

Charter of The Louisiana State University Student Chapter of the Association for Women in Mathematics

LSUAWM 2025-2026 Executive Council

Adopted: November 7th, 2025

Article I. General Considerations

1. This organization shall be called the Louisiana State University Student Chapter of the Association for Women in Mathematics or LSUAWM.
2. This charter must be re-adopted at the beginning of the fall semester, in either August or September, by the executive council via two-thirds majority.
3. The chapter shall promote an increased knowledge of and greater interest in mathematics and the mathematical sciences;
4. The chapter shall promote a greater understanding of the contributions of women and gender minorities to mathematics and the mathematical sciences;
5. The chapter shall mentor, encourage, and support women and gender minorities as they prepare for careers in mathematics and the mathematical sciences;
6. The chapter shall welcome students of LSU as members regardless of identity, gender, orientation, race, nationality, age, or disability.

Article II. Executive Council

Section 1. The Council

1. The executive council shall consist of the Sponsor (§II.2), the officers (§II.3-II.7), and the chairs of the committees (§II.9).
2. The officers of this chapter shall be the President (§II.3), Vice President (§II.4), Secretary (§II.5), Treasurer (§II.6), and Webmaster (§II.7).
3. Meetings of the executive council shall be called at least once per calendar month by the President.
4. A quorum of one-half of all members of the executive council must be present, physically or virtually, in order to vote on official matters. Votes may be cast in absentia. Any fraction of votes is counted with respect to the voting quorum.

5. Items of importance to the chapter shall be approved by a two-thirds majority of the executive council and the vote of the President, or else by unanimous vote of the executive council (excluding the President), in order to stand for a general body vote or to be adopted.
6. Any vote of the executive council is strongly advised to be passed only by unanimous vote, in accordance with the principles of deliberative democracy.

Section 2. Sponsor

1. The Sponsor shall be a faculty member of Louisiana State University and a member of AWM.
2. The Sponsor shall be generally responsible for the activities of the chapter.
3. The Sponsor shall provide continuity from year to year as personnel and membership change.
4. The Sponsor shall help maintain university standards in all activities of the chapter.
5. The Sponsor shall provide support and guidance when sought by the officers.

Section 3. President

1. The President is the principal officer and is responsible for leading the chapter and managing its activities in accordance with the policies and procedures of the AWM and this charter.
2. The President shall organize and call meetings of the chapter and of its executive council.
3. The President shall preside at meetings of the chapter and of its executive council.
4. The President has discretion over temporary committees and appointments.
5. In the event of a tie vote, the President's vote is the tie-break.

Section 4. Vice President

1. The Vice President shall assist the President in the management of the chapter and perform other duties that may be assigned by the President.
2. The Vice President shall preside at meetings of the chapter and of its executive council in the absence of the President.
3. The Vice President shall keep the minutes of chapter and executive council meetings in the absence of the Secretary.
4. The Vice President shall have a principal role in advertisement and promoting the chapter.

5. The Vice President shall notify chapter members of upcoming events and meetings.

Section 5. Secretary

1. The Secretary shall be the principal officer for matters involving records of the chapter.
2. The Secretary shall maintain the records of the chapter, including keeping the minutes of chapter and executive council meetings and tallying votes from the annual election.
3. The Secretary shall communicate with the department to reserve rooms, add chapter events to the department calendar, etc.
4. The Secretary shall communicate with AWM on behalf of the chapter.
5. The Secretary shall communicate with the Webmaster to provide agendas, minutes, pictures, and all other resources of interest.

Section 6. Treasurer

1. The Treasurer shall be the principal officer for matters involving the finances of the chapter.
2. The Treasurer shall manage catering for chapter events when necessary.
3. The Treasurer shall manage the finances and financial reports of the chapter.
4. The Treasurer shall be a liaison for funding (grants, AWM, etc.) for the chapter.

Section 7. Webmaster

1. The Webmaster shall be the principal officer for matters involving the digital activities of the chapter.
2. The Webmaster shall maintain the chapter website.
3. The Webmaster shall update the chapter website with announcements and recent content in a timely manner.
4. The Webmaster shall manage any chapter social media accounts.

Section 8. Considerations for Officers

1. An annual election for the officers of this chapter shall be held every April.
2. All chapter members in good standing are eligible to run in an annual election provided they will not graduate by the following April.
3. No person may serve as President or Vice President for more than two consecutive years.

4. A chapter member must have voted in a prior annual election to be eligible for the office of President.
5. The officers-elect shall be elected by a plurality of the votes cast by the chapter members in the annual election.
6. The sitting officers maintain their roles for the remainder of the spring semester (§II.10).
7. The officers-elect assume their offices on commencement day.
8. If an election is not possible, as determined by the executive council, the sitting officers retain their office. A new election must be held before the end of the calendar year or the chapter may be dissolved.
9. If the office of the President becomes vacant between elections, the Vice President shall assume the title and duties of President.
10. If any office other than that of the President, the executive council shall elect a new officer to fill the vacated post until the next election. In extraordinary measures, officer positions may be temporarily eliminated and their duties divided between the other officers.
11. An officer may be removed for negligence, dereliction of duty, or misconduct by unanimous vote of the executive council (excluding the officer in question) or at the direction of the Sponsor.
12. Each officer may temporarily delegate their duties with reason via committee or between other officers as needed.
13. Non-enumerated duties may be delegated by the President to other officers or to committees.

