

The Graduate Chapter of Society of Women Engineers (GRADSWE)

at The Ohio State University

Constitution and By-Laws

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

Section 1 →Name: The Graduate Chapter of Society of Women Engineers (GRADSWE) at The Ohio State University

Section 2 →Purpose: The purpose of GRADSWE is to help provide social, academic, and professional support for female graduate students in the College of Engineering.

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, GRADSWE 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 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership

Voting membership may include any female identifying engineering graduate student enrolled at The Ohio State University and GRADSWE Council members. General voting members must have attended 3 events during that academic year to vote. Non-voting members may include alumni, faculty, and professionals. All events are open to voting or non-voting members.

Article III - Organizational Leadership

Leadership roles in the organization will consist of a President, Vice-President (Internal Affairs), Vice-President (External Affairs), and Treasurer. The term of each position will last 1 year based on the Student Organization registration window (April-April). Candidates are elected by the organization voting membership in the month of March during Spring Semester. Incumbents are allowed to be re-elected without limit. Members holding a leadership position may not hold another primary leadership position in another organization.

Section 1 → President

The president must complete prescribed training and fulfill all requirements mandated by the Student Union. The president serves as the primary contact for the organization. Expectations for the president are to represent the organization respectfully and skillfully, conduct meetings, be in consistent communication with our faculty advisor, and create sub-committees when needed.

Additional presidential duties apply:

- Serve as face of the organization
 - Main point of contact for external parties
 - Keep in contact with staff and faculty (liaison) (WiE office, advisors, department chairs/grad coordinators)
 - Schedule and have meetings with faculty and staff
 - Handle interactions between other organizations
- Create main council and head council meeting agendas
- Run main and head council meetings
- Coordinate group semester events
 - Ensure org events hit all 4 initiatives each year
- Approve final budgets and event plans
- Flesh out all viable brainstormed ideas with VP
- Delegate work to council members
- Manage leadership transitions for head council and general council
- Organize Fall Retreat
- Maintain personal relationship with council members

Section 2 → Vice President (Internal Affairs)

The vice-president of internal affairs is expected to fill the role of president when he/she is absent, keep record of discussion at meetings, manage the organization's technological faces (Social Media and Membership Rep, Webmaster, and Newsletter Rep), communicate with internal constituents, and brainstorm with the council regarding increasing the organization's presence in university and social media

Additional vice-presidential duties apply:

- Maintain all meeting notes
- Project manage all events in conjunction with event chairs
- Handle auxiliary action items delegated by the president
- Manage Event write ups
- Coordinate with committee heads about
 - post event write-ups
 - Updating mailing list based on participation
- Interface with the following chairs to execute ideas:
 - **Social Media and Membership Rep**
 - In charge of advertising events and opportunities on social media (instagram and facebook)
 - Maintains org mailing list based on event attendance
 - Maintains track of main council event attendance
- **Webmaster**
 - Keeps org website up to date with information about current members, events, scholarships, etc
- **Newsletter Rep**
 - In charge of the event newsletter
 - Interfaces with webmaster to make sure events and opportunities on website are up to date

Section 3 → Vice President (External Affairs)

The vice-president of external affairs alongside the president is expected to communicate with industry representatives to acquire sponsorships, organize industry connect events, find speakers for the leadership speaker series. This vp is also expected to head events created in collaboration with other graduate and undergraduate student organizations

- Industry connect event manager
 - Change the event as desired
- Maintain industry connections/sponsors
- Collaboration with other orgs (GradSWE, LLEGA, SBGE)
- Undergraduate mentorship program
- Assist in finding LSS Industry speakers

Section 4 → Treasurer

The treasurer is expected to fill the role of vice-president when he/she is absent, keep accurate record of received monies and expenditures, communicate with our faculty advisor as needed, attend the required annual training for student organizations and maintain the responsibilities outlined in the training.

Additional treasurer duties apply:

- Manage organization account
- Interact as liaison with the Student Union for student organization funding
- Submit Coca Cola beverage donation requests for events
- Keep up with financial deadlines including funding requests and funding period dates
 - Submit funding request and audits on time
- Solicit and manage funding opportunities for WEGC (E-council, random company emails, desired company contacts)
- Point of contact for event budgets and financial handling

Section 5 → Executive Board

The head council will determine the size of the executive board (10-15 members) each academic year. There are 6-11 council positions (excluding the head council) in GRADSWE that can be filled by any engineering female graduate student enrolled at OSU. Diversity and inclusion are critical aspects of GRADSWE that should be maintained and supported through the solicitation of members from all areas of diversity. Recruit council members from all COE departments and other areas of diversity that include: race, ethnicity, socioeconomic status, ability, etc.

Article IV - Electing, Transitioning, and Removing Officers and Members.

Section I → Election

Officers (president, both vice presidents, treasurer, and chair positions) are selected in the month of March to serve a 1 year term. The election is held electronically through a survey, putting forth candidates who nominate themselves or have been nominated by other group members for officer positions. Candidates must fill out an application, which includes discussing their interest in holding an officer position, their time demands for the following year, and their previous leadership roles. General members are allowed to join the organization at any time of year so long as they are enrolled graduate students at the Ohio State University in the College of Engineering. General members and elected leaders are expected to meet the standards described in Article III and conduct themselves in a way that reflects well on the organization.

