. Provide information on graduate and professional schools
- C. This organization is a chapter of the national Scientista Foundation.
- D. This organization will be governed by the following documents (listed in order of precedence).
  - a. UNLV Student Code of Conduct ([link](#))
  - b. UNLV Registered Student Organization Policies and Procedures ([link](#))
  - c. UNLV Scientista Foundation Constitution
  - d. UNLV Scientista Foundation Bylaws

### **SECTION 02: MEMBERSHIP**

- A. Members must be enrolled students of the University of Nevada Las Vegas (UNLV).
- B. Scientista is open to all UNLV 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 free of charge.
- E. Members will also receive a discount and have the ability to apply for travel grants for the National Scientista Symposiums and/or other related conferences.
- F. Officers are selected through the voting process outlined in Title III.
- G. Scientista does not discriminate against any student based on race, ethnicity, gender, sexual orientation, religion, disability status, or any other category.
- H. Requirements:
  - a. Be a member of a committee
  - b. Attend more than three general meetings per year (restarts in the Fall semester)
  - c. Pay the yearly membership fee

## **TITLE II: THE EXECUTIVE BOARD**

### **SECTION 01: COMPOSITION**

- A. The Executive Board is composed of officers which include the Chapter President, Vice President, Financing Director, Communications Director, Program Director and Secretary.
- 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.
- 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 their suspension including all charges.
    1. Any nonfeasance, misfeasance, or violation within the realm of all governing documents are chargeable offences
  - 2) Notify the Executive Board and Faculty Advisor immediately of the consideration and schedule a meeting for the discussion of removal, guaranteeing due process.
  - 3) Removal will require a majority vote from the Executive Board, not including the Executive member under consideration.

## **SECTION 02: CHAPTER PRESIDENT**

- A. 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 at least two days prior to the scheduled meeting date and send to Vice President.
  - 5) Identify committee structure to best achieve the organization 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) Monitor activities of all officers and committee chairs.
  - 9) Provide guidance to assist officers and committee chairs in accomplishing their responsibilities.
  - 10) Expend funds from any existing UNLV Scientista Foundation accounts as allocated by the Treasure.
  - 11) Represent the club and its views at the national level.
  - 12) Communicate club progress to the members and to the national organization through newsletters or regular correspondences.
  - 13) Reserves the right to dismiss or appoint a Secretary.
  - 14) All other duties contained with the UNLV Scientista Foundation Constitution and Bylaws.
  - 15) Maintain good relations with prominent University entities as well as Student Government (CSUN).

## **SECTION 03: VICE PRESIDENT**

- A. The duties of the Vice President include, but are not limited to, the following:

- 1) Promote the organization on campus and continue adding and keeping track of new and additional members to the chapter.
- 2) Keep track of all Scientista owned equipment and marketing materials.
- 3) Attend committee meetings as often as possible and be knowledgeable of committee activities.
- 4) Assume the role of President in the absence or vacancy of the President.
- 5) Execute and preside over all General Membership meetings.
- 6) Create and implement a recruitment plan.
- 7) Ensures executive board and organizational continuity by initiating leadership searches before elections, developing application materials to be reviewed by the executive board.
- 8) Maintain good relations with prominent University entities as well as Student Government (CSUN).

#### **SECTION 04: FINANCING DIRECTOR**

- A. There is hereby established the position of the Financing Director, 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 Financing Director oversees all of the club's financial activity.
- C. The duties of the Financing Director include, but are not limited to:
  - 1) Serve as the head of the Financing Committee, outlined in Title IV Section 02
  - 2) Collect and record member dues in coordination with the Secretary.
    - i) Invoice members for unpaid dues.
  - 3) Prepare the budgets and ensure that club activities adhere to the budget.
  - 4) Establish a book of accounts showing all financial transactions.
  - 5) Disburse funds and pay bills promptly as approved by the Chapter President.
  - 6) Reconcile bank statements.
  - 7) Deposit club funds.
  - 8) Obtain all financial records, receipts, and files from immediate previous Financing Director.
  - 9) Organize all financial records to give to Financing Director-elect.
  - 10) Represent the UNLV Scientista Foundation when applying for funding from the CSUN Ways & Means Committee.
  - 11) At each Executive Board meeting, the Financing Director 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, and committee activities.
- 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 05: COMMUNICATIONS DIRECTOR**

- A. There is hereby established the position of the Communication Director, 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 Communication Director include, but are not limited to, the following:
  - 1) Serve as the head of the Communications committee, outline in Title IV Section 02.
  - 2) Responsible for acquiring and consolidating material for all UNLV Scientista Foundation communication platforms.
    - i) Social Media accounts will include: Facebook and Instagram.

- ii) Website: <https://unlvscientista.com/>
- 3) Responsible for all marketing and advertising all club activities.
- 4) Appoint members to the committee and designate roles.
- 5) Be responsible for keeping Social Media account passwords, alongside with the Vice President and President.
- 6) Give approval and post all content originating from the committee.
- 7) At each Executive Board meeting, the Communication Director should be prepared to present a report of activities over the past two weeks. This should include: committee activities, projects, social media campaigns.

