# 1 Mission Statement

University of Massachusetts (UMass) College of Information and Computer Science (CICS) Graduate Student Organization (GSO)

# 2 General Membership

The following populations have opt-out membership; they are automatically added to the CS Women mailing list:

1. Female-identified undergraduate CICS majors. These are individuals who have reported their gender as female in official UMass documents, and who have declared a CICS major or minor.

2. Female-identified graduate CICS students. These are individuals who have reported their gender as female in official UMass documents and who are enrolled in a graduate degree program granted by CICS.

3. Female-identified post-doctoral researchers. These are individuals who have reported their gender as female in official UMass documents, who have already obtained a PhD, and are currently employed as researchers by a member of the CICS faculty.

4. Female-identified faculty members. These are individuals who have reported their gender as female in official UMass documents and who have faculty affiliation with CICS.

5. Female-identified staff members. These are individuals who have reported their gender as female in official UMass documents, who are employed by CICS, but are neither students, researchers, nor faculty.

Any other member of the five college community may request CS Women membership; that is, all other members of the five college community have opt-in membership. This includes male-identified members of the community.

# 3 Positions

Table 1 provides a summary of the administrative positions within CS Women. We expect the size of the eligible membership to fluctuate over time. When membership is small, the responsibilities of the non-necessary positions may be fulfilled by individuals in the necessary positions. When membership is large, the non-necessary positions offload some responsibilities from the necessary ones.

| Position Title | Min Slots | Max Slots | Eligibility | Necessary | Description |
| --- | --- | --- | --- | --- | --- |
| Co-chair | 2 | 4 | U, G | X | §3.1 |
| Treasurer | 1 | 2 | G | X | §3.2 |
| Faculty Liaison | 1 | 1 | F | X | §3.6 |
| GWIS Liaison | 1 | 4 | G | X | §?? |
| Faculty Representative | 1 | 1 | G | | §3.5 |
| Social Media Chair | 1 | 2 | U, G, P, F, S, O | | §3.3 |
| Scribe | 1 | 2 | U, G, P, F, S, O | | §3.4 |
| Social Chair | 1 | 1 | U | | §?? |

Table 1: Summary of CS Women positions (**U**: Undergraduate student, **G**: Graduate student, **P**: Post-doctoral researcher, **F**: Faculty, **S**: Staff, **O**: Other).

## 3.1 Co-Chairs

Two graduate co-chairs and up to two undergraduate co-chairs provide the executive leadership and primary points of contact for the CS Women membership.

### 3.1.1 Eligibility

Any CS Women general member who has completed at least two semesters of academic work in the College of Information and Computer Science (CICS) is eligible for the co-chair position. **Graduate co-chairs** must be enrolled in a graduate degree program in CICS, be in good academic standing, have attended at least three (3) CS Women sponsored events, and must have either (a) held an assistantship for two semesters or (b) have completed 15 course credits applied to the graduate degree. **Undergraduate co-chairs** must be enrolled in a CICS major or minor, must have at least sophomore standing and must be in good academic standing.

### 3.1.2 Responsibilities

The responsibilities of the co-chairs include but are not limited to:

1. Organizing the monthly lunches. The scheduling, format, content, and duration of the monthly lunches is determined primarily by the graduate co-chairs, with input from the undergraduate co-chairs when appropriate. See §4 for more information about the monthly lunches.

2. Representing the organization at public events, upon request. Co-chairs may be asked to speak on behalf of the CS Women organization, or as representatives of women's interests in the CICS. Co-chairs should split responsibilities between graduate and undergraduate co-chairs, as appropriate.

3. Connecting the general membership with the resources they need. Members of the CS Women general membership or outside the community may seek academic, personal, or professional assistance from the co-chairs. Co-chairs should connect members with the appropriate resources, with input from the faculty liaison when in doubt. Forms of assistance include, but are not limited to:

   (a) Past co-chairs have received tutoring requests from UMass undergraduates, 5-college students, and individuals who are not members of the local academic community. These emails may be sent to the graduate co-chairs only. Co-chairs are under no obligation to tutor students; however, they may do so if they choose.

   (b) Conflicts with a student's advisor. The co-chairs should connect the student with the current Graduate Employee Organization (GEO) stewards and/or the Graduate Program Director (GPD).

   (c) Co-chairs may be asked to advise or advocate on behalf of women's issues in CICS. Co-chairs should consult with the elected Faculty Representative (§3.5) and the appointed Faculty Liaison (§3.6).

