

GRADUATE & PROFESSIONAL WOMEN'S NETWORK (GPWomeN) CONSTITUTION

As approved on 2/13/19 and adopted on 2/15/19

Article I—Name

The name of this organization shall be the Graduate & Professional Women's Network (GPWomeN).

Article II—Affiliation

GPWomeN shall be a registered independent organization.

Article III—Mission, Purpose and Organizational Responsibilities

Section 1. Mission

The mission of GPWomeN is to promote the personal and professional development of Cornell University's graduate & professional student women.

Section 2. Purpose

The purpose of GPWomeN is to provide a unified voice for Cornell's graduate and professional student women. The organization serves as an umbrella organization to connect, coordinate, and promote efforts across campus that promote gender equality and support graduate and professional student women at Cornell University and beyond. *This organization shall welcome all members of the Cornell graduate and professional student community, including men.*

Section 3. Duties and Responsibilities

The duties and responsibilities of GPWomeN include, but are not restricted to:

- a. To provide a forum for collaboration to support and promote efforts on campus focused on gender equality and the personal and professional development of graduate and professional student women at Cornell.
- b. To organize and plan events which promote gender equality and the personal and professional development of graduate and professional student women.
- c. To organize a supportive and inclusive network for graduate and professional student women at Cornell.
- d. To maintain liaison with relevant organizations and administrative units on campus such as the Graduate School; the Samuel Curtis Johnson School of Business; the Cornell Law School; the College of Veterinary Medicine; the Graduate & Professional Student Assembly (GPSA); Student and Academic Services; the Office of Academic Diversity Initiatives; the Center for Teaching Excellence; Career Services; Women's Resource Center; the President's Council for Cornell Women (PCCW); and other organizations and administrative units promoting women at Cornell.

Article IV—Membership

Section 1: Eligibility and Composition

Any graduate student, professional student, or postdoctoral scholar at Cornell University is eligible to become a member of GPWomeN. Graduate and professional students who subscribe to the email listserv shall be considered members of GPWomeN. Individuals who are also involved in other relevant organizations on campus are especially encouraged to become members, but no other requirements shall exist.

Section 2. Attendance Policy

Termination of a GPWomeN member is at the discretion of the Executive Board when a member has been absent for more than half of the scheduled meetings or has breached university protocols.

Section 3. Voting Privileges

All GPWomeN board members shall be entitled to vote in the decisions of GPWomeN. The President shall vote only in a situation where no majority exists.

Article V—Officers

Section 1. Officer Structure

The officers of GPWomeN shall be President, Vice President, Treasurer, Communications Chair, Women's Organization Liaison, Social Media Chair(s), Event Planner(s), GPSA Liaison, Past President, and Postdoctoral Liaison. The Executive Board consists of the President, Vice President, Treasurer, and Communications Chair. All other officers are members of the Governing Board. All board members are required to participate in the planning of GPWomeN events, attend all board meetings, and at least fifty percent of social and professional events. All board members are eligible to vote on GPWomeN measures.

Section 2. Officer Selection

Officers of GPWomeN shall be determined at the last regularly scheduled meeting of the fall semester. This meeting shall be open to the public. The newly elected officers shall serve from January 1st of the following year to December 31st of that year.

Prospective officers shall be nominated by themselves or an existing officer via online platforms or in person. All nominations shall be then presented to GPWomeN board membership. Members of the Executive Board shall be elected by a simple majority. The order of election shall proceed as follows: President, Vice President, Treasurer, and Communications Chair.

Members of the Governing Board will be determined via a discussion amongst all candidates present and the existing board. The final roster of the Governing Board will be confirmed by a simple majority of voting members.

It is recommended that there be no less than 10 board members of GPWomeN at any time. To ensure continuity in the activities and functioning of the network, a portion of the membership should continue on from one year to the next. An effort should be made to elect members from diverse backgrounds, various fields, and year in their program.

