**Constitution of The Society of Women in Physics**

Date of ratification: \_\_\_\_\_\_\_\_\_\_

**ARTICLE 1: Name of Organization**

The name of the organization will be the Society of Women in Physics (SWiP).

**ARTICLE 2: Statement of Purpose**

The purpose of the SWiP is to promote involvement of, career development for, and sense of community amongst the women in the Ohio State University Department of Physics, and to increase awareness of the issues related to women in physics amongst the members of the physics community at the Ohio State University.

In line with our statement of purpose above, we will:

**1.** develop activities and events, such as colloquia and workshops, to promote career development for the SWiP members and other women within the physics community.

**2.** hold physics-related activities and events to promote a sense of community amongst our own members as well as an increased awareness of the issues related to women in physics amongst members of the physics community.

**3.** support independent outreach programs and develop new outreach opportunities in order to benefit our local community.

**4.** work closely with other science, technology, engineering and math (STEM) groups and high school students in order to extend the benefits of the aforementioned activities to these students, as well as to provide mutually beneficial mentor-mentee connections between these students and SWiP members.

**ARTICLE 3: Membership**

Active membership is focused on undergraduate students, graduate students, and postdoctoral scholars (both female and male) enrolled in or employed by the Ohio State University Department of Physics, or in the Ohio State University Department of Astronomy. However, we happily encourage the involvement and participation of both faculty and administrative staff members of The Ohio State University Department of Physics, as well as people outside of the physics community.

In order to increase participation and the involvement of new students, members will not be required to pay an annual membership fee. However, SWiP will collect donations from those members who wish to contribute to the group by helping to pay for the cost of SWiP events. SWiP will solicit donations at the beginning of each semester (once in September and once in January), and will accept donations from members at any time.

This Society of Women in Physics Group and its members shall not discriminate against any individual for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**ARTICLE 4: Officers**

1. **Titles and Responsibilities**

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| **Position** | **Responsibilities** |
| Graduate Co-Chair  (graduate student only) | - Work with the Undergraduate Co-Chair to organize and oversee all monthly meetings  - Attend all events or activities hosted by the SWiP (shared with Undergrad Co-Chair)  - Act as the graduate representative and contact for the group  - Assist the Undergraduate Co-Chair or other officers in the planning of activities and events as needed  - Act as the liaison between the physics department administration and our sister organizations, such as WiMS and AWISCO, in the planning of all activities |
| Undergraduate Co-Chair  (undergraduate student only) | - Work with the Graduate Co-Chair to organize and oversee all monthly meetings  - Attend all events or activities hosted by the SWiP (shared with Grad Co-Chair)  - Act as the undergraduate representative and contact for the group  - Assist the Graduate Co-Chair or other officers in the planning of activities and events as needed  - Act as the liaison between the physics department administration and our sister organizations, such as WiMS and AWISCO, in the planning of all activities |
| Secretary  (undergraduate or graduate) | - Send out meeting reminder emails and notify chairs of predicted meeting attendance  - Prepare the meeting agendas and reserve a meeting room  - Record the meeting minutes and send a follow-up email to all active members  - Handle any paperwork involved in planning events, activities, or meetings  - Organize and run officer elections |
| Treasurer  (undergraduate or graduate) | - Handle all financial paperwork associated with SWiP meetings, outings or activities  - Work directly with the Department of Physics to negotiate and secure funding for these meetings, outings or activities  - Place orders for food or snacks for meetings and events  - Pick up snacks and drinks for monthly meetings |
| Public Relations Officer (undergraduate or graduate) | -Create and oversee distribution of advertising materials for meetings and events in a timely manner  -Create and maintain promotional materials for the group, such as flyers, powerpoint presentations, and posters; work with webmaster to update website  -Document club activities, e.g. taking photographs of events, writing recaps |
| Outreach Coordinator  (undergraduate or graduate) | - Coordinate and organize all new outreach activities  - Coordinate involvement in pre-existing outreach programs  - Handle all contact with outside institutions or organizations in regards to planning these activities  - Work, in conjunction with the SWiP secretary, on all paperwork associated with these outreach activities  - Pass all financial information associated with the outreach activities or programs over to the SWiP treasurer |
| Mentor Program Coordinator  (graduate student only) | - Coordinate and organize all activities directly associated with the Mentoring Program  - Act as a liaison between for the undergraduate and graduate students involved in the Mentoring Program  - Help match undergraduate students to graduate student mentors so as to promote friendly and productive relationships beneficial to both parties |
| Webmaster  (undergraduate or graduate) | - Maintain and frequently update the SWiP webpage  - Develop and maintain the SWiP listserv |
| Faculty Advisor  (faculty member only) | - Attend monthly meetings and to give input and guidance on the topics discussed therein |
| Administrative Advisor  (staff member only) | - Attend monthly meetings and give input and guidance on the topics discussed therein  - Provide administrative support for the group as needed |

