

1 Mission Statement

University of Massachusetts (UMass) College of Information and Computer Science (CICS) Graduate Employee Organization (GEO) Graduate Student Organization (GSO) Registered Student Organization (RSO) Machine Learning and Friends Lunch (MLFL) Systems Lunch

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	§3.7
Faculty Representative	1	1	G		§3.5
Outreach Chair	1	2	U, G, P, S, O		§3.8
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		§3.9

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 Graduate Co-chair 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. 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 §3.3.3, 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.

3.1.2 Undergraduate Co-chair Responsibilities

Niha: Please enumerate what you believe the responsibilities of the undergraduate Co-chairs should be. For example, you two have been organizing events. You should describe the number of undergraduate events you'd like to have each semester. Describe how you plan to solicit participants, etc.

3.1.3 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.

3.1.4 Selection

Graduate Co-chairs. 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. Graduate Co-chairs may only serve one term.

Undergraduate Co-chairs. [Cassie: You will need to determine how undergraduate Co-chairs are selected.](#)

3.1.5 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.

3.1.6 Approximate Time Commitment

Graduate Co-chairs. CS Women Co-chairs can be a significant time commitment. Other departmental service is highly discouraged during Co-chair tenure. Expect to spend 5-10/hrs per week on CS Women responsibilities. Expect to spend fewer hours when non-essential positions are filled.

Undergraduate Co-chairs. [Niha: Please give an approximation of the amount of time you think undergraduate Co-chairs should spend on CS Women obligations.](#)

3.2 Treasurer

3.2.1 Responsibilities

Once selected, treasurers must undergo GSO treasurer training.

3.2.2 Eligibility

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

3.2.3 Selection

When a treasurer position is open, the co-chairs solicit applications from the eligible members (See §3.2.2) 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.

3.2.4 Term Length

Emma: Find out how often treasurer training is run. If it's run every semester, have term length be three semesters, accounting for a one-semester overlap to hand off treasurer responsibilities. Treasurers serve terms of two semesters. They may serve a maximum of two terms. 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.

3.2.5 Approximate Time Commitment

Emma: Find out how much time for training and doing budget stuff. My current estimate is that it's about half the time commitment of co-chairs.

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 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.

Group membership. The social media chair is also responsible for inviting members to the Facebook group and approving individuals who have requested membership. The social media chair should send an email to the general membership publicizing the Facebook group at the beginning of the Fall term. When handling requests to join the group, any 5-College-affiliated individual should be approved. If the social media chair is not sure whether someone has 5-college affiliation, contact that person.

Posts. Events, relevant news articles, and internal news should all be advertised in the group. Students may also use the Facebook group to find roommates, advertise personal interests, and generally promote an online social community.

- **Twitter.** CS Women maintains a Twitter account that should be used for group news. Re-tweet relevant news from the CICS account. The Twitter account is more actively followed by professional organizations and corporate affiliates. Tweet corporate-sponsored events with the sponsor's hashtag(s). Also tweet professional updates from the membership with the hashtag **#goodnews**. Request the password from the co-chairs.
- **Github.** All CS Women documentation is kept on Github. The social media chair will be tagged in relevant posts.

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

Note that the CS Women leadership often receives unsolicited recruitment requests. Requests for participation in hackathons are an increasingly popular recruitment mechanism, as are “free” schools/camps/etc. CS Women has corporate affiliates via CICS, who are given priority in recruitment. Any requests from parties that are not affiliates need to be redirected to the Treasurer, who will put them in touch with the appropriate liaison in CICS.

Events Events are advertised on both Facebook and Twitter. 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.
- Outreach events. Coordinate with the Outreach Chair (§3.8), if that position is filled; otherwise, coordinate with the Co-chairs (§3.1).
- Female technical speakers. The social media chair should be subscribed to `seminars@cs.umass.edu` and should make contact with the organizers of the following events:
 - Machine Learning and Friends Lunch (MLFL).
 - Systems Lunch
 - Computational Social Science Seminar (CSS Lunch).
 - Distinguished Lecturer Series

The organizers of these events rotate; refer to the department wiki for the latest news.

- 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... [Cassie: What’s the best way to reach undergrads?](#).
- General population events. Advertise any other events occurring in the Pioneer Valley that may be of interest to our membership.