   (d) Students may reach out to graduate co-chairs when in need of emotional support or psychological services. As co-chairs are not required to undergo any training for counseling, *they must encourage the student to talk to a professional.* Co-chairs should use their best judgement when determining whom to talk to for assistance.

4. Selecting new co-chairs and reviewing applications for other positions. New co-chairs are recruited and appointed by existing co-chairs. See §3.1.4 for more detail. Other positions, such as Social Media Chair §3.3.4, Scribe §**??**, and Social Chair §**??** are by application.

5. Graduate co-chairs should take on the responsibilities of the non-essential positions when those positions are not filled.

### 3.1.3 Term Length

**Graduate co-chairs.**   Graduate co-chairs each serve one term corresponding to one calendar year. Terms begin January 1 and June 1. Unless a co-chair resigns from their position, terms should be staggered between the two co-chairs. A graduate student may not serve more than one term as a co-chair.

**Undergraduate co-chairs.**   There are no restrictions on term length for undergraduate co-chairs. Undergraduate co-chairs may serve so long as they remain students at UMass. Undergraduate co-chairs who continue at UMass for their graduate studies have the same eligibility requirements for a graduate co-chair position as any other graduate student.

### 3.1.4 Selection

Current co-chairs are responsible for recruiting their replacements. For graduate co-chairs, preference will be given to graduate students who have assistantships in CICS over the summer months.

## 3.2 Treasurer

### 3.2.1 Eligibility

The treasurer position is open to any graduate member in good standing.

### 3.2.2 Responsibilities

Once selected, treasurers must undergo GSO treasurer training.

### 3.2.3 Term Length

There are no term limits for treasurers. The treasurer may be relieved from their responsibilities under the following circumstances:

- Failure to fulfill responsibilities.

- Misappropriation of funds.

The following groups may relieve the treasurer from their position:

- The faculty liaison, with approval of at least one co-chair.

- Unanimous approval of the co-chairs.

- Majority vote in the membership.

In all cases, the reason for the treasurer's removal must be put into writing.

### 3.2.4 Selection

When a treasurer position is open, the co-chairs solicit applications from the eligible members (See §3.2.1) of the general membership. Applications are reviewed by the co-chairs and the faculty liaison. Selection should be announced within six (6) weeks of the call for applications.

## 3.3 Social Media Chair

The role of the social media chair is to publicize events and news related to CS Women.

### 3.3.1 Eligibility

Any interested individual in the general membership is eligible.

### 3.3.2 Responsibilities

**Social Media Outlets.** The social media chair should maintain an active presence on the following outlets:

- Facebook. CS Women maintains a closed Facebook group, where students post articles of interest and events. The social media chair should publicize events here. Request administrative access from the current co-chairs.

- Twitter. CS Women maintains a Twitter account that should be used for group news. Request the password from the co-chairs.

- Github. All CS Women documentation is kept on Github. **NOTYETTRUE** Host the website documentation on Github; convert to Jekyll. **NOTYETTRUE**

Although not required, the social media chair is also encouraged to advertise events offline as well. This can be done through postering in the Computer Science building and other appropriate locations.

**Events** The events we expect the social media chair to publicize include but are not limited to:

- CS Women lunches. These are typically held monthly during the academic year. See §4.1.

- Undergraduate events. The undergraduate co-chairs may organize events after hours in the CS Building. These events may be open to individuals outside the CS Women membership. Undergraduate events are best advertised... Niha, Cassie: What's the best way to reach undergrads?.

- General population events.

**News**

**Deadlines**

- Grace Hopper Celebration Scholarship.

- Graduate Cohort Application Deadline.

- Academic scholarships targeted toward women.

- ACM-W events.

### 3.3.3 Term Length

There are no restrictions on term length. However, if the co-chairs or faculty liaison find that the social media chair is not

### 3.3.4 Selection

Current co-chairs are respon Preference will be given to distribute the two available positions between a graduate and an undergraduate member.

## 3.4 Scribe

The scribe takes notes during co-chair meetings and lunches. Notes from co-chair meetings should be held in a public repository. Notes from lunches should be edited into a blog post, to be posted on the publicly-facing CS Women website.

## 3.5  Faculty Representative

## 3.6  Faculty Liaison

# 4  Obligations

As a student group, Umass CS Women commits to running the following events and providing the following services:

## 4.1  Monthly Lunches

### 4.1.1  Scheduling

The group commits to organizing at a minimum three (3) lunches in each semester. These lunches are open to all female-identified students, faculty, researchers and affiliated staff.

### 4.1.2  Content

### 4.1.3  Funding