Constitution

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

**Section 1 – Name:** Society for Women in Physics (SWiP)

**Section 2 – Purpose:**

· Provide avenues for support and mentorship for undergraduate and graduate women in the Physics Department.

· Provide resources to ensure there is a friendly, professional working environment for women in the Physics Department.

· Participate in and encourage outreach about physics to the community.

**Section 3 – Non-Discrimination Policy:**

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

*As a student organization at The Ohio State University, SWiP expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy.*

**Article II – Membership: Qualifications and categories of membership**

All graduate and undergraduate students of the Ohio State University can be members, but voting members must be involved in the Physics Department or Astronomy Department and must participate in a minimum of 50% events. Faculty, alumni, professionals, etc. may become members, but only as non-voting members. All events are open to voting and non-voting members.

**Article III – Methods for Removing Members and Executive Officers**

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

III.d. If a member or members of the organization brings any inappropriate behavior of a member or members to the attention of the executive committee or advisor with the intent to stay anonymous, the decision for removal shall be taken by the advisor and the executive committee (excluding the member whose removal is in question) through a discussion and a voting process within the executive committee and the advisor where the approval of 3/4th majority will be required for removal of the said member.

**Article IV – Organization Leadership**

All terms of office are for one year. SWiP will receive nominations at the beginning of April for the leadership of the following academic year and elections will be held in late April. Nominees will submit a short paragraph describing their motivations, interest, and expected time commitment for the following organization leadership positions:

*President* – This position will be held by a student affiliated with the Physics Department or Astronomy Department at The Ohio State University. The president will be responsible for the following:

* Organizing regular meetings
* Attending required OSU organization trainings
* Defining goals for the academic year.
* Meeting with the Vice President to discuss the division of presidential responsibilities.
* Attend at least 90 percent of meetings.

*Vice President* – This position will be held by a student at The Ohio State University who will be responsible for the following:

* Organizing regular meetings
* Assist treasurer in their role
* Attending required OSU organization trainings
* Defining goals for the academic year.
* Meeting with the President to discuss the division of presidential responsibilities.
* Attend at least 90 percent of meetings

*Treasurer –* This position will be held by a student at The Ohio State University who will be responsible for the following

* Keeping track of budget
* Ensuring that the appropriate amount of funds is allocated for a designated event in consultation with the Physics Bridge and Diversity Coordinator
* Submitting organization paperwork to OSU Student Activities on behalf of SWiP
* Attend at least 90 percent of meetings.

*Secretary –* This position will be held by a student at The Ohio State University who will be responsible for the following:

* Sending emails and event reminders to the physics graduate and undergraduate listserv
* Creating flyers for SWiP events
* Organizing and reserving rooms for various SWiP events in consultation with the Physics Bridge and Diversity Coordinator
* Communicating with other leaders about logistical deadlines.
* Attend at least 90 percent of meetings
* Advertise all events on SWiP social media

*Advisor –* This position will be held by a Physics and/or Astronomy faculty member, who will be responsible for the following

* Overseeing the general trajectory of SWiP activities to ensure it remains focused to meet the organization’s mission
* Serve as a connection between SWiP and the university
* Assist in inviting and hosting speakers for colloquium talks organized by SWiP

**Article V- Election / Selection of Organization Leadership**

Officers will be elected by voting members of the organization. The election procedures are outlined in the by-laws.

**Article VI - Executive Committee: Size and composition of the Committee.**

The executive committee will consist of the elected leadership.

**Article VII - Standing Committees (if needed): Names, purposes, and composition.**

N/A

**Article VIII – Advisor(s): Qualification Criteria**

The advisor(s) must be a professor of Physics or Astronomy and fulfil the general requirements for the advisor of a club at The Ohio State University, which includes serving as a university liaison to the organization. The advisor(s) will commit to a two-year term, during which their primary responsibility will be to ensure that SWiP activities remain focused to meet the organization’s mission.

Organization leadership will have the power to invite the previous advisor to continue their service for the following two-year term. In the event that the previous advisor decides not to renew their position, the leadership will choose another faculty member.

**Article IX – Meetings and events of the Organization: Required meetings and their frequency**

There will be biweekly meetings of the leadership. Leadership members will be expected to attend at least eighty percent of leadership meetings.

The goal of the leadership will be to plan at least one major event to benefit the women in the Physics Department per semester.

In addition, there will be at least one meeting for all members per month. The goal of these meetings is to encourage a sense of community and camaraderie among the members of SWiP, as well as address obstacles faced by women in the physics community.

Leadership will be expected to attend/help organize sixty percent of these meetings and events and general voting members will be expected to attend fifty percent of these meetings and events. Everyone is invited to the general meetings.

All meetings are open to anyone interested in coming.

**Article X – Attendees of Events of the Organization: Required events and their frequency.**

While attending a SWiP event or meeting, attendees are required to follow the Physics Department Expectations for Professional Conduct.

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

Amendments or changes to the constitution are allowed if all of the following requirements are met.

1. A formal written proposal for amendment is submitted to the executive committee and the advisor, citing a reason for the change to be made.
2. The amendment proposal will be announced by the President to the other members of SWiP through e-mail.
3. The proposal will be discussed among the members of SWiP at the last *SWiP Chat* of the semester.
4. The amendment proposal will be put to vote at the last *SWiP Cha*t if there is an attendance of at least 75% of the total members, otherwise the voting will be conducted through an online poll, to be conducted by the executive committee.
5. The amendment proposal will require approval by a majority of the voting members of the organization to be formally inducted into the constitution.

**Article XII – Method of Dissolution of Organization**

Should SWiP be dissolved following the unanimous agreement of the organization leadership, debts should be settled and all the assets of the organization will be handed over to the Physics Department. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

By Laws

By-Laws will be approved or amended by vote at the first meeting of every school year.

**Section I- Elections**

Elections will be conducted annually in April. Three weeks before the Reading Day of the Spring Semester, the executive committee will send out a call for nominations. There will be one week to collect nominations, one week for campaigning, and one week for voting. Voting will happen through an online poll emailed to all voting members. Voting will be concluded at midnight on Reading Day of Spring Semester and results will be announced the following day. During the campaigning week the nominees will be required to submit a short paragraph outlining their relevant experience, intentions, and availability.

In case an officer is unable to finish their term in office, that officer will be required to submit a formal resignation letter to the executive committee and the organization. A special election will be held within a month of the submission of the resignation letter.

**Section II-Amendments to By-Laws**

All amendments must be proposed two weeks before a general meeting. They should be emailed out at least twice to all members of SWiP. A week-long vote will be held online and results announced through email. A majority of votes is necessary to amend the by-laws.