

Constitution of the Women in Computer Science at Stony Brook University

I Name

This organization shall be known officially as Women in Computer Science at Stony Brook University, but may also be referred to as Women in Computer Science or abbreviated as WiCS. Within this document, WiCS is often referred to as “the club”.

II Purpose

- A. To unite women working in, studying and interested in computing-related disciplines, primarily Computer Science and Engineering;
- B. To provide a social and professional forum, for women in these fields;
- C. To provide women with important skills and resources necessary to succeed in computing-related areas;
- D. To foster awareness and understanding of women’s issues in Computer Science and Engineering, both in the academic and professional worlds;
- E. To advocate for women and women’s issues, when necessary, within the field of computing.

III Restrictions

- A. The club and this document are bound to following the purpose, rules and procedures outlined in the Bylaws of the Women in Computer Science at Stony Brook Chapter of the Association for Computing Machinery’s Committee on Women in Computing.
 1. These bylaws will be referred to within this document as the ACM-W Bylaws.

IV Membership

- A. Fifty percent (50%) of the total membership of the club **must** be graduate students.
- B. Membership shall not be restricted on the basis of race, color, creed, age or gender.

V Officers

- A. Eligibility
 1. Fifty percent (50%) of the officers of the club **must** be graduate students.
 2. A candidate must be elected by a majority of the members of the club who hold voting rights.
 3. Officers must be enrolled as students in the upcoming academic year for which they are elected.
- B. Positions and Responsibilities
 1. President
 - a. Responsible for the well-being of the organization;
 - b. Runs and organizes officer meetings;
 - c. Acts as the contact person for invited speakers and as the primary contact person for the organization;

- d. Serves as a liaison to the ACM-W, the Graduate Student Organization (GSO), and other significant organizations and campus governing bodies;
 - e. Serves as, and follows the rules and procedures of, the Chair of WiCS as defined in the ACM-W Bylaws.
2. Vice-President
 - a. Assists the President with all aspects of the club;
 - b. Responsible for the creation and maintenance of a website, as well as e-mail accounts and mailing lists;
 - i. The Vice-President may delegate these duties to another member of the club.
 - c. Serves as, and follows the rules and procedures of, the Vice-Chair of WiCS as defined in the ACM-W Bylaws.
 3. Treasurer
 - a. In charge of maintaining up-to-date records and documents pertaining to the club's finances;
 - b. Responsible for reimbursements and securing funding for the club;
 - c. Serves as, and follows the rules and procedures of, the Treasurer of WiCS as defined in the ACM-W Bylaws.
 4. Secretary
 - a. In charge of taking minutes at meetings, as well as keeping a record of the club's activities;
 - b. May be asked to write correspondences;
 - c. Responsible for keeping track of the membership, as well as up-to-date information pertaining to voting rights;
 - d. Serves as, and follows the rules and procedures of, the Secretary of WiCS as defined in the ACM-W Bylaws.
 5. Graduate Representative
 - a. Serves as a liaison to, and is in charge of recruitment of new members from, the graduate student population.
 6. Undergraduate Representative
 - a. Serves as a liaison to, and is in charge of recruitment of new members from, the undergraduate student population.
 7. Faculty Advisor
 - a. Serves as, and follows the rules and procedures of, the Chapter Sponsor of WiCS as defined in the ACM-W Bylaws.

VI Grievances

Should a member or non-member of the club wish to file a grievance, they may contact either the President or Vice-President and express their grievance to the officer, then appear at a body meeting in the near future, where a hearing will be held.

VII Amendments

- A. Amendments to this document must be voted on by a quorum of the club's membership.
- B. Section III: Restrictions may not be removed or modified, unless WiCS cancels its association with ACM-W.

Ratified: September 1, 2007
 Amended: September 8, 2007