

Constitution

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

Section 1 – Name: Women and Gender Minorities in Physics (WaGMiP)

Section 2 – Purpose:

- Provide avenues for support and mentorship for undergraduate and graduate women and gender minorities in the Physics Department.
- Provide resources to ensure there is a friendly, professional working environment for women and gender minorities 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, WaGMiP 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. 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. WaGMiP will receive nominations at the beginning of March for the leadership of the following academic year and elections will be held in the last week of March. The leadership transition will happen May 1st. Of the 5 leadership positions, at least 3 of the positions must be held by someone who identifies as a woman or gender minority, and at least 3 of the positions must be held by physics students. Nominees will submit a short paragraph describing their motivations, interest, and expected time commitment for the following organization leadership positions:

All leadership members must attend at least 80% of leadership meetings.

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
- Meeting with the Treasurer to discuss how to fund the goals defined for the academic year

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

- Organizing regular meetings
- Assist Treasurer in their role

- Meeting with the President to discuss the division of presidential responsibilities

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

- Keeping track of budget
- Attending required OSU organization trainings
- IF the Physics Department provides funds, ensuring that the appropriate amount of these 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 WaGMiP
- Applying for CSA funding at least once per semester
- Meeting with the President to discuss how to fund the goals defined for the academic year

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

- Monitoring the WaGMiP email (checking at least 1x per week, responding to emails in a timely manner, and giving an update regarding emails at each leadership meeting)
- Organizing and reserving rooms for various WaGMiP events in consultation with the Physics Bridge and Diversity Coordinator
- Communicating with other leaders about logistical deadlines

Social Media Coordinator – This position will be held by a student affiliated with the Physics Department or Astronomy Department at The Ohio State University who will be responsible for the following:

- Creating flyers for WaGMiP events
- Advertising all events on WaGMiP social media, Discord, and website
- Sending emails and event reminders to the physics graduate and undergraduate listserv

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 WaGMiP activities to ensure it remains focused to meet the organization's mission
- Serving as a connection between WaGMiP and the university
- Assisting in inviting and hosting speakers for colloquium talks organized by WaGMiP

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 fulfill 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 WaGMiP 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 weekly meetings of the leadership during the academic year, meetings during the summer as needed.

The goal of the leadership will be to plan at least one monthly event and one larger event to benefit the women and gender minorities 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 WaGMiP, as well as address obstacles faced by women and gender minorities in the physics community.

All WaGMiP events are open to anyone interested in coming.

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

While attending a WaGMiP 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 WaGMiP through e-mail.
3. The proposal will be discussed among the members of WaGMiP at the last *WaGMiP Chat* of the semester.
4. The amendment proposal will be put to vote. 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 WaGMiP 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 March. In the first week of March, 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 during the last week of March and results will be announced the first week of April. The leadership transition will happen in May, allowing the new leadership to shadow the previous leadership during April before they officially

take their roles in leadership. 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 to the executive committee and the organization. A special election will be held within a month of the submission of the resignation.

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 WaGMiP. A week-long vote will be held online and results announced through email. A majority of votes is necessary to amend the by-laws.