

Women in Math and Science Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

- **Section 1: Name:** Women in Math and Science
- **Section 2 - Purpose:** We have created this organization to take a step toward eliminating a few of the barriers that face women who intend to pursue studies in mathematics and the sciences. We believe that a broad range of experiences contributes to the diversity and quality of science being done, and we wish to encourage changing the culture of science to be more accepting of those who don't fit the norm. This organization will provide support for undergraduate and graduate students in mathematics and the sciences by holding social events, inviting speakers, and doing outreach to encourage younger girls to study science and to demonstrate that there is not a standard type of person who can do science.
- **Section 3 - Non-Discrimination Policy:** This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. We especially encourage and welcome input, ideas, and participation from members of all genders.

Article II - Membership: Qualifications and categories of membership.

- Voting is limited to currently enrolled Ohio State students that are members of Women in Math and Science. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

- This organization will consist of an executive board consisting of the officers and committee chairs. The board will represent at least three different majors. This will allow the group as a whole to be aware of different issues which may be more or less prevalent in different branches science and math.
- The board members will be elected by the members of the organization. Board members may be elected more than once.
- Candidates for President, Vice President, Community Outreach Liaison, STEMM Chair [Publicity] and Development Chair [Publicity] must have served the WIMS Board for a minimum of 1 year. The sitting President can endorse a candidate for either of these positions if there is sufficient evidence that the candidate would fulfill the duties of either position well.
- Presidents may only serve for 1 year as president. The following year after their presidency, they serve as President Emeritus.
- Officer Duties
 - President Emeritus
 - May only be held by the former President of WIMS.
 - Will be accessible and advise when current WIMS Board requires direction on issue(s).
 - President
 - Oversee and plan the WIMS schedule of events during Presidential year
 - Maintain a well-paced schedule for event planning checkpoints to ensure that adequate time is maintained afterwards to review and improve the quality of WIMS events
 - Act as the main contact of WIMS when dealing with another outside coordinator for WIMS events
 - Serve as the main contact, unless duty is assigned to another board member during the serving year, when disseminating information to all members
 - Alongside the Secretary, maintain lists of event sign-up sheets and event sign-in sheets
 - Vice President
 - Act as spokesperson to the public regarding the mission of WIMS and support the policies of the current serving President

- Act as President for the duration the President is unable to attend to the issue(s) at hand due to an emergency. During this time, the Vice President must consistently inform and update the President as to all decisions made on the issue(s). All decisions made must take into account the policies of the current President and be made in the interest of furthering the mission of WIMS.
- Treasurer
 - Balance and maintain the checking account of WIMS
 - Apply for Operating Funds and/or Programming Funds during the appropriate windows.
 - Collect and document receipts for reimbursement.
 - Reimburse board and members from WIMS checking account
- Secretary
 - Take meeting notes at every meeting (general and board).
 - Alongside the President, maintain lists of event sign-up sheets and event sign-in sheets
 - Maintain the WIMS email account listserv.
- Community Outreach Liaison
 - Maintain contact with the Girl Scouts of Ohio's Heartland and Columbus Public City Schools
 - Assist in the planning of mentor events with the Girl Scouts of Ohio's Heartland and Columbus Public City Schools
 - Oversee all aspects of the Girl Scouts of Ohio's Heartland mentor events and assist in the overseeing of the Columbus Public City School Girls mentor events.
- Opportunities Advocates
 - Find opportunities on the main OSU campus related to STEMM and post information about them on our WIMS Facebook
 - Inform members at meetings about upcoming opportunities. Possibly get group of WIMS members to attend these events together.
- Publicity
 - Fundraising
 - Come up with ways of earning funds for WIMS
 - Create raffle baskets and procure raffle basket items from local store owners and restaurants around Columbus
 - STEMM Chair
 - Contact other STEMM groups (male/co-ed/sister) and plan an event or social between WIMS and the STEMM Group.
 - Advertising
 - Print flyers and make posters to advertise WIMS, WIMS meetings and upcoming WIMS events
 - News
 - Maintain contact with various campus News (OSU's The Lantern, Buckeye Net News, etc.) and local news to advertise WIMS events.
- The duties of all officers include:
 - Board members are expected to fill their job descriptions, but will also aid fellow board officers when needed.
 - Board members are expected to attend all meetings and main philanthropic events. Board members may only miss meetings and main events when there is an emergency such as severe illness, death in the family, etc.
 - Board members are expected to be in contact when requested. The maximum amount of time to return with requested information is 7 days.
 - Board members are to support other WIMS events by offering to provide snack, decorations, etc depending on the type of event.
- Removal from the Board can be done when a majority of these actions have occurred:
 - Board member not in contact for unreasonable periods of time (longer than 7 days after initial contact).
 - Despite repeated attempts at contact, board member does not respond with either:
 - A) Reason for lack of contact (emergency, etc.)
 - B) Requested information

