Princeton University Women’s Political Caucus

PREAMBLE
The Princeton University Women’s Political Caucus proclaims that it has been founded and is dedicated to promote and encourage, amongst its members:

Mission Statement:
Founded in 1971, the National Women's Political Caucus is a multi-partisan organization dedicated to strengthening the role of women in government and to the issues of most importance to women. The Women's Political Caucus of New Jersey and the Women's Political Caucus of New Jersey at Princeton University are affiliates of the national organization.
WPC-NJ recruits and trains women candidates and their campaign organizations. WPC-NJ endorses candidates who supported reproductive freedom, the Equal Rights Amendment, and other issues that affect women and families. This student chapter is committed to the goals of the National Women's Political Caucus and the Women's Political Caucus of New Jersey.
The Women's Political Caucus of Princeton University:
Supports the goals of the State Caucus
Provides opportunities for women to develop and strengthen leadership skills
Promotes public awareness of issues that affect women and families
Encourages college women to participate in the political process

ARTICLE I
Name
Section 1. The name of this student organization shall be the Princeton University Women’s Political Caucus.
NAME OF GROUP

Section 2. The words “Princeton University Women’s Political Caucus” shall not be used by any individual or group of individuals without the consent of the officers or the organization as a whole.

ARTICLE II

Membership

Section 1. Membership in this organization will be extended to all undergraduate students at Princeton University who demonstrate interest in membership and subscribe to the purpose and goals of the caucus.

Section 2. No person who has expressed interest in membership shall be denied membership

ARTICLE III

Officers

Section 1. There shall be an Executive Board of Officers, which shall consist of the following: President, Vice President, Treasurer, Secretary, and Events Coordinator.

Roles of each officer:
President: The President is responsible for relating meeting content to the National Women’s Political Caucus mission and preside over meetings. In addition, the President is responsible the creating agenda and leading general meetings. The President must also speak on behalf of the caucus of the university, share their vision of the organization and spearhead events.

Vice President: The Vice President is responsible for enforcing the attendance of executive board and general members, including taking attendance at every meeting. They must also keep an up to date list of caucus members and their contact information. In addition the Vice President is responsible for coordinating recruitment efforts, coordinating voter registration event and ensuring that members performing to his or her full capacity. He or She will also be the liaison with the Princeton Community, outside organizations, and Princeton organizations.

Treasurer: The Treasurer is responsible for dealing with all the finances and budget of the group, including assuring that all checks are filed within the 2 week span, managing the organization’s funding account, creating a budget with fellow Executive Board members each semester, and coordinating co-sponsorships.

Events Coordinator: They shall coordinate and create events that benefit the group. In
addition to being responsible for the fundraising efforts with VP, the Events Coordinator shall deal with the booking of venues/academic spaces for each event we hold. They shall do this using money within the limits of our budget. Finally, they must project WPC in a positive energy and promotes membership through events

Secretary: The Secretary is responsible for responding to potential members emails and follow up email. In addition, the Secretary will work with President and Vice President in order to convey information about the club’s meetings. They must follow-up with all emails, cc VP and President on all emails. They must also take meeting minutes every meeting and post the minutes in a public drive for all members to access. Finally, they are in charge of all mass emails.

Section 2. The Executive Board shall be empowered to:

(1) Conduct the business and affairs of the organization during periods between meetings of the members;

(2) Act as arbiters in cases of disagreement among members;

(3) Represent the organization in cases of liability, responsibility or honors.

Section 3. Meetings of the Executive Board or the entire organization shall be held whenever necessary, upon the call of the President or at the request of at least three officers.

ARTICLE IV
Election of Officers

Section 1. Election of the officers:

(1) The officers shall be elected by the organization at the start of the Spring semester by individual, secret ballot of a majority of the organization, for a term of one year or until the successor for each respective position has been duly elected and has qualified for said position; if a candidate does not receive a majority of the vote, a run-off will be held between the two candidates who received the highest amount of votes.

(2) Elections shall be held for the following officer positions: President, Vice President Treasurer, Secretary, and Events Coordinator.

(3) The President will preside over all election proceedings and will moderate the discussions; if the President is participating in a specific election, the subsequent officer will preside over the election; the Secretary, or a subsequent officer will tally all votes if the Secretary is participating in that specific election.
(4) Each candidate will have two minutes to present a speech while the other candidates leave the room; after the speeches have been given, all candidates will exit the room and the President will call for a vote by secret ballot.

(5) A member shall be awarded a proxy vote with valid reason subject to the approval of the Executive Board.

ARTICLE V
Amendments

Section 1. This constitution may be amended by a two-thirds vote of the entire organization membership present at the meeting.

Section 2. A motion for an amendment to the constitution may be raised at the meeting to elect new officers.

ARTICLE VI
Ratification

Section 1. This constitution will take effect following a unanimous vote of approval by the existing Executive Board and a three-fourths majority vote by the entire organization.