Section 9. Committees

1. The President may create up to three temporary committees concurrently, with designated chair, for the duration of one calendar month or to the accomplishment of specific, achievable, timely, enumerated goals.
2. The executive council may establish standing committees with a designated chair for the duration of the rest of the academic year at a two-thirds vote.
3. All committee chairs serve on the executive council.
4. Membership in a standing committee is directed by the chair with the acknowledgement of the executive council.
5. Either type of committee may be chaired by an officer.

6. Every event must be accompanied by an event committee which may be either standing or temporary (§III.1, §IV.4).
7. This charter recommends the establishment of a seminar series committee and an outreach committee.

Section 10. Summer Transition

1. The period of time after an annual election and before the end of the spring semester on commencement day shall be a transition period between the sitting officers and the officers-elect.
2. The sitting officers maintain their roles and duties until commencement day. The officers-elect take full office on commencement day.
3. Each sitting officer will train the corresponding officer-elect in their roles. The recommended avenue is to meet in-person one or more times to ensure continuity.
4. Each sitting officer will share all items in their domain (records, reports, login, etc.) with the corresponding officer-elect during the transition period.

Article III. Events

Section 1. General Considerations

1. Events shall only be created with permission of the executive council and must be associated with a standing or temporary committee to manage their activities.
2. Events shall be established with a written plan no fewer than two weeks in advance.
3. Unless otherwise delegated, the Secretary must be present on any event committee in order to manage entries into the department calendar, to reserve rooms, etc.
4. Unless otherwise delegated, the Treasurer must be present on any event committee in order to manage finances and catering.

Section 2. Outreach

1. Outreach events shall be established with a written plan no fewer than thirty days in advance. Establishment must include, but is not limited to, the following:
 - (a) Date and time;
 - (b) Location;
 - (c) Personnel (volunteer, coordinators, etc.);
 - (d) Relevant training for all personnel;
 - (e) Program outline.

2. Any outreach event involving minors must comply with LSU Permanent Memorandum 16 and all Youth Protection Program guidelines. In particular, events should be registered with the LSU Youth Protection Program thirty days in advance, all volunteer must undergo the relevant safety training, and an authorized adult must be present to supervise the minors.

Article IV. Resolutions

Any member of the chapter may author a resolution to be considered first by the executive council and then, if necessary, the general body.

Section 1. General

Resolutions are only binding if they are archived into chapter records and made known to all affected parties. Every resolution must, to enter into the records and be valid, include

1. Clear justification;
2. An actionable goal;
3. Whether the resolution requires a vote and the result of said vote.

Section 2. Temporary Committees

To establish a temporary committee, the resolution author must submit to the record a resolution containing

1. The name of the temporary committee;
2. The chair of the temporary committee;
3. Whether the temporary committee will require funding, chapter materials, or will substantially affect the public standing of the chapter, and therefore requires additional authorization from the executive council;
4. The duration of time that the temporary committee will exist for, or the inclusion of an actionable, measurable, completable, near-future goal that the committee is designed to accomplish;
5. The stated goal, scope, and tasks of the committee.

Section 3. Standing Committees

To establish a standing committee, the resolution author must submit to the record a resolution containing

1. The name of the standing committee;
2. The chair of the standing committee;

3. Justification for why the standing committee is not being otherwise established as a temporary committee;
4. The types of authority the standing committee requires, such as funding, chapter materials, or to substantially affect the public standing of the chapter;
5. The stated goal, scope, and tasks of the committee.

Section 4. Events

To establish an event, the resolution author must submit to the record a resolution containing

1. The name of the event;
2. The date and time of the event;
3. If applicable, the name of the standing committee overseeing the event or the information required for the resolution to also establish a temporary committee;
4. The types of resources and authority the event requires, such as funding, chapter materials, to substantially affect the public standing of the chapter, catering, etc.

Article V. Reports

1. The Secretary and Webmaster shall publish all general body meeting minutes to a publicly accessible location, such as on the chapter website.
2. The Secretary and Webmaster shall publish all resolutions pertaining to the general body to a publicly accessible location, such as on the chapter website.
3. The Secretary shall maintain a record of all meeting minutes, resolutions, and relevant chapter correspondence, and provide them to the President for review regularly.
4. The chairs of all committees shall provide regular, written reports on their activities to the executive council, preferably by email or by entry into meeting minutes.
5. The Treasurer shall provide an itemized record of all chapter financial activity to the executive council for review regularly.
6. The President shall provide a summary of all chapter activity and events to the general body at least once every semester.