

**Pipeline at The University of Tennessee - Knoxville
CONSTITUTION**

**ARTICLE I
NAME OF ORGANIZATION**

1.1 The name of the organization shall be Pipeline: Vols for Women in STEM at the **University of Tennessee-Knoxville**.

**ARTICLE II
PURPOSE/OBJECTIVE**

2.1 To promote the recruitment and retention of women in each of the science, technology, engineering, and math (STEM) fields at the undergraduate, graduate and faculty levels at UTK;

2.2 To offer a system of sustainable support and mentorship to women in STEM fields across campus in all fields;

2.3 To create a line of communication between undergraduate and graduate students, faculty, and campus leadership via the Commission for Women (hereinafter “CFW”) to address issues specifically pertaining to women in STEM on campus;

2.4 To support and partner with other organizations, clubs, individuals, and other groups whose direction, purpose, and objectives are in agreement with the articles set forth here in this document and subsequent documents that deal with the direction, purpose, and objectives of the Pipeline at UTK;

2.5 To provide a forum for individuals from different scientific backgrounds to come together for academic, communal service, and social activities.

2.6 To address the entire UTK community, not only particular groups of women, in order to gain support specifically from groups not generally brought into the discussion of women in STEM issues, (male students and faculty for example), in order to raise awareness on campus as well as in the immediate general public of issues that women face when pursuing higher education and careers in STEM fields.

**ARTICLE III
AFFILIATION**

3.1 Pipeline at UTK will be an affiliated committee of the CFW. Pipeline at UTK reserves the right to create and adopt its own bylaws, rules, and procedures within the context of the CFW bylaws, constitution, rules, and regulations;

3.2 Any creation, modification, and adoption of the bylaws, rules, and procedures set forth will also be in compliance with the regulations set forth by **UTK**.

3.3 Any creation, modification, and/or adoption of the bylaws, rules, and procedures set forth in this document and subsequent documents impart that deal with the CFW governance are to be noted, highlighted, or added as an addendum in the last page of this template.

ARTICLE IV MEMBERSHIP & VOLUNTEERS

4.1 Pipeline at **UTK** and members thereof will not discriminate in admission, educational programs, and other student matters. Membership must be open to all students, and faculty/staff members where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, physical or mental disability, or covered veteran status.

4.2 Pipeline at **UTK** and members thereof will not discriminate in any of its activities or operations – included but not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

4.3 Pipeline at **UTK** and members thereof will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

4.4 Pipeline at **UTK** and members thereof will not engage in the illegal use, possession, or distribution of alcohol or illegal substances in the workplace, on University premises, at official university functions, or on university business.

4.5 Pipeline at **UTK** and members thereof agree to comply all other applicable University and campus policies and regulations and local, state and federal laws, as outlined in the **UTK** Campus Regulations Applying to Campus Activities, Organizations, and Students.

4.6 Membership shall be open to currently enrolled students, faculty, and staff at the **UTK**. Volunteering is open to all members as well as, currently enrolled students, faculty, and staff of neighboring institutions of higher education, and employees of local technical and science-related businesses. Distinction between members and event volunteers is distinguished primarily by regular meeting attendance as described in ARTICLE V, 5.2.2, 5.2.3, and 5.3.2.

4.7 General members can join at any time by contacting an executive board member and requesting membership. Executive board and subcommittee officers can only be selected annually according to the rules set forth in ARTICLE V, 5.2.

ARTICLE V GOVERNING BODY

SECTION I. OFFICERS

5.1.1 Chair and Liaison to the CFW Chair: The chair role and responsibilities are as follows but not limited to: initiating and presiding over meetings, overseeing all group activities and assist in leadership development of membership, preparing annual reports, maintaining contact with committee alumni, serving as secondary signatory on financial accounts, finalizing decisions for group if a consensus cannot be reached, and engaging potential funding agents with the finance officer(s) (Article 5.1.4) for approved group activities. The Chair will remain fair and impartial during the organizational decision making process, represent the committee at official functions, and provide support, encouragement, and motivation to fellow officers and general members. In addition, the chair will serve as the liaison with the CFW. These responsibilities include: submitting annual reports and conducting communications with the CFW. The Pipeline budget should be received from the finance officer and submitted to the CFW at the end of the spring semester.