#### **SECTION 06: PROGRAM DIRECTOR**

- A. There is hereby established the position of the Program Director, 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 Program Director include, but are not limited to, the following:
  - 1) Serves as the head of the Events committee.
  - 2) Create and execute events for the club constituency and to further the club's mission.
  - 3) Ensures the fiscal viability of all events.
  - 4) Works closely with Communication Director to promote upcoming events.
  - 5) Alerts of the Communication Director 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 Executive Board meeting, the Communication Director should be prepared to present a report of activities over the past two weeks.

#### **SECTION 07: SECRETARY**

- A. There is hereby established the position of the Secretary, 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 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 and meeting minutes for meetings and activities of the club.
  - 2) Maintain and organize the Google Team Drive and Email account.
  - 3) Recommend to the Chapter President a list of business items for agendas.
  - 4) 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, file for committee reports.

#### **SECTION 09: FACULTY ADVISOR**

- A. There is hereby established the position of Faculty Advisor, who shall be the liaison between UNLV and the organization.
- B. 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) Help the club obtain information from the registrar's office on incoming students for the club to use in membership- recruitment activities.
  - 5) Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.
- C. Is an ex-officio, non voting member in the capacity of the organization.

### **TITLE III: ELECTORAL PROCEDURE**

#### **SECTION 01: TERMS OF OFFICERS**

- A. Executive Board officers shall serve a term of one full academic year, starting in the end of Spring (May 25th) and end (May 24th) the following year
- B. Voting shall be from (May 19th - 22nd).

#### **SECTION 02: ELECTION OF OFFICERS**

- A. The election of a new Director and Secretary shall follow the procedure defined below:
  - 1) In the event of supersession, members will be given a month long window to submit applications.
  - 2) The current Director of a committee shall accept all applications and validate eligibility.
    - i) The Director will choose from the pool of applicants the most qualified individual.
  - 3) The Director will present their candidate in front of the Executive Board.
  - 4) The Chapter President will then make the formal decision and appoint the new Director based on a majority vote.
- B. The election of a new Chapter President and Vice President shall follow the procedure defined below:
  - 1) Members shall be given a month long window beginning in the month of May to submit applications.
  - 2) The current Chapter President shall accept all applications and validate eligibility.
  - 3) The current Chapter President will present the eligible candidates in front of the Executive board. The Executive Board will choose the top three candidates for each position from the pool of applicants to present in front of the all eligible voters of the UNLV Scientista Foundation.
  - 4) 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.

#### **SECTION 03: VACANCY**

- A. In the event of a vacancy of a Director position, committee members will choose amongst themselves the most senior and qualified member to serve as the Interim Director.
  - a. Members will then be given two weeks to submit applications to fill the Director Position.
  - b. The Chapter President shall accept all applications and validate eligibility.
  - c. The Chapter President will choose the top three candidates for the position from the pool of applicants and appoint the new Director based on a majority vote of the Executive Board.
- B. In the event of a vacancy of a Secretary, the Vice President will assume the duties until a new Secretary can be appointed.
  - a. Members will then be given two weeks to submit applications to fill the Secretary Position.
  - b. The Vice President shall accept all applications and validate eligibility.

- c. The Vice President will choose the top two candidates for the position from the pool of applicants and appoint the new Secretary based on a majority vote of the Executive Board.
- C. In the event of a vacancy of the Chapter President
  - a. The Vice President will become the Chapter President.
- D. In the event of a vacancy of the Vice President
  - a. Members will then be given two weeks to submit applications to fill the Vice Presidency.
  - b. The Chapter President shall accept all applications and validate eligibility.
  - c. The Chapter President will choose the top three candidates for the position from the pool of applicants and appoint the new Vice President based on a majority vote of the Executive Board.

## **TITLE IV: COMMITTEES**

### **SECTION 01: EXPECTATIONS OF THE COMMITTEES**

- A. All members shall serve on either the Communication Committee, the Events Committee, Community Outreach Committee or the Financing Committee.
- B. The duties of the Directors 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.
  - 7) Create operating policy for the committee.

### **SECTION 02: SCOPE OF COMMITTEES**

- A. The Communications Committee shall:
  - 1) Update online communication platforms i.e. Facebook, Instagram, and Website, 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 Scientistas 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
    - iv) Roles within the committee can include:
      - 1. Webmaster, Science Writer, Photographer, Videographer, Graphic Designer.
  - 2) Seek marketing and advertising opportunities for all club activities.
  - 3) Manage the official UNLV Scientista website, which will 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.
  - 4) Create marketing material which shall include:
    - i) Flyers, Giveaways, T-shirts

B. The Events Committee shall:

- 1) Hold at least one academic event per semester and one social every month.
  - i) Academic events may include: workshops, study group, tutoring session, panel, etc.
  - ii) Social events may include: dinner, outdoor activity, brunch et.
- 2) Hold as least one internal and one external community outreach event per semester.
  - i) Internal events are in partnership with all entities within UNLV
  - ii) External events are in partnership with all entities within the community in order 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.

C. The Financing Committee shall:

- 1) Organize at least two fundraising events per semester
- 2) Actively seek out sponsorships
- 3) Work as liaisons with other committee members to keep track of committee needs