



Women in Computing @ RIT Constitution 2018-2019

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I. Name

- A. The name of this organization shall be known as Women in Computing at the Rochester Institute of Technology, hereafter referred to as WiC at RIT.

II. Mission

- A. Women in Computing at the Rochester Institute of Technology (WiC at RIT) is an all-inclusive organization which provides an interdisciplinary networking forum for students, faculty, staff, and alumni involved in the field of computing at The Rochester Institute of Technology through professional, leadership, mentorship, and technical development opportunities. WiC at RIT will also encourage the development of women and all gender minorities in computing through community outreach.

III. Goals

- A. To make the field of computing less intimidating to women women and all gender minorities and allow them to become better integrated within it.
- B. To break down gender barriers in the field and promote a truly equal and inclusive environment.
- C. To organize social events that strengthen relationships and encourage those who may feel ostracized within the computing community.
- D. To encourage students ages K-12 to explore computing through outreach programs, camps, and mentorship.
- E. To create opportunities for members to gain and expand their technical knowledge through projects, WiCHacks, tech talks, and conferences.
- F. To provide a channel for distributing event information from other organizations within the field.
- G. To accumulate technical news, knowledge, and information for use in encouraging the involvement of women and all gender minorities in the field of computing and providing a clearer path to success within it.

IV. WiC Space

- A. WiC Space expectations will be covered at the first General Meeting of every semester in a committee head microtalk, given by the Logistics CH.
- B. WiC Space hours will be posted on the door, with any changes announced in the WiC Slack.
- C. All occupants of the WiC Space will be held to the following expectations:
 - 1. Treat all others with respect; any harassment or bullying will not be tolerated.
 - 2. Maintain professional attitudes towards professors and companies.
 - 3. Be welcoming towards everyone in the Space.



4. If a personal conflict arises in the Space, seek out a WiC Committee Head or Director for assistance or privately resolve the issue in a respectful manner.
 5. Maintain a professional demeanor in regard to language and topics of conversation.
 6. If an occupant leaves the Space for over 15 minutes, they must move all belongings off of the table and chairs.
- D. When the CS Tutor is holding hours, they have the authority to regulate noise level in the Space.
- E. If the Director, Staff Assistant, and Committee Heads are absent from the Space, the door must be closed and all occupants will be asked to leave until at least one of the above persons return.

V. Membership

- A. All students at Rochester Institute of Technology are eligible for membership in WiC at RIT.
- B. General Membership
1. General Membership for the current semester is obtained after attending at least 7 of the semester's General Meetings. Events include anything planned and facilitated by WiC at RIT. General Members of WiC at RIT are permitted to assist with events for which they volunteer and attend member-only events. General Members are not permitted to apply for leadership positions.
- C. Active Membership
1. Active membership is obtained by meeting criteria for General Membership as well as making a contribution to at least one (1) committee per semester as defined by the committee head in conjunction with the Director of WiC at RIT. Active Members must also attend at least one (1) Social Event and one (1) Volunteer Event per semester. Active Member status expires at the end of a semester with the exception of study abroad, co-op, or a leave of absence.
 - a) Exception: If a student is unable to attend General Meetings due to a class conflict, but meets the criteria for committee attendance, they can qualify for active membership by communicating this to their committee head.
- D. Benefits of Membership
1. Active Members are eligible to receive:
 - a) Preferential access to WiC sponsorship for conferences through an application process that may include two references, a 500 word essay, and a copy of an unofficial transcript
 - b) Interactions with companies (ex. Affinity Reception) and alumni
 - c) Possible subsidized events
 - d) Eligibility to apply for leadership positions



- e) WiC jacket
 - f) Eligibility to present at panels
 - 2. Active membership will be rewarded at the end of the Spring semester, for all members who have been active in at least one semester of the previous academic year.
- E. Removal of Membership
 - 1. Removal of membership, active or general, will be considered if a member is suspected of poorly representing “WiC at RIT” in one of the following ways:
 - a) Disrespecting or harassing other members
 - b) Poor standing with RIT in regards to student affairs/conduct
 - c) Disorderly conduct at WiC Events or in “WiC at RIT” attire
 - d) Consistent violations of WiC Space expectations (IV.C)
 - e) Consistently making false commitments without justification
 - f) Slander of the “WiC at RIT” organization
 - 2. If any of the above violations are brought to the attention of the Director or Committee Head, the member in question will be put up for review by the Director and Committee Heads and a decision about possible suspension/removal of membership will be made.
 - 3. Suspension periods can be either a semester, a year, or a lifetime ban depending on the severity of the violation. This is decided by the Director and Committee Heads. If a member is on suspension, active member privileges will be revoked and they will be unable to attend events hosted by “WiC at RIT”.