- C) does not respond at all and continues to remain out of contact with the WIMS Board
 - Board member does not fulfill their requested duties. Lack of fulfillment of duties jeopardizes the planning schedule of events or creates difficulties for other board members by adding more duties to their already stated officer duties.
 - Board member leaves event shift they are currently working to fulfill personal requests. The only exception would be if the board member is working the entire event (such as all shifts), then a reasonable break (~15-20 minutes) is allowed once the workers of the next shift arrive.
 - Immediate Removal from Board when any of these occur:
 - Board member acts in an offensive and discriminatory manner towards any persons.
 - Board member's public actions when working as a representative of WIMS does not portray a positive, informative and welcoming individual.
 - Board member physically harms or causes emotional distress to any Board individual or regular WIMS Member.

Article IV – Adviser(s) or Advisory Board: Qualification Criteria.

- Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Preferably, this group will recruit two or more advisors representing different disciplines within math and the sciences. The advisors will serve as sounding boards for the members and will bring to the attention of the group issues or ideas of which the group members might be unaware.

Article V – Method of Amending Constitution: Proposals, notice, and voting requirements.

- Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at 2 subsequent general meetings and the general meeting in which the votes will be taken, and should require a two-third majority of voting members. The constitution should not be amended easily or frequently.

Article VI – Method of Dissolution of Organization

- Requirements and procedures for dissolution of the student organization are as follows: when the student members deem the group to be no longer necessary, a general majority vote will suffice to disband it. Should any organization assets and debt exist, dues collected will be used to assuage the debt.

By-Laws

The By-laws will be voted upon at the last meeting of this organization each academic year.

Article I – Parliamentary Authority

- Though the minority shall be heard and absentees protected, the majority will decide.
- The rules contained in the Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

- Membership and termination of membership are voluntary. Dues are required for membership per academic year, except in extenuating circumstances to be determined on a case-by-case basis by the WIMS Board. In order to stay an active member in the club, a minimum of at least one meeting per academic quarter must be attended unless having otherwise informed the Board of their inability to attend. If they do not meet this requirement, they will be removed as a member of the organization by deleting their email from the listserv and stripping any titles they held.

Article III- Election / Appointment of Government Leadership

- Officers shall be elected at the end of the semester each year at a regular club meeting in an election held by an exiting member and with advisors absent.
- Should a board member resign or a position becomes vacant, application for the position will be sent out. Candidates will then run to be elected to the vacant position.

- The board will discuss reasons for termination of another board member. If reasons are deemed sufficient, the board member will be put on probation, but have the opportunity to return to good standing.

Article V- Standing Committees

- Standing committees will be determined as deemed by necessity.

Article VI - Adviser/Advisory Board Responsibilities

- At least one advisor will be present at all meetings.

Article VII - Meeting Requirements

- At least two members of the executive board will be present at all meetings. At least seven members must be present in order to hold an election.

Article VIII - Method of Amending By-Laws

- Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at 2 subsequent general meetings and the general meeting in which the votes will be taken, and should require a two-third majority of voting members. The By-laws will be voted upon at the last meeting of this organization each academic year.

Article IX - Method of Member Removal

- If a member were to conduct themselves in such a manner deemed detrimental to advancing the ideals of the organization, including violations of the OSU Student Code of conduct or behaving inappropriately at programs or events, they can be removed through a majority vote of the organization under the counsel of the advisor.