

**THE CONSTITUTION OF THE WOMEN IN ECONOMICS AT MIAMI UNIVERSITY
ORGANIZATION (WE@MU)**

Established October, 2015

Updated September, 2025

ARTICLE I Name

The name of this organization shall be Women in Economics at Miami University. It will be referred to as WE@MU for the remainder of this document.

ARTICLE II Purpose

Women in Economics (WE@MU) is a Professional Organization focused on empowering women in the major, minor, or who simply have an interest in economics! Through Professional Development opportunities, the Mentorship Program, and our signature series events - WE@MU is here to create a close-knit community that equips women with the tools necessary to seize their talent and achieve their goals. Anyone in the organization can find major and career direction, develop professional networks, and find genuine connections within the economics community!

ARTICLE III Titles, Requirements, and Functions of Officers on the Executive Team

A. Duties and Responsibilities of the Executive Team

1. WE@MU Executive Team shall appoint all standing and special committees and their chairpersons.
2. All subsidiary councils, organizations and committees created by the Executive Team shall be responsible to the Executive Team. The chairpersons of the committees shall report to the Executive Team.
3. The Executive Team shall administer routine business between meetings of the General Body and other business.
4. The Executive Team shall be responsible to research and prepare appropriate programs to present to the General Body.
5. All Executive Board officers shall have regular meetings with the Organization Advisors, Dr. Nietfeld & Dr. Riley Acton.

B. Elected Officers

1. The elected officers of WE@MU shall be the President, Treasurer, Event Director(s), and Logistic Director(s).

C. Duties and Responsibilities of Officers

1. The President shall:
 - a. Have overall responsibility for the operation of WE@MU.
 - b. Preside at all regular and special functions of WE@MU.
 - c. Call and preside at all meetings of the Executive Team.
 - d. Sign all WE@MU check requests and all contracts involving the organization.
 - e. Report as required to the Economic Department as well as the Organization Advisors.
 - f. Maintain a complete and up-to-date Transition Binder for the Organization.
 - g. Serve as the liaison between the Economic Department and the organization.

- h. Maintain communication with the administration of Miami University Economics Department.
 - i. Reevaluate WE@MU programming and education to ensure we meet the needs of the general body.
 - j. Work and network with other student organization leaders.
 - k. Manager WE@MU Listservs.
 - l. Be responsible for Red Brick Rewards submission each Semester.
 - m. Perform all other duties usually pertaining to this office.
2. The Treasurer shall:
- a. Be responsible for the general supervision of the finances of WE@MU.
 - b. Be responsible for the preparation of the annual quarterly budgets, and following its approval by the Executive Board.
 - c. Receive all payments due to the WE@MU and collect all earnings.
 - d. Be responsible for the prompt payment of all bills of the WE@MU.
 - e. Maintain up-to-date financial records, give a financial report at the last Executive Team meeting of the semester, and give an annual report at the close of her term in office.
 - f. Advise in all WE@MU fundraising efforts.
 - g. Serve as treasurer or financial advisor to committees of WE@MU.
 - h. Perform all other duties usually pertaining to this office.
3. The Internal Relations Director(s) shall:
- a. Conduct all professional skill development organization meetings.
 - b. Be responsible for planning and running the annual Mentorship Program.
 - c. Book Study Rooms / Planning Informal Study Sessions/Dates
 - d. Assemble the Resume Book (completed every semester)
4. The External Relations Director(s) shall:
- a. Be responsible for building external relationships with companies and firms.
 - b. Be responsible for building external relationships with other student organizations and groups on Miami's campus.
 - c. Maintain the WE@MU LinkedIn
 - d. Remain connected with WE@MU alumni and bring them back to campus for workshops and speaking engagements
5. The Logistics Director shall:
- a. Be responsible for the WE@MU Instagram account
 - b. Create recruitment and meeting flyers
 - c. Communicate with the Economics Department Social Media Team
 - d. Be responsible for taking attendance at all meetings.
 - e. Plan Megafair, Meet the B-Orgs, and other recruitment events.

ARTICLE IV Procedures for Electing Officers to the Executive Team

1. Nomination Procedure
- a. Interested members may be nominated by filling out the Election Application, which will be available at least two weeks prior to the election.
 - b. The Executive Team will screen all applicants prior to Elections.
 - c. Nominees shall not campaign prior to the election.

- d. No endorsements or recommendations for a candidate may be given by any current Executive Board Officer or by the board as a whole.
2. Election Procedure
 - a. The date in which positions will be announced must be set and announced at least two weeks prior.
 - b. The Senior or Graduating Executive Team members will screen all applications and decide the placement and make up of the new Executive Team.
 - c. The general body will vote if there are any discrepancies.
 - d. The Advisor must approve the new Executive Team.

ARTICLE V Membership and Attendance Requirements

1. Membership
 - a. Any person with a demonstrated interest in Economics, regardless of declared major or minor, is welcome to join the Organization.
 - b. Members must be affiliated with Miami University.
 - c. Members must be registered and listed on the HUB.
2. Attendance
 - a. Members are expected to attend at least 2 of the events to be considered active members the following semester.
 - b. Members receive one excused absence a semester, in which case they must email the president with a valid reason for their absence.
 - i. Valid excuses include, but are not limited to:
 1. Illness or medical appointment
 2. Family emergency
 3. Religious observance
 4. University-sponsored events
 5. Jury duty or court appearance
 6. Military service

ARTICLE VI Basis and Procedures for Expulsion of Officers and Members

1. Officers
 - a. An officer will be expelled if there is a unanimous vote among the other current executive team members and faculty advisor that the current officer is not fit for their position.
2. General Members
 - a. General Members will be expelled if they cannot provide valid excused reasons for not meeting the required 2-event attendance obligation.

ARTICLE VII Financial Obligations

1. There will be no financial obligations of members because the organization aims to educate and help each other without incurring additional personal expenses.
2. Any organization apparel to purchase will be optional.
3. Food will be provided for free at events and meetings.

ARTICLE VIII Source of Income and Funding

1. Primary Funding
 - a. Economics Department of Miami University
2. Secondary Funding
 - a. Associated Student Government Applied Funding
 - b. Economics Department Alumni Donations
 - c. Fundraisers

ARTICLE IX Non-Discrimination and Anti-Hazing Clause

1. Non-Discrimination
 - a. As a registered Student Organization at Miami University, we adhere to Miami University's Non-Discrimination Policy. Miami University is an Affirmative Action/Equal Opportunity institution. The University provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, we prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
2. Anti-Hazing
 - a. This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demena, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).