



SAMPLE Professional Chapter Constitution and Bylaws

Version 1.1 – November 9, 2023

I. DESIGNATION AND CONTEXT

- A. The name of this organization shall be [oSTEM CHAPTER NAME] (heretofore referred to as “the Chapter”) as a recognized chapter of Out in Science, Technology, Engineering, & Mathematics Incorporated (i.e. oSTEM, Inc.)
- B. In all advertising efforts, the Chapter shall use a logo with the chapter name prominently displayed. The logo is provided by oSTEM, Inc.

II. PURPOSE AND OBJECTIVES

- A. oSTEM, Inc. is an international LGBTQ+ affirming organization that aims to provide services and support for students and professionals in science, technology, engineering, and mathematics and to create a dynamic network between them in industry and academia.
- B. The objectives of the Chapter shall be:
 - 1. To provide a space for LGBTQ+ STEM Professionals to network
 - 2. To provide opportunities to gain STEM careers advice and develop professional skills
- C. All activities of the Chapter should be related to these objectives

III. MEMBERSHIP

- A. Membership shall be aimed at supporting professionals, but shall remain open to all.
- B. The Chapter shall abide by all federal, state, and local laws and shall be responsible for its own actions, acting legally independent from oSTEM Incorporated.
- C. The Chapter shall abide by all policies set forth in the chapter’s Non-Discrimination Policy.
- D. Membership shall not be refused for any of the following reasons: race, religion, sex, sexual orientation, ethnic or national origin, political opinion, gender identity, age, marital status, pregnancy, or disability.
- E. Only members who have participated in at least three (3) non-executive meetings and/or events per year are eligible to hold office and vote in elections.

IV. ARTICLE IV - FINANCES

- A. No dues are required to be a member of the Chapter.
- B. The treasurer must maintain the budget and one or more accounts with the Chapter, in order to accept financial transactions from sponsors.
- C. By a majority, the Executive Board must approve any expenses for the Chapter.

V. EXECUTIVE BOARD

- A. Positions & Duties [Can be defined and arranged however the chapter sees fit. These are just examples. Other structures could include Co-Directors.]
1. Executive Board:
 - a. These following officers shall serve on the Executive Board (i.e. “The Board”), perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the organization.
 - b. Each officer represents the Chapter when fulfilling duties described in these Bylaws.
 - c. The Board will hold fortnightly 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.
 - d. The Board must plan and execute general body meetings at least once per quarter.
 2. Committees may be formed for intermediate/temporary chapter positions. Committee members are appointed by the President and have no voting power on The Board.
 3. President:
 - a. Plan board meetings and general body meetings.
 - b. Manage Google account for oSTEM Incorporated communications and documents
 - c. Seek Sponsorships from local, national, and/or international organizations
 - d. Allocate extraneous tasks to other board members
 - e. Manage live agenda, contacts, and sponsorship
 - f. Appoint committee members as necessary
 4. Vice-President:
 - a. Act as chapter President if the President position is vacant
 - b. Coordinate chapter planning and logistics to the annual oSTEM Conference
 5. Treasurer:
 - a. Keep a Ledger of oSTEM's finances
 - b. Submit reimbursement forms for events, food, etc.
 - c. Oversee financial dealings
 6. Secretary:
 - a. Take notes at each meeting
 - b. Keep a record of the chapter's activities and take responsibility for picture taking
 - c. Update and maintain oSTEM website
 - d. Send out bi-weekly emails
 7. Outreach Chair:
 - a. Lead in planning Volunteering, Community Outreach, and Social Events
 - b. Maintain contact with partner LGBTQ+ organizations, DEI initiatives, etc.

B. Elections

1. The officers of this organization shall be elected annually at a general meeting of the active membership in the third week in April. [This can change in time or frequency depending on how you'd like. We recommend annually, and also avoid any major holidays/busy seasons. Please allow a sufficient transition period between elections and officially handing the positions over (Section V.4).]
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.

C. Term of Office

1. Interim executive board meetings are the four 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.
2. Officers shall be elected for one year. Their term begins: [[Set a formal date and stick by it as much as possible.]]

D. Officer Transition

1. The time between elections and the next term is known as the "Transitional Period". During this period, the previous Executive Board retains all responsibilities and duties of The Board until the end of the term, with exception of the power to amend the Bylaws.

E. 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. [Can also be by special election]
2. In the absence of a President, the Vice-President shall automatically become President.

F. 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.

VI. METHOD OF AMENDING BYLAWS

A. Amendments

1. These bylaws shall be reviewed by the new executive board during their onboarding process. At the beginning of the executive board's term, the bylaws shall be updated as necessary and approved for the new term.
2. 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.

VII. APPROVAL

- A. These Bylaws were adopted through the amendment process described above. The adoption of these Bylaws nullifies previous Bylaws of the chapter. The Board hereby signs these Bylaws and approves any amendments from previous Bylaws covering the chapter:

Incoming Board:

Date:

President:

Vice President:

Secretary:

Treasurer:

Outreach Chair:
