oSTEM@Stanford Chapter Constitution and Bylaws

ARTICLE I - NAME AND LOGO
1. This student group shall be known as the Stanford chapter of the national organization Out in Science, Technology, Engineering, & Mathematics, Incorporated.
2. The name of this organization shall be Out in Science, Technology, Engineering, and Mathematics at Stanford, or oSTEM@Stanford (hereafter referred to as oSTEM@Stanford).
3. In all advertising efforts, oSTEM@Stanford shall use a logo with the chapter name prominently displayed as above.

ARTICLE II – PURPOSE
1. Out in Science, Technology, Engineering, and Mathematics is a Lesbian, Gay, Bisexual, Transgender, Two-Spirited, Queer, Questioning, Intersex, Asexual (LGBTQIA) + Ally affirming organization that aims to provide services and support for students in science, technology, engineering, and mathematics and to create a dynamic network between students and professionals in industry and academia.

ARTICLE III – ACTIVITIES AND SCOPE
Section 1 - Scope of oSTEM@Stanford initiatives aim to accomplish the following:
1. To promote the participation from and development of the Lesbian, Gay, Bisexual, Transgender, Two-Spirited, Queer, Questioning, Intersex, Asexual (LGBTQIA) + Ally communities in STEM disciplines,
2. Provide services and support for queer Stanford students in science, technology, engineering, and mathematics,
3. To create a dynamic network between queer Stanford students and professionals in industry and academia,
4. To educate and develop queer Stanford students of STEM disciplines, preparing them for graduation and careers in STEM fields,
5. To actively recruit and address the needs of the diverse queer community within the Stanford STEM community, inclusive of those who are historically underrepresented with regards to gender, gender identity or expression, and ethnic background.

Section 2 - Professional Development Activities:
1. Establish a mentorship program pairing graduate with undergraduate students and faculty with graduate and post-doctoral students,
2. Host networking luncheon for Stanford students and queer corporate professionals,
3. Host a speaker series of influential queer people in STEM fields,
4. Send as many people as possible to the annual National oSTEM Conference,
5. Be a participating student group in Stanford’s annual Opportunity Job Fair, Fall Activities Fair, and Spring Activities Fair.

Section 3 – Community Building Activities:
1. Host quarterly mixer/membership forums on campus,
2. Host salon-style discussion groups on topics relevant to queer people in STEM fields (Queer Coffee Chats),
3. Co-host an annual mixer with other Bay Area oSTEM chapters (UC Davis, UC Berkeley, and SJSU),
4. Using surveys and forums, gather the voices of queer STEM students at Stanford to elucidate what challenges are currently faced and what explicitly would be helpful to this community by finding resources or creating them.

ARTICLE IV - MEMBERSHIP
1. Membership shall be aimed at supporting students, but shall also remain open to all faculty, staff, and alumni at Stanford.
2. oSTEM@Stanford shall abide by all federal, state, and local laws and shall be responsible for its own actions, acting legally independent from oSTEM, Inc.
3. oSTEM@Stanford shall abide by all policies set forth in the Non-Discrimination Policy of Stanford.
4. In seeking members, oSTEM@Stanford may ask for brief biographical information such as name, email, phone number, and Stanford departmental affiliation so as to keep track of members.
5. oSTEM@Stanford will not ask members to fill out an application, submit GPAs or references, or be asked to interview for general membership.
6. Member information will only be available to the Executive Board.

ARTICLE V - FINANCES
1. No dues will be collected from the general membership.
2. oSTEM@Stanford will ascertain funding from Stanford University sources, the National organization (oSTEM Incorporated), and external groups pending majority approval by the Executive Board.
3. The treasurer must maintain one or more accounts with Stanford, in order to accept financial transactions from sponsors.
4. By a majority, the Executive Board of oSTEM@Stanford must approve any expenses for the chapter.
ARTICLE VI - EXECUTIVE BOARD

Section 1 - Positions:
1. The elected officers of oSTEM@Stanford shall be: President, Vice-President, Treasurer, Secretary, PR Representative/Webmaster, Postdoc Liaison, Graduate Liaison, and Undergraduate Liaison. The role of Graduate Liaison and Undergraduate Liaison may each be help by a team of two individuals.

Section 2 - Requirements:
1. Only members who have participated in at least three non-executive meetings/events are eligible to hold office and vote in elections.

Section 3 - Elections:
1. The officers of this organization shall be elected annually at a general meeting of the active membership in the fourth week of spring quarter.
2. A majority vote shall be required for elections. If no candidate for an office receives a majority vote by the second round of voting, the candidate receiving the lowest number of votes for that position shall be dropped from each consecutive ballot until one candidate receives a majority of the votes.

Section 4 - Term of Office:
1. Officer elections shall be announced in the first to third week of spring quarter and held the third to fourth week. Training shall occur over the remainder of the quarter and terms of service will begin the following fall.
2. Interim executive board meetings are the two to three executive board meetings immediately following the elections. During these meetings the exiting board shall train the newly elected board on the duties for which they will be responsible.
3. Officers shall be elected for one year, although they may personally choose (without necessary re-election) to serve for two years. No individual shall serve in the same position more than two years in total.

