

# **Constitution of the Undergraduate Women in Computing at UC San Diego**

## **I. Name**

The name of this organization will be Undergraduate Women in Computing at UC San Diego, but may be referenced informally as Women in Computing, or WIC.

## **II. Statement of Purpose**

WIC is a non-profit student organization committed to fostering a supportive and informative environment for women in computing related fields through technical, professional development, and social events. We also focus on high school outreach programs to bring more young women into the field. Keynote speakers, career fair information, interview preparation, and awareness about relevant CS conferences are few of the opportunities that will be provided for our members.

## **III. Non-Profit**

WIC is a non-profit student organization.

## **IV. Requirements for Membership**

- a. The members should help this club create a collaborative, friendly and stimulating environment to all who wish to enter the field of Computer Science and Engineering.
- b. Membership will not be restricted by gender, race, age, religion or department. Any undergraduate student enrolled at UC San Diego is welcome to be a member.
- c. To be an active member, one must attend at least
  - a. 1 GBM
  - b. 1 Social Event
  - c. 1 Tech Dev event
  - d. 4 events over allevery academic quarter except the summer.

## **V. Meetings**

- a. We will have a General Body Meeting three times a quarter, welcoming all members to discuss future plans, ask for feedback and meet new students.
- b. Officer meetings will be held weekly.

## **VI. Structure and Election of Officers**

- a. The WIC general body shall elect positions early Spring Quarter. Applications for elections will be open mid-winter quarter.
  - o A WIC member must
    - i. attend at least 1 GBM, 1 Social Event, 1 Tech Dev event and 4 events in total every quarter except summer.
    - ii. Volunteer at at least 2 events a year including events during summer

To be eligible to run for board.

- Members will have till the end of winter quarter to satisfy these requirements. The number of events attended/volunteered at in the Spring Quarter will be taken into account during the next academic year.
- a. An officer must attend an entire event that they are organizing on behalf of WIC
- b. The WIC board shall actively engage in networking with the computer science community in the industry as well as academia to encourage their participation in harboring an inspiring environment for women students in computer science.
- c. All officers must attend at least  $\frac{3}{4}$  of all events organized by WIC publicly. An officer must understand that in these events they should act professionally on behalf of the whole organization.
- d. Officers must be registered UCSD students and in good academic standing for the year they are elected.
- e. Only registered UCSD students may vote in elections for officers.
- f. If an officer does not meet the requirements for their position, the Executive Board can replace them (via an interview process) with one WIC member who wants to be involved.
- g. The duration of an officer's elected period ends at the end of the school year. However, once someone is elected, their role begins immediately and they share responsibilities with the previous officer until they become a full-time officer at the end of the school year.
- h. Upon the completion of a term in office, previous officers must be removed from Google Drive, the wic-officers Google Group, wic-I mailman privileges, and any WIC-owned accounts. Upon election to the board, new officers must be given access to Google Drive, the wic-officers Google Group, wic-I mailman privileges, and any WIC-owned accounts. For confidentiality reasons, no other people should have access to these resources besides the WIC Executive Board and WIC faculty advisors.
- i. The Executive Board shall consist of :

**Undergraduate President**

- Sets vision goals for WIC and strives to achieve them throughout the academic year - End of each year and beginning of each year
- Acts as a point of contact for other student organizations, industry, faculty, students, National WIC organizations. The President does not have to be the primary contact, but should be able to jump into any conversation and contribute effectively.
- Develops outlines for all GBMs and executes them.
- Communicates with female engineering faculty/graduate students and invites them to meetings
- Works closely with the IDEA center to develop strategies for

membership retention, activities, and diversity organization wide events

- Attends a variety of engineering school wide events, supports other engineering organizations, and builds a network of leaders
- Being in contact with the other presidents for TESC organizations
- Encourages participation of WIC in TESC events
- Organizes and promotes any conference travel, including the Grace Hopper Celebration and local conferences

#### **Vice President Internal**

- Works closely with the Undergraduate President to ensure that the organization aligns with its vision and goals
- Is the person of contact for WIC or related orgs from other campuses
- Plan and execute events for WIC officers, including the annual banquet and quarterly board retreats
- Represents WIC at the TESC Council Meetings 3 times a quarter and announces WIC events (can be delegated)
- Report all findings from TESC meetings to WIC and update members with upcoming events.
- Plans socials with board members of other organizations
- Takes lead on recruiting new WIC members (tabling, Engineers on the Green, etc)

#### **Vice President Finance**

- Sets and manages the budget for the entire year including specific events
- Looks for different funding opportunities within UCSD
- Maintains the bank account, credit card and department index details
- Creates financial report each month
- Approves and manages the reimbursement procedures of the organization

#### **Vice President External**

- With the President, maintains a strong relationship with existing sponsors, as well as developing relationships with new sponsors
- Organizes events with companies (mixers, tech talks) through company sponsorships
- Works with recruiters to help advertise internships/job opportunities
  - Maintains access to database for companies that have

purchased our sponsorship packet

- Responsible for working with the President to develop and maintain the Sponsorship Packet
- Plans PEI every year with other diversity organizations through the IDEA center
- Gets funding for various events such as outreach, BPC and sponsors for Diversity Conference Scholarships

#### **Secretary:**

- Keeps track of all members, what events each person went to and award points accordingly
  - maintains responses to event sign in sheet, active membership sign up form and mailing list sign up form
- Takes board member attendance at board meetings and events and provides a biweekly update of attendance at board meetings
- Book rooms and venues for WIC hosted events or creates zoom links for virtual events
  - maintains response from track of WIC Event form
- Updates the WIC Google Calendar accordingly
- Updates mailman mailing list in accordance with the mailing list form
- Maintains WIC resume database in accordance with the active membership
  - Removes folks who are no longer active members

#### **Web Development Chair**

- Responsible for updating WIC's website
- Working knowledge of web development technologies including:
  - Front end
  - Back end
  - Design
- Changes the passwords to all WIC accounts quarterly
- Works with the Public Relations Officer to maintain an archive of the newsletter on the website
- Works with VP External to maintain an updated list of sponsors on the website

#### **Public Relations - Publicity Chair**

- Organizes information such as internship, job, scholarship opportunities and WIC events and send the biweekly newsletter
- Works with Marketing Chair to advertise all WIC events including GBMs, tech talks, etc.
- Publicizes to all areas and majors around UCSD, including the

Cognitive Science and ICAM departments, classrooms, and Price Center

- Manage the WIC social media profiles (Facebook, Twitter, Instagram, etc.)

### **Public Relations - Marketing Chair**

- Creates flyers and marketing materials for events.
- Works with the PR Officer to advertise all WIC events including GBMs, tech talks, etc.
- Publicizes to all areas and majors around UCSD, including the Cognitive Science and ICAM departments, classrooms, and Price Center

### **Outreach Chair**

- In charge of the Outreach Committee
- With the Outreach committee, plans the following events:
  - Girl's Day Out: an outreach event targeted at high school students to inform them about the endless opportunities provided by the Computer Science Field
  - Shadow Day
- Hosts events with high schools, other schools, middle schools, etc
- Manages the EDGE program with SWE and the EDGE program committee

### **Technical Development Chair**

- Develop workshops on technical skills such as interview prep and resume writing
- Plan project teams every quarter, which includes but is not limited to:
  - providing a 10 week plan for projects
  - hosting workshops to help with technical skills
  - working with project leads to make sure things run smoothly
- Collaborate with other orgs to plan technical events for our members.
- Plan tech talks with industry or academic professionals on a quarterly basis

### **Beginner's Programming Competition Chair**

- In charge of the Beginner's Programming Competition (BPC) Committee
- With the BPC committee, plans the technical aspect of the Quarterly Beginner's Programming Competition (including

questions, framework, ACMS accounts, etc.)

- In charge of ordering food, balloons, and finding volunteers and reserving the basement labs (can be designated to committee members and the Secretary)
- Plans BPC prep sessions at least once a quarter before the Beginner's Programming Competition to help members prepare for the event.
  - goes over various skills and techniques needed to solve questions in an efficient and effective manner
- Talks to companies and other funding sources to find funding for BPC

### **Social Chair**

- Organizes weekly member socials
- Organizes mentor/mentee socials and board socials at least once a quarter
- Manages the WIC Mentor Mentee program
- In charge of collaborating with other organizations to hold joint socials
- Works on member retention throughout the year
- Facilitates the creation of WIC fams at the beginning of every quarter

### **First Year Committee Chair**

- Organizes weekly meetings with FY committee
- Recruit members for committee in Fall quarter
- Plans 2-3 events per quarter targeted at first years (freshman and transfers)
- Works on transitioning students to college or UCSD

### **Intern**

- Shadows one position each quarter and helps with event planning
- Volunteers for different WIC events to explore which position interests them the most

## **VII. Risk Management**

WIC at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

WIC at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

## **VIII. Amending the Constitution**

- a. The constitution can be amended by a  $\frac{2}{3}$  majority of the WIC officer board during a board meeting.