

**CONSTITUTION and BYLAWS for the BETA CHAPTER
of SIGMA DELTA EPSILON, GRADUATE WOMEN IN SCIENCE**

CONSTITUTION:

The Constitution of Beta Chapter of Sigma Delta Epsilon, Graduate Women in Science, Inc. is modified from that of the National Organization of Sigma Delta Epsilon, Graduate Women in Science, Inc.

BYLAWS:

ARTICLE I. MEMBERSHIP

Section 1. Qualification

A person is eligible for membership in Beta Chapter if qualified for membership in Sigma Delta Epsilon, Graduate Women in Science, Inc. as specified in the National Constitution and Bylaws.

At least 75% of the Beta chapter of SDE/GWIS is comprised of UW-Madison students.

Section 2. Rights of Membership

- a. To vote and hold office
- b. To petition the National Council in writing on matters of concern to the National Organization; and
- c. To attend all meetings of the chapter and organization to gain a hearing.

Section 3. Categories

- a. A Full Member is one who meets the requirements as stated in this Article, Section 1 and who pays full national dues.²
- b. A Graduate Student Member is one who is registered for an advanced degree as described in Article II, Section 3 of the National Bylaws. She or he shall pay not more than one-half the annual national dues and shall have all rights of membership.
- c. Emeritus Member. A full member may become an Emeritus Member for reasons of health or age. She or he shall pay not more than one-half the annual national dues and shall have all the rights of membership.

d. A Chapter Honorary Membership may be conferred upon a member of any Chapter. She or he shall pay national dues according to the National Bylaws. (Article II, Section 3a.1).

e. Affiliates

There may be Non-voting Affiliate members as described in the National Bylaws (Article II, Section 3c).

(1) Undergraduate science majors and elementary and secondary science teachers (see National Bylaws, Article II, Section 3c(1) for requirements) may become non-voting affiliate members. They shall not pay national dues, but shall pay a designated amount for the national newsletter.

(2) Non-Scientists may also become non-voting affiliate members. Their membership shall be approved by the National President as described in the National Bylaws. They shall pay a designated amount for the national newsletter.

f. Inactive Members

A member who has resigned or has allowed her membership to lapse by non-payment of dues for one (1) year shall be inactive. She or he may be reinstated without payment of back national dues only once, by payment of the current year's national and chapter dues.

g. Transfer of Membership

A member may transfer from one chapter to another chapter. If dues have already been paid to the former chapter, the new chapter shall waive dues for the current year.

ARTICLE II. GOVERNMENT

Section 1. Officers

a. The officers shall be President, Vice-President, Secretary/Website Coordinator, Treasurer, Scholarship Coordinator, Social Chair, BUGS Liaison and an honorary National Liaison. All officers must be graduate students at UW-Madison and registered SDE/GWIS members.

b. The officers shall constitute the Executive Committee will be the governing and decision-making body of the chapter.

Section 2. Committees

There shall be Standing Committees as cited in Article VII. Other committees, standing or special, shall be appointed by the President as deemed necessary to carry on the work of the Organization.

Section 3. Disbandment

a. The chapter may elect to disband and forfeit its charter.

b. Upon disbandment of the chapter, the assets must be distributed in a manner according to the amended Certificate of Incorporation and Article VII, Section 5 of the National Bylaws. A full report shall be made to the National Treasurer.

Section 4. Inactive Status

a. The chapter may request 'inactive status' for stated reasons, such as the inability to comply with Article III, Section 6 of the National Bylaws. The request shall be in writing to the National Council (see National Bylaws, Art. III, Sections 8 and 9)

b. If granted by National Council, the chapter may become inactive for up to five years without losing its charter.

ARTICLE III. MEETINGS

Section 1. a. General meetings shall be held according to a schedule agreed upon by the chapter members.

b. An Annual Business Meeting shall be held as the last general meeting of the fiscal year before the end of the academic Spring semester.

c. Meetings of the Executive Committee shall be held from time to time when deemed necessary by the President.

d. Induction of new members may be held at any meeting.

Section 2. Quorum

a. A quorum for the transaction of business at any general meeting shall be at least 6 members and at least 3 officers, one of whom must be either the President or Vice-President.

b. A quorum for the transaction of business at a meeting of the Executive Committee shall be four.

Section 3. Voting

At any meeting, questions shall be decided by a majority vote, unless otherwise prescribed, by the voters present in person or by proxy.

ARTICLE IV. ELECTION OF OFFICERS AND TERMS OF OFFICE

Section 1. Qualifications

A candidate for office shall be a registered UW-Madison student and an active SDE/GWIS member in good standing who has demonstrated leadership qualities and who supports the objectives of the Organization.

Section 2. Election

New chapter officers (except President) shall be elected by majority officer vote at the Annual Business Meeting. New officers shall be trained into their new positions during the summer and officially take over their new positions at the beginning of the following academic year.

Section 3. Terms of Office

a. The *President* shall serve for a term of one (1) year and until her/his successor has taken office.

b. The *Vice-President* shall be elected to serve for a term of two (2) fiscal years. The *Vice-President* will automatically become *President* during her second term.

c. The *Secretary/Website Coordinator, Treasurer, Scholarship Coordinator, Social Chair, and BUGS Liaison* shall each be elected to serve for a term of one (1) fiscal year. The officer may decide to stay in such position for a longer period of time pending approval from the other committee members. Otherwise, the officer may serve in the specific position until a new officer has been elected and installed.

c. The *National Liaison* shall be an honorary position offered to the outgoing President if she/he decides to take it. This position shall not be opened for vote.

