

Women And Gender Minorities In Physics

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Full Organization Name: Women and Gender Minorities in Physics (WaGMiP)

ARTICLE II. ORGANIZATION PURPOSE

Purpose Statement: The purpose of WaGMiP is to build community, support career and academic development, increase retention, and to increase awareness of issues related to women and gender minorities in the Ohio State University Department of Physics at both undergraduate and graduate levels.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

WaGMiP agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

WaGMiP agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

WaGMiP retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Eligibility Criteria: All graduate and undergraduate students of the Ohio State University can be members, but voting members must be involved in the Physics 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. 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.

Section B. Member Selection

Steps to Gain Membership: Membership is gained through attendance of meetings. No membership fee required.

Section C. Membership Timeline

Application Timeline: No application required. Membership is on rolling basis.

Section D. Member Removal

Removal Cause and Process: 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.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Role Description: This position will be held by a Physics and/or Astronomy faculty member who is responsible for overseeing the general trajectory of WaGMiP activities to ensure it remains focused on meeting the organization's mission, serving as a connection between WaGMiP and the University, and assisting in inviting and hosting speakers for colloquium talks organized by WaGMiP.

Section B. Advisor Term

Term Requirements: The advisor role is a two-year term, aligning with the leadership transition timeline.

Section C. Advisor Selection

Selection Process: 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.

Section D. Advisor Replacement

Replacement Process: Advisors should give at least one month notice prior to the end of their term as an advisor for this organization. If an advisor needs to step down before their term is complete, notice should be given as far in advance as possible. Leadership will advertise that the position for advisor is available through an email to the faculty in the Physics department requesting interested faculty to apply for this role. If no interest is expressed, leadership should begin contacting faculty they believe would be a good fit for this role individually. Ideally, the previous advisor should assist with this process. Once a new advisor is selected, officers will vote to confirm the selection. A majority vote is required for the new advisor to be selected.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

List of Officer Titles and Responsibilities:

All terms of office are for one year. All leadership members must attend at least 80% of leadership meetings.

President – The President will be responsible for 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, and meeting with the Treasurer to discuss how to fund the goals defined for the academic year.

Vice President – The Vice President will be responsible for organizing regular meetings, assisting the Treasurer in their role, and meeting with the President to discuss the division of Presidential responsibilities.

Treasurer – The Treasurer will be responsible for keeping track of the budget, attending required OSU organization trainings, IF the Physics Department provides funds the Treasurer will ensure 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, and meeting with the President to discuss how to fund the goals defined for the academic year.

Secretary – The Secretary will be responsible for 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 leadership members about logistical deadlines, and sending emails and event reminders to the physics graduate and undergraduate listserv.

Social Media Coordinator – This position will be held by a student affiliated with the Physics Department or Astronomy Department at The Ohio State University. The Social Media Coordinator will be responsible for creating flyers for WaGMiP events, and advertising all events on WaGMiP social media, Discord, and website.

Section B. Officer Eligibility

Eligibility Criteria: Officer positions will be held by a student affiliated with the Physics Department or Astronomy Department at The Ohio State University. Students should be in good standing with the University. At least 3 of the 5 officer positions should be held by students in the Physics Department .

Section C. Officer Selection Process

Steps to Select Officers: 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. Officers with the majority vote for each position will be selected. 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 May 1st. During the campaigning week the nominees will submit a short paragraph outlining their relevant experience, intentions, and availability.

Section D. Officer Removal

Removal Cause and Process: 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.

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.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

Process to Determine Dissolution: Upon a unanimous vote of the organization leadership, WaGMiP can be dissolved.

Section B. Dissolution Procedures, including Assets and Debts

Actions Including Handling Assets and Resolving Debts: Should WaGMiP be dissolved following the unanimous agreement of the organization leadership, debts should be settled and all 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 the organization information from the website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Process to Make Amendments: 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.