News Our news updates include both information about member’s accomplishments and notifications of upcoming deadlines. We advertise professional updates from our membership on Twitter using the hashtag `#goodnews`. `#goodnews` updates include, but are not limited to:

- Fellowships and scholarships awarded to members.
- Paper acceptances.
- Awards.
- Receipt of prestigious roles in external organizations.

Deadlines for awards, scholarships, fellowships, and prestigious positions should also be tweeted one month, one week, and one day before the deadlines. Relevant deadlines include, but are not limited to:

- Grace Hopper Celebration Scholarship.
- Graduate Cohort Application Deadline.
- Academic scholarships targeted toward women (e.g., Microsoft women’s scholarship, Anita Borg scholarship, etc.)
- ACM-W events.

3.3.2 Eligibility

Any interested individual in the general membership is eligible.

3.3.3 Selection

Current co-chairs are responsible for advertising the position to the general membership when it becomes available. Up to two social media chairs will be chosen. Preference will be given to distribute the two available positions between a graduate and an undergraduate member.

3.3.4 Term Length

The term for the social media chair is one semester. There are no restrictions on the number of terms served.

3.3.5 Approximate Time Commitment

Expect to spend 1-2 hours per week on obligations. Since there are several accounts to manager, we recommend using a dedicated browser to handle all account information. For example, if you typically use Chrome for logging in to your personal accounts, log in to the CS Women accounts using Firefox. This should cut down on the overhead of managing multiple social media accounts.

3.4 Scribe

3.4.1 Responsibilities

At least one scribe must attend every lunch. The scribe must ensure that attendance is taken and should take notes on the meeting. Immediately after the meeting, the scribe will post a summary of the lunch, along with attendance numbers, and acknowledgement of sponsorship when applicable. Scribes are also expected to help with the setup and breakdown of lunches.

If the scribe cannot attend, they must contact the co-chairs as soon as possible and find a replacement to take notes. When there are two scribes, they may alternate responsibilities.

Scribes should also try to attend co-chair meetings and take notes when applicable.

The scribe takes notes during meetings and lunches. They may also take photographs of the speaker and/or students, with the speaker's permission.¹ 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.

3.4.2 Eligibility

Any of the general membership should become the scribe. Scribes should be chosen prior to the first meeting. Up to two members may be scribes.

3.4.3 Selection

We solicit the general membership for volunteers.

3.4.4 Term Length

Scribes serve one semester terms. There are no restrictions on the number of terms served.

¹Students who have not signed the College's photo release form should contact the co-chairs. Nearly every full-time student will have done so.

3.4.5 Approximate Time Commitment

The average weekly time commitment is 1-2 hours. However, scribes are not expected to attend every co-chair meeting. Therefore, the bulk of the time commitment is on the day of the lunch.

3.5 Faculty Representative

The faculty representative is a graduate student who represents the interests of the CS Women general membership to the faculty. The faculty representative role is similar to the existing GradRep role, but is a non-voting voice.

Although there is often at least one woman among the four voting GradReps, this individual is elected by and represents the general graduate student population. The Faculty Representative role mirrors the Faculty Liaison role.

3.5.1 Responsibilities

The faculty representative is expected to attend monthly faculty meetings. They will also meet with faculty and the co-chairs as the occasion arises.

3.5.2 Eligibility

Any general member who is a Graduate student in CICS in good standing, who has either (a) held an assistantship for two semesters or (b) completed 15 course credit hours, applied to a graduate degree may run for this position.

Unlike GradReps, the faculty representative does not need to have passed portfolio in order to serve. This is a non-voting position designed to represent the core needs of the membership to the faculty.

3.5.3 Selection

Faculty representatives are selected according to the following time table:

Timeframe	Action
January	Solicit nominations for faculty representatives among the CS Women membership. Self-nominations are allowed.
First week of February	Withdrawal period. Anyone nominated who is not interested in the position should withdraw during this time.
Late February	Nominees each provide a short paragraph introducing themselves and providing any additional information that is germane to selection.
Early March	CS Women membership cast ballots for the faculty representative. Co-chairs tabulate the votes and announce the new representative.