Section 5 - Vacancy in Office:
1. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the majority approval of the Executive Board.
2. Should the office of President become vacant, the Vice-President shall automatically become President.

Section 6 - Duties:
1. Executive Board:
   1.1. These officers shall serve on the Executive Committee, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the organization
   1.2. The Executive Board will hold bi-weekly meetings, which shall be attended by all officers unless acceptable notification is given (all members must arrive on time and be prepared for the meeting)
   1.3. The Executive Board must plan and execute bi-monthly general body meetings or a quarterly forum/mixer
2. President:
   2.1. Plan bi-weekly meetings
2.2. Function as principal motive power within the leadership team
2.3. Serve as a spokesperson and representative of oSTEM@Stanford
2.4. Maintain contact with oSTEM National and attend the annual oSTEM National Conference
2.5. Manage Google account for oSTEM@Stanford communications and documents
2.6. Seek sponsorships from local or national corporations
2.7. Allocate extraneous tasks to other Executive Board members
2.8. Manage live agenda, contacts, and sponsorship
2.9. Facilitate funding from outside sources and Stanford groups / departments
2.10. Help oSTEM@Stanford come to consensus when disagreement occurs

3. Vice-President:
   3.1. Aid in supervision the activities of the organization’s committees and projects
   3.2. Lead in planning any community service or volunteer projects
   3.3. Coordinate recruitment, training, and other day-to-day oSTEM@Stanford chapter operations
   3.4. Assume charge in the absence of the president
   3.5. Attend the annual oSTEM National Conference

4. Treasurer:
   4.1. Attend necessary Stanford financial workshops throughout the year
   4.2. Establish and maintain a budget/ledger for oSTEM@Stanford chapter’s finances
   4.3. Track income and expenses and manage tax and banking information, as well as oSTEM@Stanford’s purchasing card
   4.4. Report on oSTEM@Stanford’s financial situation regularly (a brief report at each business meeting and a quarterly written report available to the chapter)
   4.5. Supervise funding from outside sources and Stanford groups / departments

5. Secretary:
   5.1. Take notes at each Executive Board meeting and distribute minutes to the Executive Board
   5.2. Maintain accurate oSTEM@Stanford membership and committee lists
   5.3. Manage oSTEM@Stanford chapter documents through Dropbox
   5.4. Interface with the Social Media/PR Representative and Liaisons to document oSTEM@Stanford activities
   5.5. Maintaining historical archives physically and electronically of activities, events, and workshops, often involving debriefing with oSTEM event coordinators about said on-goings
   5.6. Disseminate other information as necessary to the Executive Board and general membership
   5.7. Create and disseminate an end of year report by the last week of the spring quarter
6. Social Media/PR Representative:
   6.1. Update and maintain the oSTEM@Stanford chapter website
   6.2. Interface closely with the Liaisons to advertise for events by creating flyers, posters, and email announcements and disseminating them to the appropriate board members
   6.3. Document events photographically or coordinate an exec team member to be the photo taker at events if absent

7. Liaisons (Postdoc, Graduate, and Undergraduate):
   7.1. There will be two undergraduate, two graduate, and one postdoc liaison at any given time
   7.2. Maintain a dialogue between the oSTEM@Stanford chapter's corresponding student members (Postdoc, Graduate, or Undergraduate)
   7.3. Communicate the needs and wishes of the oSTEM@Stanford chapter's student members to the leadership team
   7.4. Plan events for student members (with great support from social media/PR representative, treasurer, president, and vice president) both specific to either postdocs, grad, or undergrads, and with the other liaisons for multiple groups
   7.5. Work with other liaisons to plan and facilitate an annual mentorship program retreat/training, a quarterly mentorship program luncheon, and a quarterly mentorship program social bonding or professional development activity

8. Queer Perspectives Speaker Series (QPSS) Coordinator:
   8.1. Invite out queer STEM academics and professionals to participate in QPSS so that approximately three speaker events occur per quarter
   8.2. Plan logistics (date, time, location) of each speaking event and staff event with oSTEM@Stanford members for setup and break down
   8.3. Coordinate a dinner (location and transportation) with the speaker and 4-5 students to follow the speaking event
   8.4. Work with the liaisons and the social media/PR representative to advertise QPSS widely
   8.5. Coordinate with treasurer to pay for speaker travel, lodging, and a student dinner with the speaker
   8.6. Ascertain funding of QPSS with help from the president and treasurer
   8.7. Examine the effectiveness of QPSS by soliciting evaluations from attendees and maintain records of attendance and feedback

Section 7 - Misconduct
1. A member of the Executive Board may be removed from their office due to gross dereliction of their duties as outlined in this Constitution. A vote of no confidence by all other members of the Executive Board shall constitute an Executive board member’s removal from office.

ARTICLE VII – DISSOLUTION OF ORGANIZATION
1. In the event that oSTEM@Stanford should dissolve or become inactive, the LGBT Community Resources Center is named as the beneficiary of all remaining funds and equipment.
ARTICLE VIII - METHOD OF AMENDING BYLAWS
1. Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the general membership, as described for the status of a voting member, present shall be necessary for adoption of any bylaw amendment.