Section 4. Vacancies

In the event that a vacancy occurs in any office, the Executive Committee shall make an appointment for the unexpired term.

ARTICLE V. DUTIES AND POWERS OF OFFICERS

Section 1. Officers

The powers and duties of the officers of this chapter shall be those usually vested in their respective positions. In addition:

a. The **President**

(1) shall be *ex-officio* a member of all committees keeping contact with their work to the extent that may be advisable.

(2) may call a meeting of the Executive Committee as required for efficient operation of chapter business.

(3) may authorize the withdrawal of funds from the treasury for the payment of obligations incurred by the chapter for such other purposes as the Executive Committee may approve.

(4) shall send to the National Secretary, 30 days before the Grand Chapter meeting, a report of the activities of the chapter during the past year.

(5) may act as an alternate signing authority.

b. The **Vice-President** shall act in the absence of the President, assuming all her duties and obligations.

c. The **Secretary** shall act as recording and corresponding secretary and shall:

(1) assist a member who moves to another area and wishes to transfer to another chapter by reporting the transfer to the National Secretary and to the recipient chapter secretary or president.

(2) send the names, addresses and telephone numbers of newly elected chapter officers to the National Secretary no later than 30 days after chapter elections.

d. The **Treasurer** shall:

(1) be authorized to withdraw money from the treasury for the payment of financial obligations incurred by the chapter.

(2) keep a full and accurate account of receipts and expenditures and shall make a full account at each annual business meeting and upon request at other meetings. The accounts shall be audited annually.

(3) collect dues from chapter members as prescribed by the National Organization.

(4) oversight the Tina Hill Graduate Women in Science Beta Chapter Endowment with the University of Wisconsin Foundation.

e. The **Scholarship Coordinator** shall:

(1) organize the seminar competition in the Fall semester

(2) organize the Ruth Dickie Scholarship and Grand-in-Aid competition during the Spring semester

f. The **Social Chair** shall organize social events on a regular basis to facilitate networking amongst members.

g. The **BUGS Liaison** shall be chair of the BUGS Committee and provide reports on the success of the BUGS program to the other officers.

h. The **National Liaison** shall work for effective participation of chapter members in the business of the National Organization, seeking out capable members who may be recommended for national office or for national committees.

Section 2. Executive Committee

The Executive Committee shall:

a. be empowered to make decisions and to take action when necessary on behalf of the chapter. Such business shall be reported to the members at the next general chapter meeting.

b. may confer Honorary Chapter membership upon a woman in recognition of outstanding achievements in science or science education.

ARTICLE VI. FINANCE

Section 1. The Fiscal Year shall be that of the National Organization, i.e., July 1 to June 30 of the next year.

Section 2. The amount of chapter dues shall be determined at the Annual Business meeting.

Section 3. Payment of dues

a. National dues are paid directly to the National Office upon receipt of the annual dues notice at the beginning of the fiscal year.

b. National dues for new members may be given to the chapter treasurer before induction into the chapter.

c. Chapter dues are paid as determined by the National Organization.

Section 4. *Full members* shall pay full chapter dues (see this article, Section 2) and shall have all the rights and privileges of chapter membership.

Section 5. *Graduate Student* members shall pay 100% of the established chapter dues and shall have all the rights and privileges of chapter membership.

Section 6. *Non-voting affiliate members* shall pay whatever sum the chapter deems appropriate.

Section 7. *Emeritus* members shall pay 100% the established chapter dues and shall have all rights and privileges of chapter membership.

Section 8. A member may become a *National Life Member* by paying a designated amount in one lump sum, as determined by the National Organization.

Section 9. Honorary Members

a. *National Honorary Members* are not required to pay dues to either the National Organization or to the local chapter. They shall have all the rights and privileges of full chapter membership.

b. *Chapter Honorary Members* who are active members of Sigma Delta Epsilon, Graduate Women in Science, Inc. need not pay chapter dues and shall have all the rights and privileges of chapter membership. They are required to pay national dues.

Section 10. Contributions

Sigma Delta Epsilon, Graduate Women in Science, Inc. is organized and operated exclusively for educational and scientific purposes. Therefore, the Internal Revenue Code ruling states that "Donors may deduct contributions to you and your exempt subordinate units (chapters) as provided by Section 170 of the Code. Bequests, legacies, devices, transfers or gifts to or for your use or to or for the use of your exempt subordinate units are deductible for Federal estate and gift tax purposes under Sections 2055, 2106 and 2522 of the Code."

Section 11 Tina Hill Graduate Women in Science Beta Chapter Endowment

The money from this endowment shall be used primarily to fund travel grants for members wishing to attend the National Meeting. The funds may alternatively be used to support general activities of the chapter.

ARTICLE VII. STANDING COMMITTEES

Section 1. Bonding Undergraduates and Graduate Scientists (BUGS)

The committee:

- a. shall consist of at least three members appointed by the BUGS Liaison for a term of one (1) year.
- b. The purpose of this committee is to ensure the success of the BUGS Mentoring Program

ARTICLE VIII. PROCEDURES

Procedures and other items not specified in these Bylaws or by the rules of the National Organization shall be in accordance with the latest edition of Robert's Rules of Order, Newly Revised.

ARTICLE IX. AMENDMENTS

An amendment to these bylaws may be proposed by the Executive Committee or any member in good standing:

- a. It shall be presented in writing to the chapter membership at least 30 days before the Annual Business Meeting.
- b. Affirmative votes of two-thirds (2/3) of the votes cast by members present at the Annual Business Meeting are necessary for adoption of the amendment.

This version of the Bylaws
Revised September 2013