5.1.2 Vice Chair: The vice chair role and responsibilities are as follows but not limited to: assuming the responsibilities of chair in the absence of the chair, serving as an ex-officio member of subcommittees inasmuch as assisting where needed, working closely with the director of the Recruitment and Engagement Subcommittee to develop and coordinate recruitment initiatives, and organizing semester socials and Executive Board retreats. The Vice Chair will remain fair and impartial during the organizational decision making process, represent the committee at official functions, provide support, encouragement, and motivation to fellow officers and general members, and perform other duties as suggested by the Chair.

5.1.3 Historian(s): The historian role and responsibilities are as follows but not limited to: maintaining accurate attendance of meetings and membership records including past symposium award winners, donors/sponsors, etc., keeping and distributing minutes of meetings, photographic and video records when appropriate, obtaining facilities for organizational activities/meetings, facilitating elections, and sending out agendas and reminders for upcoming meetings. The historian will remain fair and impartial during organizational decision making processes. This role(s) may overlap with the other officer roles outlined in ARTICLE V, 5.1, and may be held by more than one individual.

5.1.4 Finance Officer(s): The finance officer role and responsibilities are as follows but not limited to: managing the finances, keeping accurate and up-to-date financial records, resolving the financial details with donations, preparation and implementation of event and annual budgets, and submission of the approved Pipeline budget to CFW, serving as the primary signatory on financial accounts, paying committee bills, advising members on financial matters and opportunities (grants, fundraising strategies, etc.), preparing purchase orders, requisition forms, or supply requests, coordinating fundraising drives and solicitations for funds, and maintaining an inventory of equipment, supplies, materials, and condition. The finance officer will remain fair and impartial during organizational decision making processes. This role(s) may overlap

with the other officer roles outlined in ARTICLE V, 5.1, and may be held by more than one individual.

5.1.5 Communication and Public Relations Officer(s): The media relations officer role and responsibilities are as follows by not limited to: updating social media websites (i.e. Facebook, Twitter, etc.) with ongoing group activities and occasionally posting interesting and vetted scientific blurbs, overseeing official group email correspondence, responding to inquiries, tracking progress and metrics for social media accounts (number of followers, likes, etc.), photo-documenting Pipeline events, organizing advertising campaigns for various initiatives, recruiting volunteers to assist with advertising (hanging fliers, etc.), and coordinating with other officers to advertise and disseminate information. This role(s) may overlap with the other officer roles outlined in ARTICLE V, 5.1, and may be held by more than one individual.

5.1.6 Branding and Website Officer(s): The branding and website role and responsibilities are as follows by not limited to: developing and maintaining brand and logo design and distribution, creation and curation of graphical materials for advertising campaigns, coordinating with other officers on advertising campaigns, printing collateral design and production (business cards, letterhead, PowerPoint slide deck, etc.), website construction and maintenance, multimedia collateral design and production, creating and maintaining newsletter and calendar account, curation, and distribution. This role(s) may overlap with the other officer roles outlined in ARTICLE V, 5.1, and may be held by more than one individual.

5.1.7 Subcommittee Directors: Subcommittee directors include but are not limited to: 1) the annual symposium, 2) data and statistics, 3) recruitment and engagement, 4) the interdisciplinary mentoring program, and 5) the Women in STEM Advancing Research, Readiness, and Retention (WiSTAR3) program. The role and responsibilities of subcommittee directors are as follows by not limited to: recruiting subcommittee members, scheduling periodic meetings with members, and providing updates of progress to Executive Board monthly.

SECTION II. NOMINATIONS

5.2.1 Timeline: Nominations shall be due at least one month prior to elections.

5.2.2 Requirements: Individuals may be nominated for more than one office but may not fill more than one position. Individuals seeking nomination must be active members insofar as they meet the eligibility requirements outlined in Article 5.2.3.

