

## **Penn Consortium of Undergraduate Women CONSTITUTION**

### ***Mission***

The Penn Consortium of Undergraduate Women is a non-governing, nonpartisan umbrella organization that seeks to promote the interests of women in all facets of university life.

### **I. Definition & Purpose**

- a. The name of this organization shall be the Penn Consortium of Undergraduate Women (PCUW).
- b. PCUW shall act as an umbrella organization for undergraduate groups that indirectly or directly promote the advancement of women at Penn and beyond, including:
  - i. Professional & Departmental Organizations
  - ii. Greek Societies
  - iii. Special Interest Groups
  - iv. Performing Arts Groups
- c. The purpose of said organization shall be to
  - i. Promote social change and strengthen women's position at the university, particularly in the interest of undergraduate life.
  - ii. Unite women, with a diversity of experiences, behind common causes, and against common problems.
  - iii. Contribute to and inspire campus dialogue concerning women's issues.
  - iv. Provide an open forum in which women's groups might network with one another, offer mutual support, and jointly plan Consortium events.
  - v. Act as a liaison between undergraduate female students and Penn's faculty and administration.
- d. PCUW is housed by the Penn Women's Center and a staff member from the Women's Center will serve as an ongoing Advisor to the steering board. Additionally, the PWC Administrative Assistant will provide financial guidance, as PCUW funds are housed in a separate budget line within PWC's operating budget (see IV.c.iv for further information).

### **II. Functions**

- a. To advocate for women at Penn, particularly with regards to issues of importance to undergraduate life.
- b. To provide a space for a diverse constituency of undergraduate leaders concerned about the status of women, and to coordinate their efforts on campus.
- c. To organize an annual Women's Week in collaboration with constituent groups, and present diverse programming throughout the year.
- d. To assemble a Women's Week Planning Board

### III. Logistics

- a. General Body Attendance
  - i. Attendance is required of a designated undergraduate representative of each constituent organization of PCUW. If said representative is unable to attend, she must appoint an alternate to attend in her place.
  - ii. No individual shall represent more than 1 group at PCUW general body meetings. Consequently, members of the Steering Board may not represent other constituent organization of which they are members.
  - iii. If a constituent group has two consecutive unexcused absences from a general body meeting, they will be required to meet with the Steering Board. Further unexcused absences will remove a constituent group from Good Standing (which includes voting rights as well as consideration for direct PCUW funds/sponsorship).
- b. PCUW Elections Attendance
  - i. Attendance is mandatory for every constituent organization of PCUW.
  - ii. An executive representative of each member organization must be in attendance.
- c. Elections Procedures
  - i. The PCUW Steering Board will turnover on a calendar year basis.
  - ii. Applications will be made available in November and are due at the beginning of December.
  - iii. The ability to serve for a full year (2 consecutive semesters) is a requirement for candidate eligibility. If a candidate cannot commit to 2 consecutive semesters (because they are going abroad, etc.) they must run with a partner who will serve in their absence.
  - iv. Eligible candidates must have their applications submitted to the Steering Board a minimum of 3 days before the elections.
  - v. Each member organization of PCUW shall have only 1 vote.
  - vi. Any question and answer session during elections will be monitored and mediated by a graduating senior.
- d. Elections Structure
  - i. Each candidate will be elected by the current voting members of PCUW. Candidates must submit an application to the current PCUW Chair(s) and PCUW advisor. Candidates must give a speech, up to 3 minutes in length, at the election meeting.
  - ii. Candidates for the position of Chair must have served on the PCUW Steering Board in a previous semester. In extenuating circumstances in which no PCUW Steering Board member elects to run for the position, members of the Women's Week Planning Board shall be eligible for the position of Chair.

- iii. Candidates may run for multiple positions. If a candidate is running for multiple positions they may give a speech, up to 3 minutes in length, for each position.
- e. Election Eligibility
  - i. Candidates for the position of Chair must have served on the PCUW Steering Board in the previous semester. In extenuating circumstances in which no PCUW Steering Board member elects to run for the position, members of the Women's Week Planning Board shall be eligible for the position of Chair.
  - ii. In the event of a Co-Chairship, at least one must have served a semester on the PCUW steering board.
  - iii. In the event of a Co-Chairship, the chairs must run as one ticket.

#### IV. Structure

- a. A Chair or Co-Chairs whose duties shall be to:
  - i. Outline goals for PCUW each semester, in conjunction with the PCUW General Body.
  - ii. Coordinate and preside over all PCUW meetings.
  - iii. Decide issues that are not conclusively settled by normal voting procedures.
  - iv. Ensure the other Steering Board members are performing designated responsibilities.
  - v. Regularly meet with Penn Women's Center PCUW Advisor.
- b. A Vice Chair of University Relations and Community Outreach whose duties shall be:
  - i. To assume the chair's responsibilities in her absence.
  - ii. To propose and coordinate community outreach programming.
  - iii. To act as liaison to off campus organization with which PCUW is working.
  - iv. To act as liaison between PCUW's constituents and UA Steering.
- c. A Vice Chair of Finance whose duties shall be:
  - i. To assume the chair's responsibilities in her absence.
  - ii. To raise funds for PCUW.
  - iii. To record all expenditures and keep accounts.
  - iv. To work with the PWC Administrative Assistant on all budget issues. This includes making any financial requests in a timely fashion and turning in all receipts to her/him.
  - v. To act as liaison between PCUW's constituents and various fundraising boards on campus.
- d. 1 – 2 Programming Chairs whose duties shall be:
  - i. To propose and coordinate programs organized by PCUW.
  - ii. To act as liaison to other Penn organizations for collaborative events.
  - iii. To facilitate collaborations between PCUW constituents.

- iv. To aid PCUW constituents, where needed and requested, with the organization and execution of their activities
- e. A Communications Chair whose duties shall be:
  - i. To keep attendance of groups at PCUW general body meetings.
  - ii. To take, distribute, and file annotated agendas.
  - iii. To compile and distribute an up-to-date list of PCUW events.
  - iv. Update general body listservs.
  - v. Compile upcoming PCUW-related events and news from constituents and other sources to be distributed in a weekly newsletter.
- f. A Marketing Chair / Webmistress whose duties shall be:
  - i. To advertise all PCUW-related events.
  - ii. To act as a liaison to campus media sources.
  - iii. To ensure that the website is consistently updated.
  - iv. To maintain PCUW's social media accounts.
  - v. To design publicity materials or, if necessary, coordinate with a designer for publicity materials.

V. Voting Rights

The voting members of PCUW shall be those undergraduate societies whose missions and activities reflect the points outlined in 1C. Once a semester, the Steering Committee will conduct an evaluation of which groups do, and do not, adhere to the PCUW's standards for admission.

VI. Amendments

Amendments to these Bylaws must be ratified by two-thirds or greater of those member organizations present at a scheduled PCUW meeting.