

# 1 Mission Statement

University of Massachusetts (UMass) College of Information and Computer Science (CICS)

## 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.
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	1	G	X	§3.2
Faculty Liaison	1	1	F	X	§3.6
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 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 have at least sophomore 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
4. Selecting new co-chairs and

### 3.1.3 Term Length

### 3.1.4 Selection

## 3.2 Treasurer

## 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

**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 whose

## **News**

### **Deadlines**

- Grace Hopper Celebration Scholarship.
- Graduate Cohort Application Deadline.
- Academic scholarships targeted toward women.
- ACM-W events.

### **Social Media Outlets**

- Facebook
- Twitter

## **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**