



**Women in Computing
Rochester Institute of Technology**

Constitution 2022 - 2023



I. Name	4
II. Mission	4
III. Goals	4
IV. WiC Space	5
V. General Meetings	5
VI. Organization Chart	6
VII. Leadership	6
A. Director	6
B. Staff Assistant	6
C. Committee Heads	6
D. Logistics (Paid Student Worker)	8
VIII. Membership	9
B. General Membership	9
C. Active Membership	9
D. Benefits of Membership	10
E. Removal of Membership	10
IX. Committees	11
A. Allies	11
B. Events	11
C. Outreach	11
D. Projects	11
E. Public Relations	12
F. WiCHacks	13
X. Eligibility for Committee Head position	13
XI. Committee Head Selection	14
A. Terms	14
B. Nominations/Application	14
C. Selection Process	14
XII. Committee Head Resignation	15
XIII. CH Code of Conduct	15
XIV. Policies	16
XV. Definitions	17



A. Ambassador	17
B. Good Academic Standing	17
C. Just Cause	17
D. Majority	17
XVI. Amendments	17



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 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.



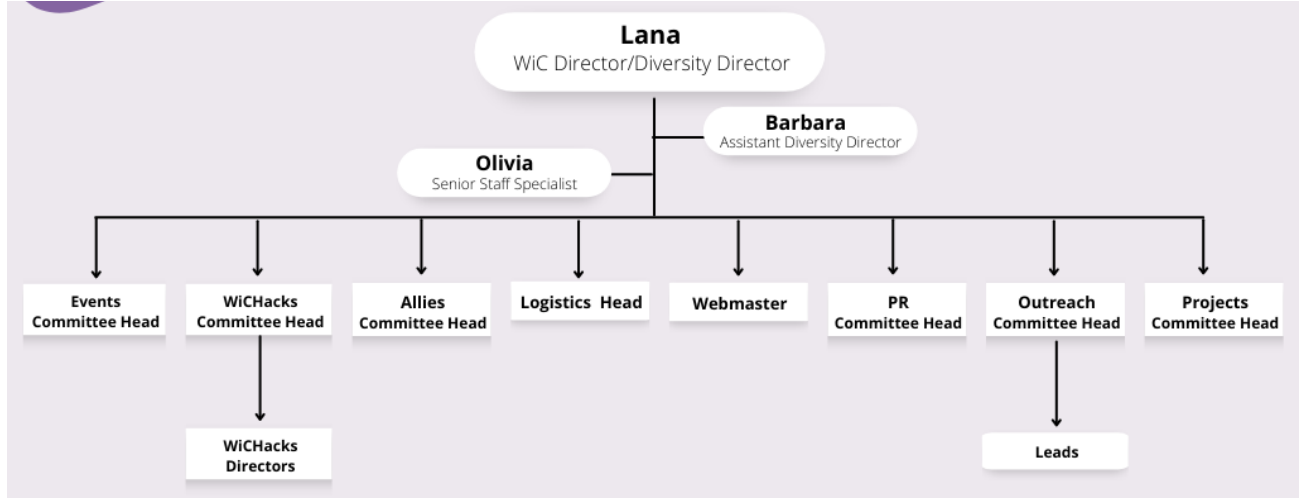
IV. WiC Space

- A. The WiC Space is located in Golisano College of Computing & Information Sciences in room GOL-2350.
- B. The WiC Space open hours are 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. 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. WiC Space open hours will be announced and any changes announced in the WiC Slack. If committee heads cannot attend their hours, they must alert Logistics immediately.
- E. When the Tutor is holding hours, they have the authority to regulate noise level in the Space.
- F. 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. 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.
 5. 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 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. 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 attendance
 - a) Grace Hopper Conference - Oct
 - b) NYCWIC - April
3. Support all WiC initiatives

C. Committee Heads

1. 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 meet 1:1 with the Logistics Head once in the beginning of the semester and end of the semester, to check in and discuss goals.
- 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 semester 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.

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 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.

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.
- 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. Meet with Committee Heads individually at the beginning and end of each semester.
- 5. Maintain WiC calendar, MailChimp, Google Drive and CampusGroups.