VI. Leadership

- A. Director
 - 1. Schedule specific time for General Meetings
 - 2. Schedule specific time for Committee Head Meetings
 - 3. Attend Committee Head and General Meetings
 - 4. Send regular emails reminding members of upcoming events
 - 5. Being responsive to questions in a timely manner
 - 6. Act as the liaison with the Dean’s Office
 - a) Disseminate the pertinent information to each committee head
 - 7. Manage budget
 - 8. Schedule companies to attend General Meetings for tech talks, info sessions, and professional development opportunities
 - 9. Help find sources of funding from company contacts
- B. Part-time Staff Assistant
 - 1. Coordinate conference attendance
 - a) Harvard WeCode Conference - Feb
 - b) Grace Hopper Conference - Oct
 - c) NYCWIC - April

2. Women's Career Achievement Dinner - April
3. Support all WiC initiatives

C. Committee Heads

1. Meetings

- a) Announce when each specific committee meetings will be held and have first meeting by end of week 3.
- b) Hold weekly WiC Space evening hours, scheduled by the Logistics Committee Head. Notify Logistics and Director at least 2 hours in advance if unable to attend scheduled hours.
- c) Attendance
 - (1) Must attend Committee Head meetings and General Meetings.
 - (2) Allowed to miss two meetings without just cause.
 - (a) If a Committee Head cannot attend any meeting they must appoint a committee member to represent them at:
 - (i) Committee [own] meetings
 - (ii) General Meetings
 - (3) Must wait at least 15 minutes for members to arrive before cancelling a meeting day-of.
- d) Must meet 1:1 with Director once a week to check in and discuss goals.
- e) Committee Meetings
 - (1) Responsible for holding one committee meeting a week.
 - (2) May cancel a committee meeting, as long as the cancellation does not hinder the committee's goals.
- f) Team leads
 - (1) Committee heads are able to appoint a Lead for any task or activity that is managed by the committee.
- g) Committee Events
 - (1) Committee Head at their own events must:
 - (a) Be present at said event or assign and train an Event Lead
 - (b) If an Event Lead is appointed this must be communicated to all Committee Heads and the Director
 - (c) The Event Lead should be recorded in the WiC event calendar with the event
 - (d) Keep attendance of all participating members

2. Administrative Tasks

- a) Responsible for tracking goals and deadlines on an agreed tool of their choice that is accessible to the Director.
- b) Responsible for at least one hour a week dedicated to WiC.



- c) Responsible for Carbon Copying (CC) Director in on all WiC at RIT emails.
 - d) Responsible for recording their committee's meeting minutes for CH Meetings and other documentation on the shared WiC Drive.
 - e) Write and/or maintain a guide for future holders of the committee head position.
3. Representing WiC
- a) Be an ambassador for WiC at RIT on campus, in the community, and at related events.
 - b) Support WiC through helping or participating in events outside of their committee.

D. Logistics (Paid Student Worker)

- 1. Logistics serves as the assistant to the Director as well as the Committee Heads.
 - 2. Help run, and plan events where needed.
 - 3. Correspond with Committee Heads to make sure weekly action items are sent and followed-up on.
 - 4. Maintain WiC calendar, MailChimp, and Google Drive
 - 5. Maintain membership and track sign-in logs for all events and conferences
 - 6. Responsible for the creation of General Meeting slides
 - 7. Responsible for the creation of Committee Head Meeting agenda
 - 8. Required to attend all Committee Head meetings and take minutes
 - 9. Required to attend all General Meetings and possibly present slides
 - 10. Maintain historical information
 - 11. Help with Conference coordination
 - 12. Must work a minimum of ten hours a week
13. Backup Google Drive

VII. Committees

A. Public Relations

- 1. PR is responsible for the public and private perception and uniform branding of Women in Computing. This committee will also annually carry out the planning and execution of the networking event, WiConnects.
- 2. Update and maintain Social Media Coordination
- 3. Works with all committees to ensure a consistent public message (i.e. creation of posters)
- 4. Plan and execute annual WiConnects, a networking dinner for faculty/staff/WiC students
- 5. Cultivate relationships with corporate reps at career fairs & affinity reception -- getting to know your campus recruiters
- 6. Responsible for WiC Perception (i.e. Brochure, Newsletter, Blog)



7. Designate one member to take on the responsibility of advertising WiCHacks, using information supplied by the WiCHacks Committee Head.
8. Alumni Relations
 - a) Help coordinate events to engage students and alumni including but not limited to:
 - (1) WiC Table at President's Alumni Ball during Brick City Homecoming
 - (2) Maintain alumni mailing list
 - (3) Collaborate with Director of Alumni Relations
 - (4) Keep alumni informed of WiC activities

B. Events

1. Events is responsible for the planning and organizing of all social and collaborative events. This includes, but not limited to a kick-off, halloween party, bonding events, years of service, holiday dinner and etc.
2. Planning and executing WiC General Meeting
3. Planning and executing internal and external social events
 - a) Works with GCCIS Student Advisory Board on collaborative events within the college
4. Works with PR Committee on flyer creation and advertising through social media
 - a) Event details must be sent to PR Committee 3 weeks before event
5. Must hold 2-3 social events per month

C. Outreach

1. Outreach is responsible for the planning and execution of all K - 12 events. This includes, but is not limited to Open Houses and workshops.
2. There will be two Co-Heads who will share the responsibilities
 - a) Plan and execute WiC's involvement in the following events including but not limited to:
 - (1) After Hours, The Accepted Student Overnight Program
 - (2) K-12 activities and visits to campus/area schools (i.e. Tech Badge Day, STEM Open House, ROCGirlHacks, Mobile Tech Van)
 - (3) Pre-Orientation
 - (4) Summer Workshops or camps
 - (5) Shadow visits from prospective students

D. Projects

1. The Project Committee is responsible for encouraging all WiC members to collaborate on projects that target a subject or set of skills within the computing field. The goal of any project, is to be displayed at ImagineRIT upon completion, with credit to project contributors.
 - a) Some projects may be more long term but some prototype or progress must be displayed at ImagineRIT even when incomplete.



2. Project selection and preference will be determined by the WiC Director and the Project Committee Head.
3. Projects committee should maintain some previous project(s) appropriate for display/demonstration for WiC Events and other events that WiC may have a presence at; i.e. Rochester Maker Faire and ImagineRIT.
 - a) In conjunction with this, projects should be well documented for future maintenance and usage.
4. Project Committee Head responsibilities:
 - a) Recruit industry professionals to serve as mentors and resource professionals to each project within the committee. Industry professionals can be faculty, staff, or individuals employed outside of RIT and WiC.
 - b) Maintain a budget and inventory for each project, which approved by the WiC Director. Inventory of supplies should be checked on a monthly-basis
 - c) Maintain communication with individual project teams:
 - (1) Assign team leaders for each project
 - (2) Work with team leaders to decide timelines and deadlines for each project
 - d) Manage access to Projects Committee GitHub repositories under the WiC GitHub organization. Committee members should be given appropriate access and that access should be retired upon leaving projects/graduation.
5. All projects funded by the Projects Committee are owned by the WiC organization unless explicitly agreed upon in writing before or during the project progress.

E. WiCHacks

1. The WiCHacks committee head is responsible for all aspects of the planning and execution of WiC's annual hackathon: WiCHacks. This committee, under ultimate supervision of WiC's director, will decide on and organize all details concerning the hackathon. WiCHacks will operate with the following roles/sub-committees within the committee: Logistics, Sponsorship, and Travel. Furthermore, the "WiCHacks Survival Guide"(located in WiCHacks Google Drive folder) will be referenced by each committee that chooses to run the hackathon.
2. Responsible for planning and execution of WiC Hackathon, including:
 - a) Company sponsors, mentors, and API workshops, outreach to other universities, Logistics (budget, schedule, program, advertising, volunteer scheduling and responsibilities)
 - b) Newbie Track
 - c) Work with Major League Hacking
3. Get permission to showcase projects on the WiC website and at ImagineRIT.



4. Should participate/volunteer in a hackathon in order to apply to this position.

F. Webmaster

1. The Webmaster is responsible for updating the WiC website (wic.rit.edu) and WiCHacks website (wichacks.io).
2. Work closely with committee heads and director on weekly event updates to website, as well as adding and changing information provided for events and blogs.
3. Implement changes to websites in an effort to update information faster and easier.
4. Respond to suggestions to update style, function, and issues.

G. WiC Allies

1. WiC Allies is a group of RIT and GCCIS community members committed to furthering the mission and goals of Women in Computing, for the purpose of affecting positive change and fostering a more inclusive culture in GCCIS.
2. Teach how to be a better ally by looking at topics including: Teaching bystanders to take action, unconscious bias, and microaggressions
 - a) Contribute to events through support, volunteering, advertising, and participation.
 - b) Responsible for improving the perception of WiC, highlighting that WiC is an inclusive group, and encouraging participation.
 - c) Answering the question of why it's important to have WiC and/or women in technology in general.
 - d) Committee Head responsibilities:
 - (1) Organize the WiC Allies event
 - (2) Attending relevant talks and meetings to further engage students and promote WiC Allies and WiC as a whole
 - (3) Further Engage with Companies to talk about their use of diversity

VIII. Eligibility for Committee Head position

- A. It is highly recommended that the applicant be an active member of the committee they are applying for.
- B. Applicants may run for up to two Committee Head positions, but may only accept and hold one.
- C. Must attend half of all General Meetings with the exception of academics or other extenuating circumstances.
- D. Prior leadership and teamwork experience are highly recommended.
- E. Must be in good academic / conduct standing.
- F. Must have plan of action for advancing committee (goals to improve Committee).
- G. Individuals who secure a Co-op for a semester during their term will be required to make a plan with the Director immediately to find a replacement.

