



WOMEN'S ENGINEERING SOCIETY

These by-laws have been set out to help groups learn about governance and decision making and to help give some structure and sustainability to groups. They are not meant to be onerous.

Bylaws of the

<your organization or region name>

an affiliated Student Group of the Women's Engineering Society, Registered Charity 1008913

Article I NAME

1. This organization shall be called the <organization or region name> _____
_____ An Affiliated Group of the
Women's Engineering Society.

In these Bylaws it is referred to as the "Group"; the Women's Engineering Society is referred to as "WES".

Article II PURPOSE

1. The Group is organized and will be operated exclusively to promote the following:
[You may change the items below or add to them as long as the general spirit is maintained.]
 - An increased knowledge of and greater interest in the contributions of women in the science, design, development, construction, languages, management, and applications of engineering, technology and associated disciplines.
 - Improvement of the learning and working environments of women in these fields.
 - Increased recruitment and retention of women in science technology engineering and maths throughout the pipeline including activities for girls in schools, colleges, undergraduate and graduate students, and professionals.
 - A means of communication between persons having an interest in STEM
2. The Group will serve all interested persons in <organization or region> _____
_____. [The region should be small enough to
facilitate attendance at meetings by all members.]
3. The Group is chartered by WES but remains independent of WES.

Article III MEMBERSHIP

Membership is open to all WES members and non-members. [You may choose to restrict membership to specific organizations.]

Membership shall not be restricted according to race, creed, colour, age or gender.

Article IV OFFICERS

The officers of this Group shall be: Chair, Vice Chair, Secretary and Treasurer: These officers constitute the Council. A minimum of two officers are required to establish a Group: Chair and Secretary/Treasurer; or Chair, Secretary, and Treasurer.

All officers of the Group must be fully paid-up Student Members of WES.

The officers shall be elected by the members on or before <31st May> _____.

They shall take office immediately and serve for one year.

Article V DUTIES OF OFFICERS

The **Chair** is the principal officer and is responsible for leading the Group and managing its activities in accordance with the mission of WES, the policies and procedures of the WES, and these by-laws. The Chair shall preside at all meetings of the Group.

- Responsible for completion of the annual events update form stating the meeting of student group aims stands as evidence of a live group and communication for filling the minimum requirement of continued affiliation for 1 year sent to the WES Student Liaison via email students@wes.org.uk.

The **Vice Chair** shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Group, and perform other duties that may be assigned by the Chair.

The **Secretary** shall keep minutes of all Group meetings. The Secretary shall preside at meetings in the absence of the Chair when the Group has fewer than four officers. Other duties of the Secretary include:

- Maintaining the records of the Group.
- Submission of any proposed amendment to these by-laws to WES through the WES-Student Chair. Proposed amendments must be approved by WES trustees before they can be submitted to the Group's membership for a vote.
- Perform other duties as assigned by the Chair.

The **Treasurer** shall facilitate payments due by group and maintain the Group's financial records. Other duties of the Treasurer include:

- Preparation of the Group's Annual Financial Report for presentation to the Group at the annual election meeting and or university union.

UGB representation

Each affiliated student group have the right to nominate up to 3 members of the council to the University Group's Board (UGB). Each nomination to the UGB must complete the application process as prescribed by the UGB terms of reference, organized by the student liaison officer. Nominations to the board are held annually and positions can only be held by active members of the group council. The UGB representative of the student group adhere, to the terms of reference of the UGB standing as a representative for the University and the student voice.

Article VI GROUP SPONSOR

In the case where all officers are students at the organization, the Group must have a Group Sponsor. The Group Sponsor is optional for all other Groups. The Group Sponsor does not have to be a WES member (but this is recommended) and a member of the faculty or full-time staff of <sponsoring organization name > _____

The Group Sponsor shall be responsible for overseeing the activities of the Group. Specifically, the Sponsor:

- Helps promote continuity from year to year as student leadership and personnel change
- Promotes good relationships between students and women staff at the sponsoring organization
- Helps maintain high standards in all activities of the group
- Exercises financial supervision, if necessary, by promoting prompt payment of all bills and collection of dues or by disbursing funds from the Treasury
- Represents the Group interests to the sponsoring organization and to the students' institution(s) when possible
- The sponsor may request to be cc'd on communications but the primary communication should be through the council.

Article VII AMENDMENT AND VOTING PROCEDURES

Edit: J.Glover Aug 2019 UGB approved

All proposed changes to these Group By-laws shall be approved by WES before being presented to the Group membership for a vote.

No official business of the Group shall be conducted unless a quorum is present. A quorum of the Group shall be defined as least 6 members.

A simple majority of the members present shall be required to carry a motion and the chair is considered to have the casting vote.

Officers will be elected by a plurality of votes cast.

ARTICLE VII WITHDRAWN AFFILIATION TERMS:

WES reserves the right to withdraw affiliation from student groups at any time, reasons may include but are not restricted to.

- Actions that cause harm and/or reputational damage to WES
- No communication with WES directly in 2 years
- The groups fails to meets the aims of the student groups for 2 consecutive years

Groups may re-apply for affiliation after 1 academic year but must demonstrate how they will mitigate the causes of the previous withdrawal of affiliation.

Article XI DISSOLUTION OF THE GROUP

Dissolution of this Group by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Group for the purpose of taking this vote.

Should this Group be dissolved, all WES material shall be returned to WES, its assets and liabilities shall be transferred back to the University. All data should be deleted or transferred inline with GDPR.