MIT Women in Aerospace Engineering (WAE)

Article I: Purpose
The MIT Women in Aerospace Engineering (WAE) is a group focused on uniting women interested in the fields of Aeronautics and Astronautics. The objectives are to foster a community and encourage relationships between women interested in fields within Aeronautics and Astronautics such as defense, military, telecommunications, etc., establish outreach initiatives for those interested in Aeronautics and Astronautics, and connect members for support throughout the undergraduate experience. The organization will execute three programs (1) outreach initiative to freshman and sophomore women interested in fields pertaining to Aeronautics and Astronautics, (2) support network for members through partnership with the Women Graduate’s Association of Aeronautics and Astronautics (WGA3) mentorship program and with upperclassmen in such fields, and (3) professional development with speaker series, industry information sessions, and networking events with professors, professionals and other students. The WAE will actively execute events throughout the year to fulfill the goals of establishing a supportive and encouraging environment for undergraduate women interested in Aeronautics and Astronautics.

Primary Objectives and Initiatives:
1. Support personal and professional development
2. Provide insight about how to overcome gender discrimination
3. Create a supportive environment through mentorship
4. Outreach toward freshman and sophomore women
5. Develop a strong community and network

Article II: Membership
1. Any member of the MIT undergraduate community is eligible to become a member of this organization. One is considered a member of this organization in any given academic term if she has attended at least one club activity and one meeting in the preceding or current term.
2. The organization’s membership will at all times consist of at least 5 MIT students and be more than half MIT students.
3. This organization will not discriminate based on any characteristics listed in MIT’s Nondiscrimination Statement.
4. This organization will not charge any monetary dues to members.

Article III: Officers
1. The executive board of the WAE is composed of 8 positions with assigned responsibilities described below:
A. Co-Presidents
   a. The presidents shall be the official representatives of the group to any other organization and to MIT
   b. The presidents will preside over all meetings
   c. The presidents are responsible for determining the logistics of meetings and publicizing this to the group
   d. The presidents are responsible for spearheading events that will correspond to the group’s efforts toward member professional and academic career development
      i. This includes but is not limited to:
         1. Industry information sessions for potential internships and careers
         2. Speaker series from women in industry and other professional environments that can discuss overcoming gender and other types of discrimination
         3. Graduate school advice and question/answer panel
         4. Networking events with faculty and professionals

B. Treasurer
   a. The treasurer shall be responsible for the finances of the group
   b. The treasurer is required to sign all checks/vouchers of the group
   c. The treasurer is required to create and maintain a budget spreadsheet of the group’s expenses
   d. The treasurer is responsible for submitting funding applications for the group and group events (retreats, etc.)

C. Secretary
   a. The secretary is required to take meeting minutes at executive board meetings and to keep record of these files.
   b. The secretary is responsible for managing the group’s mailing list such as adding new members to the mailing list.
   c. The secretary is responsible for maintaining and updating the group’s calendar of events.

D. Publicity & Social Chairs (2)
   a. The publicity and social chairs are responsible for spearheading events that will allow for the development of community and bonding among members.
      i. These include, but are not limited to:
         1. Welcome/Beginning of the year brunch/dinner
         2. End of Semester Dinner
         3. Study break sessions
         4. Executive Board retreat
   b. The publicity and social chairs are responsible for creating graphic materials and distributing these materials to publicize for events
      i. These include but are not limited to: Flyers, emails, etc.
   c. The publicity and social chairs are required to maintain and update the group’s social media accounts.

E. Outreach Chairs (2)
a. The outreach chairs are responsible for spearheading events geared toward potential members such as freshmen.
   i. These include but are not limited to:
      1. Orientation Activities Midway Booth
      2. Campus Preview Weekend Activities Midway Booth
b. The outreach chairs will work with executive members of the Women Graduate’s Association of Aeronautics and Astronautics (WGA³) in coordination with the mentorship program. The outreach chairs are responsible for ensuring that all interested members of the group will be partnered with a graduate student mentor
c. The outreach chairs are responsible for organizing the internal mentorship program to match upperclassmen with freshmen and sophomores

2. All officers of this organization must be distinct current MIT Students.
3. Elections:
   A. Elections of officers shall occur before the end of the academic spring semester.
   B. Any member of this organization is eligible to run for any office.
   C. Quorum for elections is two-thirds of the group
   D. Any member is elected if he or she wins a majority of the voting members.
   E. If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast.
   F. The term of office runs from one election to the subsequent election.
4. Removal: Officers may be removed by a two-thirds vote of the members.

Article IV: Meetings
1. Meetings shall be held at least every two weeks.
2. Meetings shall be presided over by the presidents. If the presidents are absent, the Secretary shall preside.
3. All decisions shall be made by a majority vote of all members present.
4. Quorum for a meeting shall be one-quarter of the members of the organization.

Article V: Amendments
1. Amendments shall be presented by any member of the organization.
2. Amendments shall be passed by a two-thirds voted of the members present.
3. Quorum for amending this constitution shall be two-thirds of all members of the organization.

Article VI: ASA Governance Clause
The MIT Women in Aerospace Engineering organization agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.