

## **Constitution of Fem Stem**

### *Article 1- Name, Purpose, Goals and Non-Discrimination Policy of the Organization*

Section 1- Name: Fem Stem

Section 2- Purpose: Fem Stem is a branch of The Be W.I.S.E Initiative, a 501c nonprofit that has inspired 4,860+ women in STEM and has numerous chapters through various districts in Columbus. One of the many opportunities Fem Stem offers is Big Sis Little Sis (BSLS), a mentorship program which advocates for supporting and guiding women in STEM through their journey. Big Sis Little Sis pairs a high school student with a college student to foster a sisterly bond that will guide the mentee through the demanding process of steering STEM oriented career paths. Creating an individualized and unique plan of action for each mentee depending on their passions, Big Sis Little Sis will connect mentees with a multitude of opportunities such as internships, research, volunteering, jobs, networking, etc. Mentorship is a necessity at any age, and Fem Stem aims to promote mentorship and guidance to young women so they are more than ready to tackle on the challenges of college and their career when it's time.

Section 3- Goals: Fem Stem advocates for supporting and guiding women in STEM through their journey. Fem Stem, via BSLS, will connect mentees with a multitude of opportunities such as internships, research, volunteering, jobs, networking, etc. Mentorship is a necessity at any age, and Fem Stem aims to promote mentorship and guidance to young women so they are more than ready to tackle on the challenges of college and their career when it's time.

Section 4- Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons 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.

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

This organization (Fem Stem) aims to promote mentorship and guidance to young women so they are more than ready to tackle on the challenges of college and their career when it's time.

*Article III- Organization and Leadership: Titles, Terms of Office, Type of selection, and duties*

Voting for leadership should be defined as limited to currently enrolled Ohio State students who are members of Fem Stem or The Be W.I.S.E. Initiative Leadership Board. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. The elections for new leadership shall be administered towards the end of the semester i.e. early April of the given academic year.

President:

- Terms of office: One year; can be re-elected by popular vote. The President must be a full-time student for his/her entire term.
- Type of selection: through voting by the members as mentioned in Article II
- Duties:
  - Head of the organization
  - Select board members along with the vice president and treasurer
  - Make vital decisions in a deadlock scenario
  - Assign duties to specific board members
  - Overlook the setup of an event
  - Organize and set a protocol for the forthcoming election along with other board members

- Oversee financial standing and operations

### Vice-President:

- Terms of office: One year, can be re-elected by popular vote
- Type of selection: through voting by the members aforementioned in Article II
- Duties:
  - Be a “think tank” for the president
  - Provide vital ideas in critical situation
  - Select board members along with the president and treasurer
  - Overlook the board meeting in absence of the president
  - Conduct and judge board reviews once a year

### Treasurer:

- Terms of office: One year, can be re-elected by the President and Vice President
- Type of selection: President and Vice President decide the treasurer
- Duties:
  - Oversee financial activities of the organization
  - Report financial status after an event to the board
  - Assist in formation of an “event report”
  - Responsible for payment and logistics for ordering things.
  - Apply for funding

### Other Board members

- Terms of office: One year, can be re-elected by the President and Vice President
- Type of selection: President and Vice President decide the board members
- Duties
  - Leaders of committees decided by President and Vice President

- Responsible for leading assigned tasks for each given event
- Assist President and Vice President as needed.

*Article IV- Executive Committee: Size and composition of the committee  
(not needed)*

*Article V- Standing Committee  
(not needed)*

*Article VI- Method of Selecting and/or Removing Officers and Members*

The President and Vice President will select the officers (board) along with returning board from last year based on prospective board members adjourned criteria and knowledge of personalities of the individuals. They are advised to choose various people from various backgrounds and various educational focus so that the organization can reach out to many members and non-members at various events. The returning board should play a vital part in choosing coming year's board members

*Article VII- Advisors: Qualification Criteria*

The governing team has to choose an advisor who can guide the board through tricky situation. He or she must be a member of the Ohio state staff, faculty member or Administrative & Professional staff. The board is recommended to choose someone who is not a student at the time of choosing and has enough experience.

*Article VIII- Meeting of the Organization: Required meetings and their criteria*

The board meeting, presided by the president or the vice president should take place every week where all major events and issues shall be discussed under one roof. Additionally, the general meeting shall take place once every month (except Summer semester) to promote the organization and recruit new members.

### *Article IX- Officer Removal and Member removal procedures*

If any kind of misconduct or inappropriate action is found against any executive board member, then it shall be discussed in a board meeting in presence of every executive board member. The impeachment decision should have a 2/3 majority of the executive board (president, vice-president, and treasurer). If the president or the vice-president is in question, the impeachment decision should have 100% support of the board. In addition, the executive committee is only allowed to miss 3 unexcused meetings or 3 setup/cleanup times. After their third offense they will be dismissed from the board. This allows the executive to be held to the standard each member must live up to. An excused absence is where the member notifies the president 24 hours prior to the event or the meeting.

If a regular member is found guilty of inappropriate actions or misconduct, then the executive board shall discuss the extent of the same in the weekly board meeting. If a board member has three unexcused absences, they will be removed from the board.

### *Article X- Method of Dissolution of Organization*

If there is no interest in the undergraduate community to continue the organization, the organization shall be dissolved. In that scenario, the current board members shall inform the Ohio Union about the situation. The secretary shall send a final email informing all the members about dissolution. Should any debt exist, the current board members should pitch in with the help of the advisor.