1. If the co-op is local, the Committee Head may continue to hold their position with approval of the Director and other Committee Heads.

IX. Committee Head Selection

A. Terms

1. Each position is for one academic year.
2. Any qualified member can apply to be a committee head.
 - a) Those with less than two years experience as a committee head will be given precedence.
3. Transitions start week 10 of Spring semester. This will serve as a transition period for incoming Committee Heads to receive help and advice from the outgoing Committee Heads.
 - a) For the remainder of the semester newly elected Committee Heads will shadow current Committee Heads and attend their Committee's meeting.
 - b) At the end of the semester the newly elected Committee Head takes full ownership of the rights and responsibilities of the position.
4. Planning and setting goals for the upcoming year happen during the summer term.
 - a) New Committee Heads are responsible for meeting with the Director during Summer semester.

B. Nominations/Application

1. Announce to all Women in Computing members the call for nominations/applications Week 6 of Spring Semester. Announcement must include a deadline for applications.
2. To nominate someone, submit a nomination form which includes the nominee's name, email, potential position, and an optional explanation of why you think they would make a good Committee Head. If you have been nominated, you will receive an email within 48 hours.
3. A candidate accepts a nomination by applying for the position.

C. Selection Process

1. Applications are reviewed by Director for eligibility to become a Committee Head.
2. A panel comprised of the Director and committee heads will be formed to select candidates to fill positions.
3. Voting Process:
 - a) Establish ground rules for the discussion.
 - b) For each Committee Head position, a professional discussion of each candidate's qualifications and leadership potential will take place (maximum 30 minutes per candidate).
 - c) The panel will take an anonymous vote via survey software with ranked voting capabilities; majority rules. In the event of a tie, an

additional discussion and vote will take place. If a second tie occurs, the Director will make the final decision.

4. After the selection process has been completed, all applicants will be contacted by the Director and current Committee Head to inform them of the results of the selection process.
 - a) If selected candidates accept the position they move into training with the current committee head to prepare for their term.
 - b) If selected candidate denies the position, then the next qualified candidate is contacted.

X. Committee Head Resignation

- A. Anytime a Committee Head feels they can't fulfill their duties, the director must be notified in writing within a two week period, barring extenuating circumstances, in order to allow for time to find a replacement. The committee head will be stripped of all powers, rights and responsibilities of their position (such as WiC space access and admin privileges).
- B. In the event of a resignation or termination of a committee head, the other committee heads will assume the authority to make any necessary decisions in the absence of that committee head until a WiC member can be appointed to fill the missing position. Preference will be given to the resigned committee head's current active committee members. The WiC member will serve out the remainder of the term (i.e., until the annual selection).
- C. Any resigning committee head will be required to meet with their replacement at least once, barring extenuating circumstances.

XI. Probation and Termination

- A. Grounds for Probation:
 1. Violating any previously stated terms for membership removal (IV.E.1).
 2. Missing two Committee Head meetings or two committee meetings consecutively without any communication with the Director. At this point, the Director will notify the CH of probation.
- B. Probation is hereby defined as: the CH failing to fulfill the duties of office as outlined above, and being placed under official reprimand until sanctions are deemed fulfilled by director.
 1. Mandatory Weekly meeting scheduled in collaboration with The Director
 - a) Scheduled within 1 week of notification of probation
 - b) For defining a plan of action to avoid further discrepancies
 2. Probation will be lifted upon completion of plan of action and agreement of CH and Directors
- C. Plan of Action consists:
 1. Definition of Issue
 2. Goals with deadlines

XII. Policies

- A. Creation of Sub-Head/Team Lead Positions:



1. Team Lead and Sub-Head roles may be given to active committee members at the discretion of the Committee Head. These assignments must be reported to the Director during weekly 1:1 meetings.
2. The Committee Heads reserve the right to place any Team Lead or Sub-Head appointment under review.

XIII. Definitions

A. Ambassador

1. A positive representative of WiC at RIT through your actions, appearance, and words.

B. Good Academic Standing

1. As defined by RIT's Academic Actions and Recognitions policy.

C. Just Cause

1. If you encounter a medical, family, or personal emergency, notify a committee head or Director directly with a brief description of why you cannot attend as soon as possible.

D. Majority

1. Greater than 50% members in attendance, The Director is tie breaker

E. Social Event

1. Social events involve any event that is not a volunteer event and that occurs outside of a general meeting. This could include events run by the Events Committee or WiConnects.

F. Volunteer Event

1. A volunteer event is defined as any event where a member assists in running the event like ROCGirlHacks or the Girl Scout Badge Day.

XIV. Amendments