Section 3. Executive Board Duties

The Executive Board shall consist of the following officers with the described responsibilities:

- a. President
 - i. Represent GPWomeN to external committees and initiatives, such as the Graduate & Professional Student Assembly (GPSA), Alumni and Undergraduate Associations, Administrators, Deans, and relevant offices.
 - ii. Coordinate all programming and administer meetings.
 - iii. Organize fundraising strategy in collaboration with the Finance Chair.
 - iv. Ensure execution of core operations activities including Executive Board Meetings (monthly), Executive Board Retreats (annual), and general GPWomeN Meetings.
 - v. Oversee function and mentorship of GPWomeN committees.
- b. Vice President
 - i. Compile, format, and send GPWomeN Email Digest, GPWomeN Events Calendar, and work with Publicity Chair to keep GPWomeN Website event announcements updated.
 - ii. Respond to Executive Board requests from external parties - i.e. potential collaborators or requests for advertising, etc.
 - iii. Take and distribute minutes at Executive Board Meetings.
 - iv. Manage GPWomeN email listserv, email, and list of board members.
- c. Treasurer
 - i. Maintain financial records and prepare fundraising, budgeting, and spending reports.
 - ii. Aid the President in fundraising initiatives and meetings.
 - iii. Manage reimbursements, budget, and account administration for GPWomeN.
 - iv. Prepare, in collaboration with the President, the annual budget for submission to the Graduate and Professional Student Assembly's Finance Commission.
- d. Communications Chair:
 - i. Determine vision and strategy for development and execution of GPWomeN brand.
 - ii. Develop and maintain content for GPWomeN website, blog, and social media sites.
 - iii. Oversee creation and ordering of GPWomeN "swag" and supplies.

- iv. Aid committees with poster design, website development, and event announcements.
- v. Oversee Communications Committee timing, strategies, and coordination of effort across media platforms.

Section 3. Governing Board Duties

The Governing Board shall include, but is not limited to, the following officers with the described responsibilities:

- a. Women's Organization Liaison
 - i. Promote GPWomeN events to other women's organizations on campus (via email, Facebook, etc).
 - ii. Likewise, share their events to our network via our Social Chair.
 - iii. Work with Event Planner & President to launch twice/year Campus-wide. Executive Board Social, where we connect with our allies to plan and support
 - iv. Attend major events sponsored by other women's organizations and/or solicit other GPWomeN E-board members to do so.
 - v. Seek to strengthen existing - and develop new - relationships with other women's organizations across campus.
- b. Social Media Chair(s)
 - i. Manage the social media presence of GPWomeN.
 - ii. Post GPWomeN events to Facebook and other social media platforms, respond to messages in consultation with the President and Vice President.
 - iii. Serve at the photographer at GPWomeN events.
 - iv. Upload photos to file management system and post to social media.
- c. Event Planner(s)
 - i. Lead event planning for all events including event request forms, room reservation requests, and menu planning.
 - ii. Coordinate with other board members to ensure timely promotions, adequate budgeting and recruit co-sponsors.
- d. GPSA Liaison
 - i. Attend GPSA meetings (at least 50%); send proxy if this requirement shall not be met.
 - ii. Communicate GPSA information as needed to the Executive Board; speak to Assembly as needed.
- e. Past President
 - i. Create a smooth leadership transition and ensure that the President is aware of necessary contacts, deadlines, passwords and pertinent information.
 - ii. Provide feedback on new ideas and programming.
 - iii. Ensure grants acquired in the previous year are properly executed.
- f. Postdoctoral Liaison

- i. Promote GPWomeN events to postdoctoral scholars
- ii. Share events supporting women who are postdoctoral scholars to our network via our Social Chair.
- iii. Provide feedback to the GPWomeN Executive board on the needs and perspectives of the postdoctoral scholar community

Article VI—Advisor

Each summer, the GPWomeN Executive Board shall recruit an advisor to serve for the following academic year. This advisor must be a full-time Cornell employee. The role of the advisor is to provide insight, guidance, and oversight to the Executive Board.

Article VII—Meetings

GPWomeN shall meet once per semester during the academic year. The President can schedule additional meetings as necessary. These general membership meetings shall be open and advertised to the graduate and professional student community via email one week in advance. Minutes shall be taken at meetings and shall be made publicly available.

Board meetings shall be held once a month during the academic year. These meetings shall be called by the President no less than one week in advance. The President shall distribute an agenda to attendees no less than two days in advance. The President can call additional board meetings as necessary.

Article VIII—Quorum

To hold a vote, half of the voting members must be present.

Article IX—Referendum and Recall

A referendum or recall may be proposed by a board member when affirmed by two other members. This matter shall come to a vote during the next board meeting and must be approved by a two-thirds majority.

Article X—Amendments

All proposed amendments to this Constitution must be emailed to all voting members no less than two (2) days before a scheduled GPWomeN meeting. Any amendment to the Constitution must be approved by a majority of the voting membership.

Article XI—Ratification

This document may be approved by a simple majority of the existing voting GPWomeN members. If approved, it shall go into effect as of February 15, 2019.