5.2.3 Nominee Eligibility: A nominee for any position must be a full-time student of good academic standing at the time of election. A nominee must not have any disciplinary probation for violating any Student Standards of Conduct. A nominee for the chair or vice chair position must have been a general member for at least one semester and have participated in at least three events. A nominee of any other position must have participated in at least two events.

5.2.4 Historian Role in Nomination: The historian shall record all nominations and make available to the membership body, electronic ballots for election.

SECTION III. ELECTIONS AND VOTING

5.3.1 Timeline: Closing of elections shall be held in November, each Fall semester of the UTK academic year.

5.3.2 Eligibility: All active members, those who have participated in at least two events, are eligible to vote.

5.3.3 Conduct: Voting shall be conducted as a secret electronic or written ballot, and the tally shall be conducted in the absence of the candidates to which the ballot reflects.

5.3.4 Counting: The ballots shall be tallied by the current historian. If the current historian is on the ballot for the election that the ballots reflect, then the current finance officer shall take the responsibilities outlined in 5.3.4. If the current historian and finance officer are on the ballot for the election that the ballots reflect, then the current communications officer shall take the responsibilities outlined in 5.3.4, or a non-governing member selected by the current chair.

5.3.5 Run-off: In the event that there is not a majority vote, the top two candidates for the position in question will hold a run-off election OR agree to serve as partners.

5.3.6 Term: Elected officials terms shall be one calendar year. Former elected officials may serve in an *ex-officio* capacity after their term in order to train and mentor new officials.

5.3.7 Interim Election: In the case that an executive board member graduates in the spring, or resigns from their position for any reason, their spot should be filled as soon as possibly by...

SECTION IV. FACULTY ADVISOR(S)

5.4.1 Eligibility: The faculty advisor(s) for Pipeline at UTK must be a full-time UTK faculty or staff member.

5.4.2 Role and Responsibilities: The faculty advisor(s) will assist the officers and members in identifying and performing organization goals as set forth by Pipeline, and he/she will also clarify areas of responsibilities and related expectations of the members and officers of Pipeline UTK. He/she will help resolve any issues or problems that may arise within Pipeline at UTK that otherwise cannot be resolved within the governing body of officers and/or members. They will also act as a general source of information regarding policies and procedures at UTK, and be an intermediate between the administration and Pipeline at UTK. They shall also assist in the budget and financial statements with the officers throughout the year and with the end of the year reporting.

5.4.3 Inactive Chapter Responsibilities: In the event that Pipeline at **UTK** becomes inactive (a period of one academic year without a general body meeting), the faculty advisor will notify the appropriate office(s) within the administration at **UTK** of the closure of Pipeline at **UTK**. They will also close out all financial accounts and donate remaining funds as designated in ARTICLE VIII, 8.4. In addition, they will report, in writing, the partnerships that Pipeline at **UTK** will be ending (local and at large) as a result of the inactivity.

ARTICLE VI QUORUM AND MEETINGS

SECTION I. QUORUM

6.1.1 Requirements: A quorum consists of at a minimum of fifty percent of *active* membership in attendance of the meeting in question and a majority of the officers.

6.1.2 Officiating: A quorum, if present and called, shall be officiated by the current chair.

SECTION II. GENERAL MEETINGS

6.2.1 Expectations: All members are expected to attend regular general meetings.

6.2.2 Agendas: Meeting agendas shall be prepared and set by the chair and historian. The agendas shall be distributed/posted online by appropriate means by the historian at least two days prior to the general meeting.

6.2.3 Frequency: Meetings shall be held at a minimum of once per month at **UTK** campus.

6.2.4 Minutes: Meeting minutes shall be prepared and distributed by the historian within three days following a meeting.

SECTION III. SUBCOMMITTEE MEETINGS PRIOR TO EVENTS

6.3.1 Definition: A last meeting prior to an event shall be a general body meeting (hereinafter “Pre-event meeting”) that will discuss, plan, coordinate, assign responsibilities, and other, but not limited to, administrative delegation of the necessities to hold a successful Pipeline at **UTK** event.