Section II → Transition

Following the election, the month of April will serve as a transition period between the old and new board. The purpose of the transition period is to familiarize the incoming Elected Council (EC) on the practices and state of GRADSWE. The current Head Council will vote for the new Head Council positions for the initial transition. The new Head Council along with remaining council members, will then open council applications to the general body to select the next board

by the end of the semester. At the beginning of the transition period, the outgoing Head Council will present on the progress made during the term, any hurdles encountered, how they were overcome, and any other pertinent information to the success of the incoming EC. The President Emeritus shall make themselves available as a resource throughout the following term.

Section III → Removal of Officers and Members

1: The President must schedule a meeting with the officer in question to try to reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 2. Similarly, if a member is in question, the President must schedule a meeting with the member in question to try to reach a resolution in a timely manner. If this is not done, step 2 will be proceeded.

2: The President and the officer in question must meet with the Advisor to try to collectively reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 3.

3: A written notice of action, with the signatures of the rest of the executive committee, must be submitted to the officer in question and the advisors. The notice serves as a formal acknowledgement of the conduct of the member and the failure to resolve the issue, not a vote to remove.

4: The officer in question has the opportunity to formally plead their case by submitting a statement to the rest of the EC and the advisors.

5: The Advisors have 1 week to respond with their decision. The member will be removed if the Advisors unanimously decide that this is the best course of action, or through the acquiescence of the Advisors.

If a resolution is reached in Steps 1 or 2, but the resolution is later broken or if the same problem recurs, the process continues at Step 2 or 3, respectively. If the member is not removed in Step 5, then the President will, if necessary, contact the Ohio Union to procure conflict resolution services. A 1-month probationary period for the officer may be put into effect and subsequently revisited. If the grievance is a breach of the non-discrimination statement, the process begins at Step 3. If the President is the officer in question, proceed with step 2 in meeting with the faculty Advisor.

Article V.—Advisor(s) or Advisory Board: Qualification Criteria.

A maximum of three (3) core faculty and/or staff members from the College of Engineering may be chosen as advisor and co-advisor(s) for the graduate student group. The faculty/staff advisor chosen must complete the advisor training prescribed by the OSU Student Union. (S)he

will serve as a reference of the departmental rules and regulations, provide objective opinion in organizational ruling and maintain final decision-making power. The faculty advisor is also expected to assist officers when they request, such as in conducting meetings or in assisting in interactions with internal and external constituents. The faculty advisor is expected to communicate his/her desires for the organization with the officer team on a regular basis.

The advisor will commit to a two-year term with the organization and reserves the right to part with the organization at the completion of their term. Incoming executive committee members hold the right to invite the preceding advisor for another term of service or to choose a new advisor.

Article VI – Required meetings and their frequency

Section I → Meetings

Council meetings (the president, vice president internal affairs, vice president external affairs, and treasurer and remaining council chairs) will be held twice a month throughout the academic year (subject to change by semester, depending on member availability). Officers are required to:

- attend 80% of meetings (exceptions should be made for candidacy & representatives with children)
- assist in 3 events or 1 conference/symposium each academic term except for summer
- attend 60% of semester events (exceptions should be made for candidacy & representatives with children)
- for committee events track members':
 - who completes what task(s)
 - who attends committee meetings
 - complete event summaries within 30 days after a committee event
- complete semester evaluations with the President

Permissible excuses for missing meetings include family emergencies (including death in a family), conferences, inclement weather, major exams (candidacy, thesis defense) or moderate to extreme cases of personal illness.

Section II → Frequency

General body events will be held throughout the academic year (subject to change by semester). The Council is expected to host three core events each year including: Fall Retreat for first- and second-year graduate students, Industry Connect held in conjunction with the Spring SWE Career Fair and monthly book club. These core events fulfill the requirements for community, professional and personal development events. In addition to these core events, at

minimum, six events per year shall be hosted by the council. One of these six events should cover academic development. A list of possible auxiliary events include: Dissertation/Thesis Writing group, happy hour, Cupcakes and Canvases, College/STEM meet and greet, “How to talk to your advisor” panel, Leadership Speaker Series, Women in Industry Panel or Trivia Night.

Article VIII. - Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be submitted in writing, read in the general business meeting, and may be acted upon in the general meeting in which they are proposed. Approval of an amendment requires two-thirds of voting members present (quorum present, which is 50% + 1 of total organization members).

Article VIII – Method of Dissolution of Organization.

Dissolution of this organization should be proposed to the officer team (president, vice-president and treasurer) and the faculty advisor(s) outside of general business meeting. If the officer team and faculty advisor agree unanimously, dissolution will be introduced in writing and orally at a general business meeting. At the next general business meeting, the dissolution will be put to vote. Approval of the dissolution requires 80% of voting members present (quorum present, which is 50% + 1 of total organization members). The organization officers shall utilize the assets of the organization, including those arising from dissolution and distribution, to pay any outstanding bills. In the event that debts exist upon dissolution, the treasurer and president will work in consultation with the advisor to figure out ways to eliminate any debts. If there are no debts to settle at the time of dissolution, the treasurer and president (in consultation with the advisor) can decide how to spend the remaining funds according to the Center of Student Leadership and Service guidelines.