

LAVC GIRLS WHO CODE COLLEGE LOOPS CONSTITUTION

ARTICLE I: Name

1. The name of the club will be LAVC Girls Who Code College Loops

The name of the chapter should follow one of the two following name conventions:
Institution Name GWC Chapter or GWC Chapter at Institution name

2. The abbreviated name of the club will be GWC LAVC

The abbreviated name will be used on custom chapter logos

ARTICLE II: Purpose

The purpose of this club is to create an inclusive and supportive community for girls interested in technology and computer science, while welcoming all who wish to join. By partnering with Girls Who Code, an organization dedicated to closing the gender gap in tech, we strive to provide a space where members can learn, grow, and gain confidence in the realm of programming.

ARTICLE III: Affiliation

This organization will be an affiliated chapter of Girls Who Code College Loops

ARTICLE IV: Membership

1. Membership will be open to any enrolled student at the host college/university regardless of STEM major, ethnicity, race, religion, economic background, gender, sexual orientation, and/or disability.
2. Members must have an active GWC membership through the Girl Who Code HQ website. Link and program code can be obtained by a club officer.
3. Members must attend three out of the four meetings a month to be in good standing.
4. Members in good standing have voting rights and be eligible for financial support from the chapter

ARTICLE V: Governing Body

Section 1 – Officers

1. President

1. Leader and spokesperson for the chapter
2. Initiates and presides over meetings
3. Oversees all group activities and assists in leadership development of membership

2. Vice President

1. Assumes presidential responsibilities in the absence of the president
2. Oversees external affairs of the chapter (industrial relations, company tours, etc)
3. Develops and coordinates outreach activities

3. Secretary

1. Maintains complete and accurate records including memberships, minutes of meetings, attendance, and chapter documents
2. Registers chapter with the college/university each academic year
3. Tallies election votes

4. Treasurer

1. Manages chapter finances by keeping accurate records of money received and disbursed
2. Prepares chapter budget for annual reports

5. Public Relations Chair

1. Responsible for communicating events to the club's current and potential members as well as faculty and staff using designated social media (e.g., TikTok, Instagram, and Twitter)
2. Design flyer/posts to promote club, and enhance the club's reputation through visual appeal at events

6. National Liaison

1. May be the chapter president, a chapter advisor, or dedicated liaison officer. This is the only officer role that may overlap with other officers or advisor positions.
2. Serves as the primary contact between chapters and the GWC HQ office
3. Submits chapter annual report to GWC HQ office
4. Reports to GWC HQ office within two weeks of any changes to contact

information, charter, and newly elected chapter officers.

5. Reports current events from the GWC HQ office to the chapter

Section 2 – Nominations

1. A member may nominate themselves or another member for an upcoming officer election.
2. Members may be nominated for more than one office position but may only fill only one position except the national liaison position.
3. The secretary will record nominations and prepare written ballots for elections.

Section 3 – Elections/Voting

1. Elections will be held at least one month prior to the last meeting of the academic year.
2. All members in good standing will be eligible to vote.
3. Voting will be conducted as a secret ballot.
4. Ballots will be tallied in the absence of the nominees by the secretary and two members appointed by the president.
5. If there is not a majority vote, the top two candidates will hold a run-off election.
6. Officer terms are one academic year. Officers may serve in an “ex-officio” capacity after their one year of service to train and guide new officers.

Section 4 – Chapter Advisors

Chapters should have at least one advisor but may have multiple advisors

1. Be college/university faculty or staff members.
2. Be an active GWC member.
3. Demonstrate enthusiasm and commitment to the chapter and the GWC mission.
4. Provide support, guidance, and mentorship to the chapter students.

ARTICLE VI: Quorum/Meetings

1. A quorum should consist of at least fifty percent (50%) of all membership and a majority of the officers.
2. Meeting agendas will be prepared by the president and secretary. Meetings will be planned once a month.
3. In person meetings will take place the first and third week of the month in the MESA Center on Thursdays at 12:45pm. Discord meetings will take place the second and fourth week of the month on Thursday at TBA.

ARTICLE VII: Finance

1. The treasurer and president will be responsible for preparing a budget every academic year. The budget should be submitted to the GWC HQ office.
2. All distributions of funds will be approved by the treasurer, president, and advisors.

ARTICLE VIII: Resignations and Removals

Section 1 - Resignations

1. An officer may resign from office at any time, by giving written notice to the president, vice president, or advisor. The written notice of resignation must be received and acknowledged by the governing body of officers.
2. During a meeting when a resignation is presented, nominations will be taken to fill the vacancy and voting procedures will be conducted as stated in Article V.

Section 2 – Removals

1. If any member has knowledge that an officer is not fulfilling their duties or that an officer has acted or participated in activities that violate the mission of the chapter, she/he may call a meeting to explore charges.
2. A two-thirds vote, excluding officer under investigation, is needed for a removal.
3. Upon removal, nominations will proceed as indicated in Article V Section 3.

ARTICLE IX: Amendments

1. Amendments must be submitted in writing one week prior to voting at a regularly scheduled meeting.
2. The charter may be amended at any regular meeting with two thirds vote.
3. Any approved amendments must be submitted to the GWC HQ office within one week of being approved.