

Constitution of FemSTEM

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

Section 1- Name: FemSTEM

Section 2- Purpose: FemSTEM 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. FemSTEM is a semester-long mentorship program which advocates for supporting and guiding women in STEM through their journey. FemSTEM pairs a high school student with a college student to foster a sisterly bond that will guide the mentee through the demanding process of navigating STEM-oriented career paths. Mentees will work with their mentors to complete a semester-long capstone project in areas of college readiness, professional development, career exploration, personal investigation or community service. Mentors will join a network of fellow college students dedicated to sharing their excitement for STEM, knowledge and connections with their mentees. Creating an individualized and unique plan of action for each mentee depending on their passions, FemSTEM will connect women with a multitude of opportunities such as internships, research, volunteering, jobs, networking, etc. Mentorship is a necessity at any age, and FemSTEM aims to build a community of like-minded college undergraduate women in stem, guiding and preparing younger women to tackle the challenges of college and their career when it's time.

Section 3- Goals: FemSTEM advocates for supporting and guiding women in STEM through their journey, aiming to increase retention and excitement for STEM careers by providing mentorship to local high school girls. FemSTEM, via the Be W.I.S.E. Initiative, will connect mentees with a multitude of opportunities such as internships, research, volunteering, jobs, networking, etc. Mentorship is a necessity at any age, and FemSTEM aims to build a community of like-minded college undergraduate women in stem, guiding and preparing younger women to tackle 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. As a student organization at The Ohio State University, FemSTEM 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>.

Article II- Membership: Qualifications and categories of membership

This organization (FemSTEM) aims to build a community of like-minded college undergraduate women in stem, guiding and preparing younger women to tackle the challenges of college and their career when it's time. Undergraduate mentors will be provided with volunteer and social

opportunities, allowing them to give back to younger generations by sharing their connections and experiences. Mentees will gain individualized support and guidance, completing a capstone project in an area of college readiness, professional development, career exploration, personal investigation or community service.

Article III- Organization and Leadership: Titles, Terms of Office, Type of Selection, and Duties

Membership of FemSTEM is open to all students at Ohio State, and undergraduate women in STEM fields are especially encouraged to join. Members are able to join professional developing, networking, and social events hosted by the club. Active mentor status is selected via an application process administered at the beginning of fall and spring semesters, overseen by the president, vice president, and executive board. Accepted mentors can maintain status as long as they are students at Ohio State, and do not violate organization policies stated in Article VI and IX. Voting for leadership should be defined as limited to currently enrolled Ohio State students who are members of FemSTEM 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, maintain final decision regarding accepting members during fall and spring semesters.
 - Make vital decisions in a deadlock scenario
 - Assign duties to specific board members
 - Oversee organization, setup and planning of an event
 - Organize and set a protocol for the forthcoming election along with other board members
 - Oversee financial standing and operations
 - Make final decisions regarding club direction and presentation

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
 - Ensure officers have the resources necessary to complete their tasks
 - Facilitate internal communications among officers and members
 - Select board members along with the president and

- Treasurer, assist in selecting members during fall and spring semesters.
- Oversee board meetings 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
 - Generate yearly operating budget
 - Handle purchases for events and reimbursements, etc.
 - Report financial status after an event to the board
 - Assist in formation of an “event report”
 - Apply for funding

Advisor

The Advisor will supervise the operations of the organization to ensure they are in concurrence with FemSTEM’s mission and incite positive change within the Columbus community. The Advisor will provide advice for the direction of the organization when sought by the officers.

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 such: as programming, mentoring success, engagement, and social media/marketing.
 - Responsible for leading assigned tasks for each given event and within their appointed purview.
 - Assist and advise the 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

Mentors are selected at the beginning of fall and spring semesters through an application process screened by the president and other members of the executive board. Mentors are notified of acceptance within the first three weeks of the fall and spring semester. Mentors must also be OSU students studying in the fields of science, technology, engineering, math or medicine. Applicants are also screened based on the quality of their resumes and their responses to various questions indicating passion and capability to mentor a high school student and inspire

excitement for STEM in accordance with the mission of FemSTEM. Once accepted, members are encouraged to remain in the program throughout their academic career at Ohio State unless removal is constituted according to Article IX. The President and Vice President will select the officers (board) along with the returning board from last year based on prospective board members' adjourned criteria and knowledge of personalities of the individuals. They are advised to choose people from various backgrounds and educational focuses so that the organization can increase its reach and relevance to different community groups. The returning board should play a vital part in choosing the coming year's board members.

Article VII- Advisors: Qualification Criteria

The governing team has to choose an advisor who can guide the board through difficult situations. 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

Required meetings will be announced by the President and Vice President at the start of each academic year (i.e. in August) as necessary to organizations operations. The frequency should be no more than once per week, and no less than once per month. The Leadership Team will meet once per week at a mutually agreed upon time amongst the members. Active members must attend at least 60% of required meetings and events, and Leadership Team members must attend at least 80% of required meetings and events.

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 engages in behavior that is detrimental to advancing the purpose of this organization, violates this 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 advisor. If a 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 and determine an appropriate course of action.

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

Student Activities staff about the situation. The vice president 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.