Constitution (Draft)

Article I  NAME

The name of this organization shall be Douglass-DIMACS Computing Corps (DDCC).

Article II  PURPOSE

The Douglass-DIMACS Computing Corps focuses on helping women succeed in computing while providing them with the opportunity to give back to the community and practice leadership. Throughout the year, students will work with CS faculty and graduate students to design and carry out fun and interactive group activities for middle school girls to excite them about computing. The program follows a multi-layered mentorship and leadership model, with graduate students acting as mentors for the undergraduate students, who in turn lead the middle school students to discover the excitement of computing.

Article III  MEMBERSHIP

Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law.

Article IV  OFFICERS – EXECUTIVE BOARD

Members of the executive board of the organization are expected to work in a team. The duties of officers are not restricted to the guidelines listed below. All officers are expected to share duties and assist other board members to promote an environment of collaboration. Officers shall not miss more than three meetings during the semester.

a. President: The President shall act as the formal representative of the organization in all matters. The President will be responsible for organizing and running all organizational meetings. The
President shall be responsible for maintaining solid communication between the organization, the Douglass Project and DIMACS. The President may allocate duties to other officers as needed.

Note: The organization may also select two Co-Presidents who will share the duties of the President. In this situation, there shall be no Vice President.

b. Vice President: In the absence of the President, the Vice President shall organize and conduct organizational meetings. The Vice President shall assist the President and share the duties the President is responsible for. The Vice President shall also have oversight of any materials created by the organization (i.e. lesson plans).

c. Secretary: The Secretary shall record all the actions of the organization. The duties shall include but are not be limited to:
   i. Taking minutes during all meetings
   ii. Responsible for maintaining members’ contact list
   iii. Responsible for managing organization’s email, Facebook group and google drive

d. Public Relations Officer: The Public Relations Officer shall be responsible for creating publicity materials for the organizations (i.e. flyers, brochures, etc.) The Public Relations Coordinator will promote the organization via multiple outlets (i.e. Targum ads, newsletter, social media outlets, etc.)

e. Recruitment Officer: The Recruitment Officer shall serve as the face of the organization. This person will be the main point of contact for any students who show interest in DDCC. This position is responsible for registering the organization in multiple recruitment activities (i.e. Involvement Fair, Douglass Open House, Community Day, etc.)

f. Evaluation Assistant: ...
Article V  

ELECTIONS

The executive board will preside over the election and will tabulate the results unless incumbent officer is a candidate and in such case the student shall not tabulate the results. Nominations shall be made either from the floor or by self-nomination. Elections will be made by secret ballot, with a majority vote for election.

a. Nominations shall precede elections by approximately one week (unless elected members need to be selected immediately).

b. Any student may only hold one officer position on the executive board at a time.

c. If no valid candidates are elected for a particular office, the Executive board shall appoint a general member for the position. If at that time no candidate can be found, one of the continuing executive board members shall serve in the vacancy duty until a valid candidate can be elected by the executive board.

d. Elections shall take place every academic year, and Executive Board members may serve more than one term (one year) of office if and only if they are reelected.

ARTICLE VI  

DISCIPLINARY ACTIONS

In the event that an officer is not fulfilling their position responsibilities, the following procedures will be used to educate the officer about the proper way of fulfilling their duties. In the event that this cannot be accomplished, the individual will be removed from their position.

The following is the procedure that will be used in the process:

a. An individual will be notified that the Executive Board has seen issues with their performance. These issues will be outlined with specific instances documented.

b. The individual in question will meet with the rest of the Executive Board and review their concerns. They will also review the officer’s in question job responsibilities to ensure that there is complete understanding of duties among all parties.

c. An improvement plan and timeline for improvement will be developed by the officer in question, along with the rest of the Executive Board.
d. The individual's performance will be monitored for the time indicated in the improvement plan.
   i. If no improvement is shown, the individual will need to be removed from their position.
   ii. If improvement is shown, the individual will remain in their position.

Article VII

MEETINGS

DDCC Meetings will take place on a bi-weekly basis. Meeting dates and times will be determined on the first week of school.

Article VIII

FINANCES

DDCC’s funding and financial transactions will be managed by the Douglass Project for Rutgers Women in Science, Technology, Mathematics and Engineering.

Article IX

AMENDMENTS

Any member of DDCC may propose an amendment to the constitution. A written copy of the proposed amendment shall be submitted to the Executive Board which shall give written notification to the membership during the upcoming organizational meeting(s). This constitution may be amended by a two-thirds (2/3) vote of the membership, provided the amendment was submitted in writing at a previous regular meeting and notice was given to all members at least one (1) week before the meeting on the constitutional amendment. The amendment will go into effect after it has been presented to and approved by the Douglass Project for Rutgers Women in Science, Technology, Mathematics and Engineering and DIMACS.

Article X

PARLIAMENTARY PROCEDURE

Questions of parliamentary procedure shall be decided in accordance with the forms laid down in Robert's Rules of Order, latest edition.