All SWiP members share other responsibilities (i.e. developing events, participating in events, creating and posting fliers for events, writing descriptive paragraphs for event emails, and attending events hosted by other student organizations which request SWiP presence etc.)

1. **Officer Election, Removal, and Resignation Procedures**

Officers are elected by majority vote at an annual election held during the month of April (before the conclusion of the school year). Only SWiP members can participate in the vote to elect or remove an officer. In order to involve as many SWiP members as possible (both undergraduate and graduate), both officer nominations and officer elections will be conducted using an online system. Nominations will be taken during the month of March. The nomination form (outlining available officer positions and duties) will be prepared by the SWiP secretary. This form will be emailed to all SWiP members. The nominations form will be open for a full 2 week period, allowing ample time for all SWiP members to participate by nominating themselves or another SWiP member.

At the close of the nomination period, the secretary will notify all nominees. These members will be given 1 week to do the following: a) remove themselves from the nomination pool if they do not want to participate, b) accept the nomination, and/or c) prepare a one-paragraph statement campaigning for the position for which they are nominated (in the case that there is more than one SWiP member nominated for that position). The Co-Chairs will be responsible for encouraging more SWiP members to nominate themselves to help fill any vacancies in the officer positions.

The election form will be compiled by the secretary and emailed out to all SWiP members 1 week following the close of the nomination form. The election form will be open for a full 2 week period, allowing ample time for all SWiP members to participate in the voting. The election form will close before the end of the academic year (end of April).

New SWiP officers will be announced via email and at the May SWiP meeting. The new SWiP officers will start their term beginning with the June SWiP meeting.

While SWiP (student or postdoc) members will be able to hold an officer position for an unlimited total number of years while they are students/employees of the Ohio State University, they will not hold the same position for more than two consecutive years at a time. The purpose of this service limit is to involve more members of the SWiP community and to continue to get new students involved with SWiP each year. By constantly striving to involve the younger generation of students, we hope to prevent stagnation in our membership and the eventual decline of the group as active members graduate and are not replaced. The faculty and administrative advisor positions have no service limits. Of course, in the case of a vacancy, any SWiP member can fill any position, regardless of past officer service.

Elected officers will be expected to conduct themselves in a way that reflects well on the SWiP. In the event that an officer does not meet those expectations, they can be removed from their elected position midterm by a 3/4 majority vote at a monthly meeting. Additionally, it is understood that there are times when an elected officer cannot fulfill their duties due to personal reasons and will need to resign from their position midterm. The removal of this member from their elected position midterm can also happen by a note of resignation. The proposal for the removal of an officer must be presented to the SWiP members during a monthly meeting. The vote will take place during the following meeting, one month later, after the members have had the time to give the proposal due consideration.

The removed or resigned officer's position will be filled following the procedure for the election of an officer outlined above. Nominations will be accepted immediately following the meeting in which the previous officer was removed by a ¾ majority vote.

**C. General Member Removal Procedures**

General members in the SWiP group can be removed either through a personal decision to leave the group or through a vote. If a member decides that they no longer want to be a member then they should inform at least one of the currently acting officers of their decision through a written statement. They should allow 2 – 4 weeks for the removal process which will include removing their name from the group email list and the current member list which are maintained by the treasurer and webmaster, respectively.

A general member can also be removed from the group through a ¾ majority vote if it is deemed that the member is posing a significant distraction from SWiP pursuing the items listed in ‘ARTICLE 2: Statement of Purpose’. The proposal for the removal of a general member must be presented to the SWiP members during a monthly meeting.