6.3.2 Expectations: All members are required to attend pre-event meetings. If a member is unable to attend a pre-event meeting, they must notify someone on the Executive Board (i.e. the chair, or subcommittee director).

ARTICLE VII RESIGNATIONS AND REMOVALS

SECTION I. RESIGNATIONS

7.1.1 Notice and Delivery: A member of the governing body may resign from their post at any time by giving written notice to the Chair, Vice Chair, or Faculty Advisor. The written notice of resignation must be received and acknowledged in writing by the remaining governing body.

7.1.2 Nomination(s): If the written resignation of a member of the governing body is received and acknowledged in accordance to **7.1.1**, a written notice will be issued by the historian to the members of Pipeline at **UTK** by appropriate means within one week of acceptance. The written notice shall include a call for nominations at the next general meeting to fill the position(s) within the governing body. Nominations at the next general meeting shall be in accordance to the rules and regulations outlined in **ARTICLE V, 5.2.2 – 5.2.3**.

SECTION II. REMOVALS

7.2.1 Scope: Shall any member have proof that any member of Pipeline at **UTK** is not fulfilling his/her duties or that any member has acted or participated in activities that violate the purpose and/or mission of Pipeline at **UTK**, he/she may call a meeting to explore the proof and subsequent charges.

7.2.2 Voting: A two-thirds vote of the active members, excluding the designated officer under investigation, is needed for a removal of membership, participation, and, but not limited to, affiliation with Pipeline at **UTK**.

7.2.3 Post-Removal: Upon removal, if the member was of the governing body, procedures shall be carried out as outlined in **5.3.7**.

ARTICLE VIII FINANCE

8.1 The annual financial report of donations and expenditures shall be prepared and delivered to the Pipeline chair by the finance officer(s) every academic year at **UTK**.

8.2 The budget for Symposium, and other programs, shall be prepared and delivered to the chair by the symposium or program director and finance officer(s) at a minimum of three months prior to the Symposium day for the respective year.

8.3 All distribution of funds shall be approved by the chair and finance officer(s) in [electronic] writing.

8.4 In the event that Pipeline at **UTK** becomes inactive and/or disbanded (closed), the faculty advisor will close out all remaining financial accounts and donate any and all remaining funds to the Commission for Women. In the event that the Commission for Women is inactive, all remaining funds shall be donated to the Systems UTK student organization.

8.5 Any collection of funds shall be deposited in a Pipeline at **UTK** board approved bank account in a timely manner.

8.6 Any approved expenditures incurred must be accompanied with a receipt or proof of cost incurred when requesting reimbursement with the chapter finance officer(s). Reimbursements by the chapter finance officer(s) shall occur in a timely manner, and all reimbursements shall be closed out and issued prior to the end of each semester. End of the year reporting to the CFW by Pipeline at **UTK** shall show no accounts at large.

ARTICLE IX AMENDMENTS

9.1 Amendments must be submitted in writing one-week prior to voting at a regularly scheduled general meeting.

9.2 Amendments may be amended at any general meeting with a two-thirds vote of the members in attendance, or with a simple majority of the general body via electronic vote administered by the historian(s).

Approval Signatures from Pipeline at UTK Executive Board:

Advisor (Printed Name) date

Advisor (Signature) date

Chair (Printed Name) date

Chair (Signature) date

Vice Chair (Printed Name) date

Vice Chair (Signature) date

Historian (Printed Name) date

Historian (Signature) date

Historian (Printed Name) date

Historian (Signature) date

Finance Officer (Printed Name) date

Finance Officer (Signature) date

Finance Officer (Printed Name) date

Finance Officer (Signature) date

Comm/PR Officer (Printed Name) date

Comm/PR Officer (Signature) date

Comm/PR Officer (Printed Name) date

Comm/PR Officer (Signature) date

Branding & Website Officer (Print) date

Branding & Website Officer (Signature) date

Branding & Website Officer (Print) date

Branding & Website Officer (Signature) date