6. Maintain membership and track sign-in logs for all events and conferences.
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 possibly present slides.
13. Maintain historical information.
14. Help with Conference coordination.
15. Must work a minimum of ten hours a week, or some other agreed upon hours with approval from the Director .
16. Backup Google Drive.

VIII. 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 1 or more of the semester's General Meetings. 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, as well as making a meaningful 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 or (2) Volunteer Events 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. In these circumstances, these exceptions need to be communicated to a Committee Head, the Logistics Head, or the WiC Director.
 - 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, the Logistics Head, or the WiC Director.
 - b) Social Event examples are including, but not limited to:
 - (1) WiConnects
 - (2) WiCHacks
 - (3) Holiday Parties
 - (4) Pumpkin Picking



- (5) End of Year Celebrations
- c) Volunteer Event examples are including, but not limited to:
 - (1) Girl Scout Badge Day
 - (2) ROCGirl Hacks
 - (3) After Hours
 - (4) Pre-Orientation
 - (5) WiCHacks
- 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 recognition swag (including but not limited to, WiC jacket, WiC padfolio, WiC blanket, WiC pen set, Graduation Chords)
 - f) Eligibility to present as panelist
 - 2. Active Membership will be awarded at the end of each semester.
- 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, official WiC communication & social media channels, 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 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 at RIT”.



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
5. Work on the Allies Initiative backlog
 - a) Backlog can be found on Trello and could be added by other committees

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 executing social events for 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 or as soon as made aware
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, YMCA, Cameron Community Ministries)
 - (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 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 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 is approved by the WiC Director. Inventory of supplies should be checked on a monthly-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.
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. 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
3. Update and maintain Social Media Coordination
4. Works with all committees to ensure a consistent public message (i.e creation of Posters, Flyers, Brochures)
5. Plan and execute annual WiConnects, a networking dinner for faculty/staff/WiC students
6. Cultivate relationships with corporate reps at career fairs & affinity reception -- getting to know your campus recruiters
7. Plan and execute annual Alumni Connects event



F. WiCHacks

1. The WiCHacks committee is responsible for all aspects of the planning and execution of WiC's annual hackathon: WiCHacks.
2. This committee, under ultimate 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, Logistics (budget, schedule, program, advertising, volunteer scheduling and responsibilities)
 - b) Working with Major League Hacking
4. Get permission to showcase projects if requested by other Committee Heads for WiC marketing purposes for the WiC website and at ImagineRIT.
5. Preferably should have participated/volunteered in WiCHacks previously in order to apply to this position.
6. The WiCHacks Committee Head and WiCHacks Directors are not allowed to submit any projects for consideration whatsoever at WiCHacks.

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. Implement changes to websites in an effort to update information faster and easier.
4. Respond to suggestions to update style, function, and issues.

X. Eligibility for Committee Head position

- A. Applicants must meet all active membership requirements (see section V. bullet C.)
 1. The applicant must be an active member of the committee they are applying for, 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 academic / conduct standing.
- E. Must have a plan of action for advancing the committee (goals to improve Committee).
- F. Individuals who secure a Co-Op for a semester, will be reviewed on a case-by-case basis by the Director and Committee Heads.



XI. Committee Head Selection

A. Terms

1. Each position is for one academic year, unless noted by 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 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 preferred to meet and/or communicate with the Director during the Summer semester.

B. Nominations/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. 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.
4. If applications are not filled, the applications will be opened to the general members.
5. 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 as soon as they know. Precedence will be given to those not going on co-op.
6. Applications will close week 8.

C. Selection Process

1. Applications are reviewed by the Director for eligibility to become a Committee Head.
2. Current Committee Heads will convene with the Director Week 9 to formally select candidates via the voting process outlined below.
3. 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.
4. After the selection process has been completed, all applicants will be contacted by the Logistics 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 the selected candidate denies the position, then the next qualified candidate is contacted.

XII. 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.

XIII. 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 Logistics Head and 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 Logistics Head and 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 the Logistics Head and WiC Director
 - b) At this time, swipec to the WiC Space and Google Drive access will be revoked.
 - 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

XIV. 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.



XV. 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 the 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.

XVI. Amendments