**ARTICLE 5: Meetings**

SWiP meetings will be held monthly. The date or day of week for the meeting will be selected by the Co-chairs and Secretary based on an effort to accommodate as many members' schedules as possible. ‘Monthly Meetings’ will be structured to accommodate the officers’ business, such as planning an event or outreach activity. The meetings will be held at lunch time and snacks will be provided for the attending SWiP members and any other invited guests. The SWiP Co-Chairs will lead the meeting. All ‘Monthly Meetings’ will follow an outlined format to ensure that they remain productive. The Secretary is responsible for preparing each meeting's agenda in advance based on the previous meeting's minutes and feedback from the officers and members on what issues need to be covered.

Any "special purpose" SWiP meetings can be scheduled as needed. For example, if there is a SWiP member who is having difficulty with a colleague or the department and will only be comfortable discussing the issue in an all-female environment, she can speak to the officers about organizing a meeting for only female members of SWiP in which this issue can be addressed.

Example of Meeting Agenda Outline

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| 15 minutes | Lay out snacks. Co-Chairs reviews last meeting's minutes |
| 15 minutes | Discussion and planning of quarterly career-development activity |
| 15 minutes | Discussion and planning of quarterly social/community-development activity |
| 15 minutes | Discussion and panning of outreach opportunities |
| 10 minutes | Status update and discussion of mentoring program |
| 20 minutes | Wrap up discussions, assignments for next meeting etc |

**ARTICLE 6: Finances and Budget**

Every April, a new budget will be made for approval by the Department chair. This effort will be led by the Treasurer with input and additional help given by the Administrative Advisor and other SWiP members.

**ARTICLE 7: Constitution Dissolution and Amendments**

This document can be revised through the proposal of an amendment. The proposed amendment must be presented, in writing, during a SWiP monthly meeting and also via email to the members who could not attend. The members of the SWiP must be given two months to discuss and consider the proposal. If needed, members are encouraged to seek advice or guidance from the faculty and administrative members of the department. During the following meeting, the proposal will be read again and time will be set aside for discussion regarding the implications of the amendment. During the lunch meeting which follows the initial proposal of the amendment by two months, the SWiP members will vote. A 2/3 majority vote is needed to accept the proposed amendment to the constitution.

This constitution, and therein the SWiP organization, can be dissolved through the same procedure which is outlined above for an amendment to the constitution. However, in order for dissolution to occur, the proposal must win a 3/4 majority vote.

**APPENDICES**

The sections contained in this appendix are intended to contain updated information regarding current members, officers, and outreach and mentoring programs. This section can be amended frequently without altering the main body of the constitution.

This appendix will be updated yearly, after announcement of the new officers during the May meeting. An updated appendix will be prepared and finalized during the June meeting. A vote is not needed to update these sections.

**APPENDIX A: Current Outreach, Mentoring Programs and Other Activities**

This section contains a current list of both the outreach programs in which the SWiP members are involved and the organizations or groups with whom we associate through our mentoring program.

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| Outreach Programs SWiP Participates In | Mentoring Program Participants |
| * The OSU Physics booth at the Ohio State Fair * The "Scientific Thinkers" Program * GRASP summer camp | * Undergraduate and graduate students and postdocs (male and female) from the department of physics, the department of astronomy, and other STEM fields at OSU |

Below is a list of possible activities SWiP will or can host.

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| Activity List |
| * The Monday Social: Coffee hour * Special Topic Coffee Hour: each semester, to discuss specific issues in science or with women in STEM * Physics/science-themed movie night * COSI Trip * Other, nearby, science museums * Book/paper discussion night |

**APPENDIX B: Current Members, Officers and Officer Pledge**

**Current Member List**

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**Current Officers**

|  |  |
| --- | --- |
| Graduate Co-Chair |  |
| Undergraduate Co-Chair |  |
| Secretary |  |
| Treasurer |  |
| Outreach Coordinator |  |
| Mentoring Program Coordinator |  |
| Webmaster |  |
| Faculty Advisor |  |
| Administrative Advisor |  |

**Officer Pledge**

I, as an elected officer of the SWiP, hereby promise to fulfill my duties as they are listed in the SWiP constitution, to conduct myself in a professional, ethical, and responsible manner when fulfilling my SWiP duties, and to uphold the guidelines and stated purpose of the SWiP as they are outlined in this constitution.

**Signatures**

Graduate Co-Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Undergraduate Co-Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Outreach Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Mentoring Program Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Webmaster \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_