

Graduate Women In Science – Central Ohio Chapter Constitution

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

Section 1: Name: Graduate Women In Science (GWIS) - Central Ohio Chapter

Section 2 - Purpose:

GWIS aims to promote women's voices, empower women in society and at all levels of their professional development, and provide a space for women scientists to network and share experiences. We provide opportunities for career development and connections with graduate students and professionals from different programs and pathways in STEM. We encourage leadership and provide opportunities for mentorship and networking, collaboration with other campus groups, and engage in the broader Columbus/Ohio community. GWIS aims to advance the participation and recognition of women in science and foster research through grants, awards, and fellowships.

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, Graduate Women in Science - Central Ohio 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: Qualifications and categories of membership.

This group is a collaboration between Graduate Women in Science, Inc., and student organizations at The Ohio State University (OSU). All members are expected to abide by the conduct established by this Constitution, as well as those dictated in the Nation Constitution of Graduate Women In Science, Inc.

A person is eligible for membership in the Central Ohio Chapter if qualified for membership in Graduate Women in Science, Inc. as specified in the National Constitution and Bylaws. This includes currently enrolled OSU students (graduate and postdoctoral), or other non- student members, such as faculty, alumni, professionals, etc. Membership dues to the National Organization/Local Chapter will be dependent on stage of career and according to those dictated by Graduate Women In Science, Inc.

Any currently enrolled Ohio State students (graduate and postdoctoral) are at liberty to any programming offered by this GWIS chapter without membership required. Students who are not members of the National Organization can only benefit from programming offered by the student group, and are not eligible for the additional benefits offered by the National Organization.

All members of the Executive Committee are required to be members of the National Organization.

Voting membership and Executive Committee eligibility is limited to currently enrolled Ohio State students (graduate and postdoctoral). Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

An active voting member is defined by:

- a. any student member who has paid membership dues to the National Organization
- b. regularly attend organization events (at least two events per academic semester)

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

Any member of the organization (including any Executive Committee member) may be removed at any time (with cause) at the discretion of *any majority* of the elected Executive Committee. Voting rights may also be dissolved for these individuals at the discretion of the Executive Committee.

Causes for removal include *but are not limited to*:

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.*

Article IV - Organization Leadership:

Section 1: Representation:

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

The Executive Committee also represents the national organization of GWIS, and is expected to act in accordance with the National Constitution and Bylaws of Graduate Women In Science, Inc.

Section 2: Structure and Duties:

The officers shall be President, Vice-President, Secretary, Treasurer, PR Chair, General Body Coordinator, Outreach Chair/National Liaison, Mentorship Chair, and Diversity/Advocacy Chair.

Executive Committee Members must be members of the GWIS national organization.

More than one individual may hold office as co-representatives of any position as deemed necessary by the standing Executive Committee.

The powers and duties of the officers of this chapter shall be those usually vested in their respective positions. In addition:

a. The President

- (1) shall be ex-officio a member of all committees, keeping contact with their work to the extent that may be advisable
- (2) may call a meeting of the Executive Committee as required for efficient operation of chapter business.
- (3) may authorize the withdrawal of funds from the treasury for the payment of obligations incurred by the chapter for such other purposes as the Executive Committee may approve.
- (4) shall send to the National Secretary, 30 days before the Grand Chapter meeting, a report of the activities of the chapter during the past year.
- (5) may act as an alternate signing authority

b. The Vice-President shall:

- (1) shall act in the absence of the President, assuming all her/his/their duties and obligations.
- (2) shall act as local liaison, sending meeting reminders and announcements to local universities and other organizations supporting women in science.
- (3) shall perform additional duties as the President may from time-to-time request.
- (4) assist the Treasurer with duties related to fundraising for the group

c. The Secretary shall act as recording and corresponding secretary and shall:

- (1) assist a member who moves to another area and wishes to transfer to another chapter by reporting the transfer to the National Secretary and to the recipient chapter secretary or president.
- (2) send the names, addresses and telephone numbers of newly elected chapter officers to the National Secretary no later than 30 days after chapter elections.
- (3) organizing and service meetings within the chapter committee

d. The Treasurer shall:

- (1) be authorized to withdraw money from the treasury for the payment of financial obligations incurred by the chapter.
- (2) keep a full and accurate account of receipts and expenditures and shall make a full account at each annual business meeting and upon request at other meetings. The accounts shall be audited annually by a chapter committee.
- (3) receive dues from chapter members who cannot pay online and submit National dues to the National Organization.

e. The Outreach Chair /National Liaison shall:

- (1) research and share potential outreach opportunities with the chapter members.
- (2) correspond with outreach organizers both internal and external to the university.
- (3) help organize periodic outreach events, the goal being at least one event per semester (2 per year).
- (4) work for effective participation of chapter members in the business of the National Organization, seeking out capable members who may be recommended for national office or for national committees.
- (5) be the chapter consultant on the National Constitution and Bylaws.
- (6) if possible, attend the Grand Chapter meeting and assist the chapter president in obtaining chapter delegates to the Grand Chapter.

f. The PR Chair shall:

- (1) manage overall public relations and outreach in aims to heighten organizational visibility in the community.
- (2) support committee functions and represent the organization.

g. The General Body Coordinator shall:

- (1) communicate with the chapter general body on behalf of the Executive Committee.
- (2) assist in the organization and facilitation of general chapter meetings and events.

h. The Mentorship Coordinator shall:

- (1) organize mentorship-oriented activities (e.g., workshops, seminars).
- (2) recruit undergraduate students, graduate students, and postgraduate individuals to build and maintain a mentor-mentee pipeline in the STEM field.

