

**Women in Computing
Rochester Institute of Technology**

Constitution 2025 - 2026



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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) is an all inclusive organization that provides an interdisciplinary networking forum for students, faculty, staff and alumni involved in the field of computing at RIT, regardless of gender, race or sex. WiC at RIT also encourages the success of women and all gender minorities through community outreach, professional, leadership, mentorship, and technical development opportunities.

III. Goals

- A. To promote the advancement of women and all gender minorities in computing.
- 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.

IV. WiC Space

- A. The WiC Space is located in Golisano College of Computing & Information Sciences in room GOL-2350.
- B. The WiC Space open hours are Monday through Friday from 9am - 7pm, and is open to all women and gender minorities at RIT.
- C. All occupants of the WiC Space will be held to the following expectations. These expectations will be covered at the first or second General Meeting of every semester, in a committee-head microtalk, given by the Logistics CH:
 - 1. Be welcoming to everyone in the Space
 - 2. Treat all others with respect; any harassment or bullying will not be tolerated.
 - 3. Maintain professional attitudes towards professors, classes, and companies.
 - 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. Keep conversations, musics, calls, and online classes at a reasonable level
 - 6. Maintain a professional demeanor in regard to language and topics of conversation.
 - 7. If an occupant leaves the Space for over 15 minutes, they must move all belongings off of the table and chairs.
- D. WiC Space open hours will be announced and any changes announced in the WiC Discord. If committee heads cannot attend their hours, they must alert Logistics immediately.

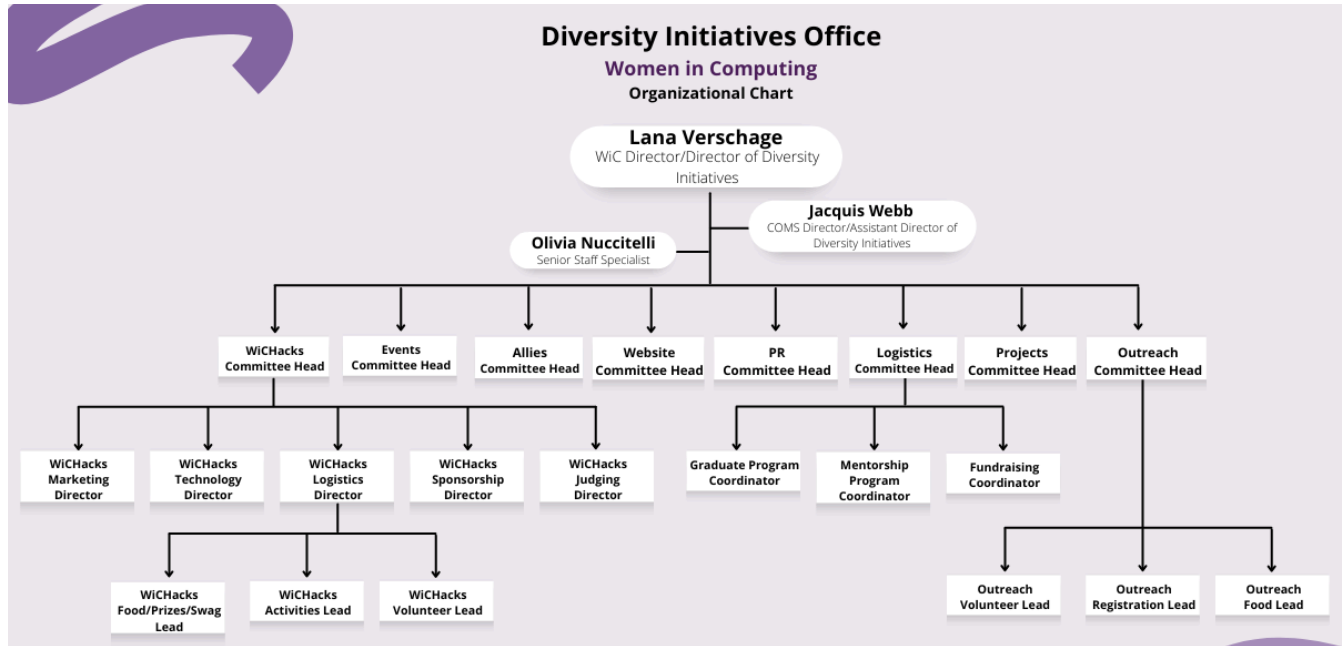


- E. The last WiC Committee Head holding space hours everyday will be held to the following clean-up duties:
 - 1. Make sure tables are cleared off.
 - 2. Wipe down all the tables.
 - 3. Fold blankets & put on the couch.
 - 4. Make sure the chairs are pushed in.
 - 5. Throw out old food in the fridge.
 - 6. Empty garbage cans.
 - 7. Vacuum if possible.
 - 8. Refill the ice machine & make sure there is water in the water cooler.
- F. When the Tutor is holding hours, they have the authority to regulate noise level in the Space.
- G. 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. General Meetings

- A. General meeting expectations will be covered at the first General Meeting of every semester in a committee head microtalk, given by the Logistics CH.
- B. All General Meeting attendees 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 to everyone at General Meetings
 - 4. Attendance of General Meetings will be strictly enforced to only allow individuals who are currently enrolled at RIT. Alumni and companies may attend if invited by The Director to their discretion.
 - 5. If a personal conflict arises during the meeting, seek out a WiC Committee Head or Director for assistance or privately resolve the issue in a respectful manner.
 - 6. All Attendees must strive to be present for the whole duration of the general meeting (excluding social activities, ex. cupcake decorations, Bob Ross Paint Night) unless prior discussion with a Committee Head or the Director.

VI. Organization Chart



VII. Leadership

A. Director

1. Schedule specific time for Committee Head Meetings
 - a) Preferred time will be on Wednesday before the General Meeting.
 - b) Two weeks prior to the semester, The Director will work with the Committee Heads to determine the best time to meet.
2. Attend Committee Head and General Meetings
3. Being responsive to questions in a timely manner
4. Act as the liaison with the Dean's Office
 - a) Disseminate the pertinent information to each committee head
5. Manage budget
6. Schedule companies to attend General Meetings for tech talks, info sessions, and professional development opportunities
7. Help find sources of funding from company contacts

B. Staff Assistant

1. Manages administrative activities, including but not limited to:
 - a) Room requests
 - b) Food ordering
 - c) Van reservations
 - d) Purchases
 - e) Shipping packages
2. Coordinate conference logistics
 - a) Grace Hopper Conference
3. Support all WiC initiatives

C. Committee Heads

1. The role of a Committee Head is to organize and execute the functions of their respective committee and serve as an ambassador for WiC. These responsibilities are listed below.
2. Meetings
 - a) Announce when each specific committee meeting will be held and have the first meeting by the 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
 - d) Must meet 1:1 with the Director once a week to check in and discuss goals.
 - e) Must complete end year review at the discretion of the Logistics head and Director
 - f) 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.
 - (a) Must cancel & give notice to all committee and general members at least 1 hour before the meeting time
 - g) Team Leads
 - (1) Committee heads are able to appoint a Lead for any task or activity that is managed by the committee.
 - h) 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



- i) Allowed to plan 1 Committee bonding event every academic year for committee members that will be sponsored by WiC every semester.
 - (1) Must get bonding event approved by the Director beforehand.
 - (2) Must be reasonably priced.
 - (3) Must keep track of who attends the bonding event.
- 3. 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 copying (CC) Director and Logistics Head 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 and Committee Head Application for future holders of the committee head position.
- 4. 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.
 - c) All Committee Heads will be held to the following expectations.
 - (1) Treat all others with respect; any harassment or bullying will not be tolerated.
 - (2) Personal issues/opinions against others shouldn't get in the way of your work with WiC and its members.
 - (3) Maintain professional attitudes towards professors and companies.
 - (4) Be welcoming to everyone at General Meetings, Committee Meetings, and events
 - (5) If a personal conflict arises during a meeting or event, seek out the Director for assistance or privately resolve the issue in a respectful manner.
 - (6) Be respectful to each other
 - (a) If someone isn't your biggest fan you still need to speak to them with respect
 - (7) Be Professional - race, religion, political beliefs, gender are off limits and should not impact behavior or decisions
- D. Logistics (Paid Student Worker)
 - 1. Logistics serves as the assistant to the Director as well as supporting 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. Optionally meet with Committee Heads individually at the beginning and end of each semester.
5. Maintain WiC calendar, Emma (mailing list), Google Drive and CampusGroups.
6. Maintain membership and track sign-in logs for all events and meetings.
7. Maintain the Constitution and initiate updates as needed.
8. Responsible for the creation of General Meeting slides.
9. Responsible for the creation of the Committee Head Meeting agenda.
10. Responsible for handling disciplinary issues with the Director within Women in Computing.
11. Required to attend all Committee Head meetings and take minutes.
12. Required to attend all General Meetings and present slides.
13. Maintain historical information.
14. Must work a maximum of 15 hours a week, or some other agreed upon hours with approval from the Director.
15. Works with GCCIS Student Advisory Board on collaborative events within the college.

VIII. Membership

- A. All students at Rochester Institute of Technology are eligible for membership in WiC at RIT.
- B. General Membership
 1. General membership is someone who has not obtained active membership but has attended one general meeting or committee meeting. General Members of WiC at RIT are permitted to assist with events for which they volunteer and attend member-only events. Events include anything planned and facilitated by WiC at RIT.
- C. Active Membership
 1. Active membership is obtained by attending at least half of the general meetings and attending at least half of one (1) specific committee meetings per semester. If you are unable to attend any committees' meetings, you must work with a Committee Head, Logistics Head, and Director. Active Members must also attend at least one (1) Social Event and one (1) Volunteer Event or (2) Volunteer Events per semester. It is expected that members actively participate in the committee meetings to obtain active membership. Active Member status is granted per semester with the exception of study abroad, co-op, or a leave of absence. Active Membership is only granted during the Fall and Spring semesters. In these circumstances, these exceptions need to be communicated to a Committee Head, the Logistics Head, and the WiC Director.
 - a) Exception: If a student is unable to attend General Meetings due to a class or other conflict, but meets the criteria for committee attendance, social

events, and volunteering, they can qualify for active membership by communicating this to their committee head, the Logistics Head, or the WiC Director.

- b) Exception: If a student is on co-op and cannot fulfill any commitments for the semester, they must be an active member the semester prior to them going on co-op. This will be at the discretion of the Logistics Head or the WiC Director.
- c) Exception: If a fully online student is seeking active membership, they must make an effort to attend both online general meetings and committee meetings. Both social and volunteer events may be accommodated for at the discretion of the Logistics Head and WiC Director.
- d) Social Event examples include, but are not limited to:
 - (1) WiConnects
 - (2) WiCHacks
 - (3) Holiday Parties
 - (4) Mentorship Event (for WiC Mentees)
- e) Volunteer Event examples include, but are not limited to:
 - (1) Girl Scout Badge Day
 - (2) ROCGirl Hacks
 - (3) After Hours
 - (4) Pre-Orientation
 - (5) WiCHacks
 - (6) ImagineRIT
 - (7) Mentorship Event (only for WiC Mentors)
- f) There will be an active membership recognition event during the Wednesday of the last week of classes of both Fall and Spring

D. Benefits of Membership

- 1. Active Members are eligible to receive:
 - a) Preferential access to WiC sponsorship for conferences through an application process
 - b) Interactions with companies (ex. Affinity Reception) and alumni
 - c) Possible subsidized events
 - d) Eligibility to apply for leadership positions
 - e) Eligibility to present as a panelist
 - f) WiC recognition swag (including but not limited to, WiC jacket, WiC padfolio, WiC blanket, WiC pen set, Graduation Chords)
- 2. WiC Recognition Swag details:
 - a) There will be an active member recognition event at the end of the spring semester. At this event the active members who will meet the following requirements will receive their swag item. If someone is at an odd semester when they graduate, it may be rounded up to the discretion of the Logistics Head and Director.



b) Guidelines for when swag is given out (members will get their swag at the discretion of the Logistics Head and the Director):

- (1) **At least 2nd semester** being an active member: WiC Jacket
- (2) **4th semester** being an active member: WiC Padfolio
- (3) **6th semester** being an active member: WiC Blanket
- (4) **8th semester** being an active member: WiC Pen Set
- (5) **Graduating** as an active member: WiC Chords

E. Removal of Membership

1. Removal of membership, active or general, will be considered if a member is suspected of poorly representing Women in Computing 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, official WiC communication & social media channels, or in WiC attire
 - d) Consistent violations of WiC Space expectations (IV.C)
 - e) Consistently making false commitments without justification
 - f) Slander of the WiC 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 the Logistics Head. When appropriate it will be discussed with the 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.

IX. Committees

A. Allies

1. Allies is responsible for furthering the mission and goals of Women in Computing, for the purpose of affecting positive change and fostering a more inclusive culture at RIT.
2. Organize events related to Inclusion and Diversity
3. Attending relevant talks and meetings to further engage students and promote Allies and WiC as a whole.
4. Work with other organizations on Inclusion and Diversity Initiatives.

B. Events

1. Events is responsible for the planning and organizing of most social and collaborative events. This includes, but not limited to a kick-off, halloween party, bonding events, years of service, holiday dinner, etc.
 - a) Where necessary, events will collaborate with other Committee Heads to coordinate events

2. Planning and setting up for WiC General Meetings
3. Planning and executing internal and external social events
4. Works with PR Committee on flyer creation and advertising through social media
 - a) Event details must be sent to PR Committee 2 weeks before or as soon as made aware
5. Must hold 2-3 social events per month
 - a) Social Event examples include but are not limited to:
 - (1) Tie Dye
 - (2) Yoga
 - (3) Movie Nights
 - (4) WiC NiC
6. Works with Logistics to plan and execute tabling events
 - a) Examples include but are not limited to:
 - (1) Activity fairs
 - (2) Lighting the way
 - (3) First Bytes

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. Girl Scout Events, STEM Open House, ROCgirlHacks, YMCA)
 - (3) 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 should be discussed with the Project Committee Head and the Project Committee in the beginning of the semester.
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 in the WiC Projects for future maintenance and usage.



4. The Project committee is responsible for the use and maintenance of the WiC 3D printer and Pen Plotting Robot. This includes taking requests from Active Members for the use of either.
5. 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 is approved by the WiC Director. Inventory of supplies in the projects cabinet should be checked on a semesterly-basis.
 - c) If the Projects Committee head wishes to have multiple projects at one time, they must 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.
6. 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. Public Relations

1. The Public Relations committee is responsible for the public and private perception and uniform branding of Women in Computing.
2. There will be two Co-Heads who will share the responsibilities
 - a) Update and maintain Social Media Coordination
 - b) Works with all committees to ensure a consistent public message (i.e creation of Posters, Flyers, Brochures)
 - c) Plan and execute annual WiConnects, a networking dinner for faculty/staff/WiC students
 - d) Cultivate relationships with corporate reps at career fairs & affinity reception -- getting to know your campus recruiters
 - e) Plan and execute annual Alumni Connects event
 - f) Manages and updates Alumni Database

F. WiCHacks

1. The WiCHacks committee is responsible for all aspects of the planning and execution of WiC's annual hackathon: WiCHacks.
 - a) The Women in Computing Hackathon (WiCHacks) mission is to enhance opportunities for students who identify as women or gender minorities in the tech industry and all students who support them, regardless of gender or sex.

2. This committee, under the supervision of WiC's Director, will decide on and organize all details concerning the hackathon. WiCHacks will operate with directors within the committee.
3. The WiCHacks Committee Head is responsible for tasks including but not limited to:
 - a) Interacting with company sponsors, mentors, and API workshops, outreach to other universities,
 - b) Planning the budget, schedule, program, advertising, volunteer scheduling and responsibilities
 - c) Working with Major League Hacking
4. Preferably should have participated/volunteered in WiCHacks previously in order to apply to this position.
5. The WiCHacks Committee Head, WiCHacks Directors, and WiCHacks Leads are not allowed to submit any projects for consideration whatsoever at WiCHacks.
 - a) If the Webmaster intends to participate in WiCHacks, the WiCHacks Committee Head and the Webmaster should work together to ensure the Webmaster only has access to information needed to maintain the website.

G. Webmaster

1. The Webmaster is responsible for updating the WiC website (wic.rit.edu & women.rit.edu) and WiCHacks website (wichacks.io).
2. Work closely with committee heads and directors on weekly event updates to the website, as well as adding and changing information provided for events and blogs.
3. Respond to suggestions to update style, function, and issues.
4. Maintain the code and technical aspects of the WiC Membership Tracker
5. Maintaining the WiC Discord
 - a) Includes but is not limited to enforcing discord rules and verifying members

X. Coordinator Programs & Positions

- A. The role of a Coordinator is to assist the Logistics Head in planning and executing events and programs related to building community within the organization.
- B. WiC Coordinators are not required to attend Committee Head meetings unless asked to by the Logistics Head or the Director.
 1. WiC Coordinators may attend a Committee Head meeting if they need support from the WiC Committee Heads
- C. WiC Coordinators must be Active Members as defined in the [Active Membership](#) section.
- D. Graduate Program
 1. The Graduate Program will be run by the Graduate Program Coordinator, which is a leadership position under the Logistics Head.



2. The purpose of the Graduate Program is to build a community among the current, future, and interested graduate students in WiC. We strive to highlight graduate resources, research opportunities, and networking connections across campus.
3. Responsibilities of Graduate Program Coordinator:
 - a) Communicate with WiC Logistics Head and Director
 - b) Plan graduate networking and social events
 - c) Build community with WiC graduate students
4. It is recommended to hold 2 events per semester
 - a) Events may include but are not limited to
 - (1) Graduate Social
 - (2) Hot Cocoa Night

E. Mentorship Program

1. The Mentorship Program will be run by the Mentorship Program Coordinator, which is a leadership position under the Logistics Head.
2. The purpose of the Mentorship Program is to build a community among upperclassmen and underclassmen within WiC. By pairing mentors and mentees among members we strive to promote an inclusive community by helping underclassmen through navigating RIT.
3. Responsibilities of Mentorship Program Coordinator:
 - a) Communicate with WiC Logistics Head and Director
 - b) Manage the application of Mentor & Mentees
 - c) Organize the pairing of Mentor & Mentees
 - d) Plan mentorship events for Mentors & Mentees to bond
 - e) Communicate and send reminders to encourage Mentors & Mentees to bond

F. Fundraising Coordinator

1. The Fundraising Coordinator will oversee and run the fundraising program under the Logistics Head.
2. The purpose of the Fundraising Coordinator is to organize fundraisers to support events that are held for our members.
3. Responsibilities of Fundraising Coordinator:
 - a) Communicate with WiC Logistics Head and Director.
 - b) Organize 1-2 fundraising events per semester.
 - c) Communicate and send reminders when events are coming up.
 - d) Optionally run a swag store for members to purchase exclusive WiC Swag.

XI. Eligibility for Committee Head Position

- A. Applicants must meet all active membership requirements (see Active Membership)
1. Applicants who are active members of the committee they are applying for will have priority over the ones who are not, with the exception of Logistics and Website.

- B. Applicants may run for multiple Committee Head positions, but may only accept and hold one.
- C. Prior leadership and teamwork experience are highly recommended.
- D. Must be in good RIT academic / conduct standing referenced [here](#). This must be upheld throughout the committee head term.
- E. Must have a plan of action for advancing the committee (goals to improve Committee).
- F. Individuals who will be on Co-Op for a semester that they applied for, will be reviewed on a case-by-case basis by the Director and Committee Heads.

XII. Committee Head Selection

A. Terms

- 1. Each position is for one academic year, unless noted on a case-by-case basis at the discretion of the committee heads and director.
- 2. Any qualified active member can apply to be a committee head.
 - a) Those with less than two years of experience as a committee head should be given precedence.
 - b) Committee heads with two or more years of experience in their current role will be encouraged to step down or apply for a different role provided they have the experience to succeed in that role.
- 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 recommended to meet and/or communicate with the Director during the Summer semester.

B. Application

- 1. Announce to all Women in Computing members the call for nominations/applications Week 5 of Spring Semester. Announcement must include a deadline for applications.
 - a) Extensions may be given for each committee on a case-by-case basis.
- 2. Applicants must disclose all information regarding their co-op intentions for the year during this process. Should they receive any update of the information, they should update the Logistics Head and The Director as soon as they know. Precedence will be given to those not going on co-op.
- 3. Applications will close week 8.

C. Selection Process

1. Applications are reviewed by the Director for eligibility to become a Committee Head.
2. Applications will be reviewed by the Committee Heads before voting convenes.
3. Current Committee Heads will convene with the Director Week 9 to formally select candidates via the voting process outlined below.
4. Voting Process:
 - a) Establish ground rules for the discussion.
 - b) For each Committee Head position, a professional discussion will consist of a review of the candidate's application, committee preferences, candidates qualifications and leadership potential. The panel will take committee preferences into high consideration.
 - 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 WiC Director will make the final decision.
 - d) In week 8, the committee heads will agree upon a time to meet for voting in week 9.
 - (1) In the event that not all committee heads can be present for the agreed upon time:
 - (a) The Logistics Head/The Director will create a discussion document for each position and will disburse the document to the appropriate committee heads.
 - (b) The meeting for voting will convene, and additional comments in the meeting will be added to the discussion document by The Logistics Head/The Director.
 - (c) The committee head(s) that cannot be present will review the document and cast their vote after the meeting has taken place.
5. After the selection process has been completed, all applicants will be contacted by the Logistics Head and The Director 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 the selected candidate denies the position, then the next qualified candidate is contacted.

XIII. **Committee Head Resignation**

- A. Anytime a Committee Head feels they can't fulfill their duties, the director must be notified 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 Logistics Head 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. see Amendement G.

XIV. CH Code of Conduct

- A. At the beginning of the semester of their tenure, each Committee Head will sign the **Committee Head Responsibilities Acknowledgement** to acknowledge their responsibilities to the organization.
- B. Committee Heads will be held to a higher standard and are accountable for their actions if they fail to fulfill their duties.
- C. The steps taken should they fail, will be as follows:
 - 1. Phase 1: Letter of Support
 - a) Should the WiC Director receive credible accounts of issues within the committee head and/or their committee a letter of support will be issued to said committee head.
 - b) The goal of this letter is to:
 - (1) Bring attention to the issue(s)
 - (2) Provide a pathway for a successful correction of the issues
 - c) The letter will be presented to the Committee Head in a meeting with the WiC Director
 - d) Should they fail to abide by the Letter of Support, it moves on to Phase 2: Probation
 - 2. Phase 2: Probation
 - a) 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 the director.
 - (1) Mandatory Weekly meeting scheduled in collaboration with the Director
 - (a) Confidentiality will be maintained on a case-by-case basis
 - (b) Scheduled within 1 week of notification of probation
 - (c) For defining a plan of action to avoid further discrepancies
 - b) Probation will be lifted upon completion of plan of action and agreement of CH and Director
 - c) Should they fail to abide by Probation, it moves on to Phase 3: Termination
 - 3. Phase 3: Termination

- a) Should the process get this far, the Committee Head will be notified of their release from duties in a meeting with WiC Director.
- b) The committee head will be stripped of all powers, rights and responsibilities of their position (such as WiC space access and admin privileges).
- c) If a Committee Head is terminated from their role, they are still welcome to be members of the Women in Computing organization
 - (1) Except in extreme circumstances, where they do not abide by membership expectations
- 4. If a terminated Committee Head chooses to apply in a future semester
 - a) They must demonstrate that change has occurred
 - b) The decision will be made on a case-by-base basis, by the discretion of the WiC Director

XV. Policies

- A. Creation of Lead Positions:
 - 1. Lead 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 Head(s) who appointed the lead may re-evaluate any lead appointment at any time.

XVI. Definitions

- A. Ambassador
 - 1. A positive representative of WiC 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 the tie breaker.
- E. Social Event
 - 1. Social events involve any event that is not a volunteer event and that can occur either during or outside a general meeting. This could include events run by the Events Committee or networking events such as WiConnects.
- F. Volunteer Event
 - 1. A volunteer event is defined as any event where a member assists in running the event such as ROCGirlHacks or the Girl Scout Badge Day.
 - 2. If a volunteer cancels their volunteer hours they previously committed to without a week's prior notice before the event, multiple times in a year, they are

prohibited from volunteering until the next academic semester, thus affecting active membership requirements. This will be at the discretion of the Logistics Head, the Committee Head(s) who organized the event, and the Director.

3. Volunteer Sign-up sheets must include a terms and conditions that may include:
 - a) You have verified that you are able to volunteer the hours you put down.
 - b) You have added this event to your calendar.
 - c) You are aware that if you email us within a week of the event saying you have a prior commitment you might not be allowed to volunteer for other events within the academic year.
 - d) Please communicate to the committee head if there is an emergency and you can not make it.

XVII. Amendments

- A. Those who have been active before Fall 2024 will be grandfathered into rounding up for Active Member Swag items. Members after will be held to the minimum requirement to receive their swag items.
- B. For the Spring 2025 term, the Projects Committee will undergo a trial period of committee head in training. Applications will open at the end of the Fall 2024 term and the committee head in training will be voted under normal standards (see Section IX). This amendment is only valid for the Spring 2025 term and will be evaluated before the end of the Fall 2025 term.
- C. For the Spring 2025 term, the Logistics Head will be temporarily divided amongst the remaining committee heads and the director, each handling distinct responsibilities to ensure a smooth execution of operations.
 1. The Director will handle meetings with the Graduate, Mentorship, and Fundraising coordinators for the remainder of the Spring 2025 term, unless otherwise agreed to have a CH mentor the coordinator.
 2. The Director will send out the weekly CH notes and execute the weekly CH meeting.
 3. The Director will maintain and update the constitution.
 4. The Public Relations head(s) will continue the creation and disbursement of the weekly newsletter.
 5. The Events Head will maintain the Google Calendar.
 6. The committee heads will execute the general meetings and weekly slides will be completed by the committee heads.
 - a) General meeting responsibilities will be split amongst the Committee Heads
 7. The committee heads will track active membership and notify members of their status week 7.
 8. Committee Head Selection:



- a) A committee head will announce to all Women in Computing members the call for nominations/applications Week 5 of Spring Semester.
 - b) After the selection process has been completed, all applicants will be contacted by the Director to inform them of the results of the selection process.
 - c) With the two exceptions above, the selection process will proceed as defined in Section IX.
- D. For the 2025-2026 academic year, the Public Relations Committee will undergo a trial period of one committee head. This committee will have all of the responsibilities as PR Committee Head, and the responsibilities will not be split among two Committee Heads. This amendment is only valid for the 2025-2026 academic year and will be evaluated before the end of the academic year.