3.5.4 Term Length

Faculty representatives have term lengths of one academic year. They may serve unlimited number of terms.

3.5.5 Approximate Time Commitment

The approximate time commitment for the faculty representative varies. They must be available for monthly faculty meetings. However, if issues come up, they may be required to meet with the faculty about specific concerns more frequently. Expect an average of 1 hour/week time commitment.

3.6 Faculty Liaison

[Alexandra: Summary here](#)

3.6.1 Responsibilities

Alexandra: Write what you think your responsibilities (or the responsibilities of someone in this position) should be.

3.6.2 Eligibility

Alexandra: Any faculty? Just female faculty?

3.6.3 Selection

Alexandra: By appointment?

3.6.4 Term Length

Alexandra: I assume this is yearly, but I am not sure.

3.6.5 Approximate Time Commitment

Alexandra: Put whatever you think is reasonable. This should be comparable with other departmental service, so as to prevent the faculty liaison from being overburdened.

3.7 GWiS Liaison

Graduate Women in STEM (GWIS) is a cross-departmental group sponsored by CNS whose members also include graduate students in CICS and CE. GWIS sponsors many events that may be of interest to CS Women members.

3.7.1 Responsibilities

Aside from the responsibilities associated with GWIS membership, the GWIS liaison should meet monthly with the co-chairs to discuss anything relevant happening within GWIS.

3.7.2 Eligibility

Any graduate student member of CS Women who is also at least a general member of GWIS is eligible. This is a position within CS Women, not a position within GWIS. The role is to be a point of contact for the co-chairs.

3.7.3 Selection

This is voluntary position; up to four CS Women members may be considered liaisons.

3.7.4 Term Length

GWIS terms are one semester. There are no restrictions on the number of terms served.

3.7.5 Approximate Time Commitment

In addition to whatever time commitments there are associated with GWIS, the liaison must attend co-chair meetings and give periodic updates. The time commitment for this position is at most an additional 1hr/week.

3.8 Outreach Chair

3.8.1 Eligibility

Any CS Women member is eligible to be an Outreach Chair. The Outreach chair coordinates with both internal and external outreach efforts related to expanding and diversifying participation in STEM fields.

3.8.2 Responsibilities

The Outreach Chair coordinates outreach efforts and works with the social media chair to advertise outreach opportunities. The Outreach Chair is the point of contact for organizations wishing to collaborate with CS Women, such as:

- Commonwealth Alliance...(CAIT)
- Girls, Inc. of Holyoke
- Girl Scouts
- GWiS Outreach Coordinator
- Girls Who Code
- Tech Foundry

The Outreach Chair may organize outreach events themselves, but this is not required.

3.8.3 Term Length

Term lengths are two semesters. There are no limits on the number of terms.

3.8.4 Selection

When a position is available, the co-chairs will solicit applications from the general membership, as well as individuals who are known to be involved with outreach. The co-chairs will select an Outreach Chair within two weeks of the call.

3.8.5 Approximate Time Commitment

At a minimum, the Outreach Chair communicates with individuals outside CS Women to

3.9 Social Chair

The Social Chair organizes social events targeted to the undergraduate membership.

3.9.1 Responsibilities

Cassie: Describe the kinds of events you expect the social chair to organize. What are the minimum number of events?

Social events that involve expenses must be approved before they are advertised. Submit a budget and the advertisement to the Treasurer for approval.

3.9.2 Eligibility

Niha: Any requirements?

Note that there is not a Social Chair position for graduate members; graduate students interested in organizing social events with CS Women should work with Social Committee.

3.9.3 Selection

Cassie: How do you want to select the social chair?

3.9.4 Term Length

Niha: define the term length

3.9.5 Approximate Time Commitment

Cassie: how many hours per month should this person expect to commit?

4 Obligations

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

4.1 Monthly Lunches

The CS Women 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

4.2 Membership Meetings

4.3 Leadership Meetings

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The CS Women leadership is defined to be all members who have a position. Quorum is defined as those members holding the necessary positions.

Graduate leadership. Graduate Co-chairs should meet approximately weekly. They may invite other members as they see fit.

Undergraduate leadership. Niha: Decide how often you want to meet

Graduate and undergraduate leadership should meet together at least once per semester.

5 Tools and ResourceS