(3) regularly evaluate the mentor/mentee relationship and act as intermediary for conflict resolution.

i. The Diversity/Advocacy Chair shall:

- (1) help to identify speakers with diverse backgrounds for chapter programs.
- (2) be available as a resource for the executive committee and other committees for information on diversity, inclusion, and advocacy issues.
- (3) act as a liaison with local affinity groups and determine if joint programming can occur between local groups and the GWIS chapter.
- (4) be a vocal and responsible advocate for diversity and inclusion within the GWIS chapter.
- (5) regularly collect data regarding group heterogeneity to consider with regards to programing needs

j. Advisor(s) shall:

- (1) attend at least one executive committee meeting per academic semester.
- (2) serve as a resource for the executive committee where needed.
- (3) serve as sounding boards for the executive committee and will bring to the attention of the group issues or ideas of which the group members might be unaware.

Section 3: Sub-Committees:

Sub-committees can be made *ad hoc* by the Executive Committee.

Article V- Election / Selection of Organization Leadership

V.a. The President, Vice-President, Secretary, Treasurer, PR Chair, General Body Coordinator, Outreach Chair/National Liaison, Mentorship Chair, and Diversity/Advocacy Chair shall each be elected to serve for a term of one fiscal year and until her/his/their successor shall be elected and installed. These officers may be re-elected to serve an additional term or terms as determined to be in the best interests of the chapter.

V.b. The position of President shall be filled by someone who has previously served on the Executive Committee for a term of at least one year. All other positions may be filled by any active member of the organization who has been a constituent for at least 6 months.

V.c. Elections shall take place in May of each year. Elections must be at least 30 days before the National Grand Chapter Meeting. Any active voting member may nominate themselves or another active member for any position for which they are qualified. A majority vote by the aggregate membership will result in appointment. A majority holder will be defined as the individual with the most votes relative to any other individual for said position. Voting will take place at an in-person election meeting.

V.d. In the event that a vacancy occurs in any office, the Executive Committee shall make an appointment for the unexpired term. Vacant positions shall be filled by the qualified individual with the next successive majority vote as deemed by the Executive Committee. Notice of fulfillment of vacant positions should be reported to the National Committee within 30 days.

V.e. Outgoing officers shall be responsible for training the newly elected officers substituting them. There will be a transition period of 2 months (June-July) during which the outgoing Executive Committee will train and advise the newly elected officers. The governing power of the outgoing Executive Committee ends on May 31st. The governing power of the newly elected Executive Committee begins on June 1st.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Article VII – Meetings and events of the Organization: Required meetings and their frequency.

General meetings shall be held according to a schedule agreed upon by the chapter members. Meetings and events of the General Body are optional to all members, and any member may elect to attend any meeting that aligns with their personal schedule or goals.

At least three members of the Executive Committee must be present at any meeting or event held with the General Body.

Meetings of the Executive Committee shall be held when deemed necessary by the President.

A quorum for the transaction of business at any Executive Committee meeting shall be at least six officers, and one must be either the President or Vice-President.

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

An amendment to this Constitution may be proposed by the Executive Committee or any member in good standing:

- a. It shall be presented in writing to the Executive Committee two weeks prior to any meeting of the Executive Committee.
- b. Any proposed amendments to this constitution will be decided upon by the elected Executive Committee at the next meeting of the Executive Committee.
- b. Affirmative votes of two-thirds (2/3) of the votes cast by members present (or by proxy) at the Executive Committee meeting are necessary for adoption of the amendment.

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced.

Procedures and other items not specified in this Constitution or by the rules of the National Organization shall be in accordance with the latest edition of Robert's Rules of Order, Newly Revised.

Article IX – Method of Dissolution of Organization

Disbandment

- a. The chapter may elect to disband and forfeit its charter.
- b. Upon disbandment of the chapter, the assets must be distributed in a manner according to the amended Certificate of Incorporation and Article III, Section 8c of the National Bylaws. A full report shall be made to the National Treasurer.
- c. Upon the official dissolution of the organization, Student Activities staff at OSU must be contacted to remove organization information from the website.

Inactive Status

- a. The chapter may request 'inactive status' for stated reasons, such as the inability to comply with Article III, Section 6 of the National Bylaws. The request shall be in writing to the National Council (see Nat'l Bylaws, Art. III, Sections 8 and 9).
- b. If granted by the National Council, the chapter may become inactive for up to three years without losing its charter.