

Society for Women in Graduate Studies in Chemistry and Biochemistry Constitution

Article I. Name of the organization

The organization shall be called Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego.

Article II. Statement of purpose

Our mission is to foster a community for inspiring the pursuit of gender equality in STEM. We work toward our mission in four areas. First, we raise gender bias awareness and teach prevention of unconscious bias in STEM workplaces. Through professional development we prepare for success through informative career-building events such as seminars and networking opportunities. With outreach we inspire the next generation of scientists, with an emphasis on underrepresented groups. And finally we promote well-being by improving mental and physical wellness through community activities, social gatherings, and individualized mentorship.

Article III. The Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego is a non-profit student organization.

Article IV. Requirements for membership

Anyone interested is eligible for membership, male, female or non-binary in any field, although topics of discussion will be most relevant to women in chemistry. One becomes a member by filling out a short survey, which asks for their name, email, entering year, if they have attended a SWIGS event or meeting, and to answer what the SWIGS Mission means to them personally (found on our website <http://swigs.ucsd.edu>). Members are identified by being on a list, populated by the survey, which is held on a Google Drive folder shared amongst all principal members. There are no dues requirements. All members must be registered UC San Diego students.

Article V. Frequency of the organization meetings

Meetings will be held monthly.

Article VI. Qualifications for holding office and methods of selecting and replacing officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. Permanent positions include president, and vice president. Additional officers are included based on the group's current interests, such as coordinators of outreach events, social events, community organizer, volunteer coordinator, coffee social host, website coordinator, SRS liaison, and professional development coordinator. Elections will be held on an as needed rolling basis in the event that an officer graduates, leaves the program or becomes otherwise unable to serve the organization further, or it is determined that a new position is needed. Positions will be filled via a majority vote of 51% or greater. In the event of a tie, a tie-breaking election will be held for that position and those two tied candidates only. The tie-breaking election may be deemed

unnecessary if the two candidates agree to co-occupy the position, or if one party chooses to withdraw from the election.

Article VII. Risk Management

The Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

The Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

In the event any chemicals or related research equipment is used, those members involved in the activity must have up to date safety training as dictated for the Chemistry & Biochemistry department by Environmental Health & Safety at UC San Diego. Appropriate personal protective equipment (PPE) will be worn by all members and observers associated with the activity and the PPE will be provided by the organization if necessary.

Article VII. Section 1. In case of handling of hazardous chemicals, material, equipment, and/or machinery

The Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, the Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VII. Section 2. In case of interaction with minors and/or the elderly

The Society for Women in Graduate Studies in Chemistry and Biochemistry at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. The Society for Women in Graduate Studies in Chemistry and Biochemistry will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article VIII. Community Advisor

Our Community Advisor will be a female professor from the Department of Chemistry and Biochemistry. She will serve until she opts out.

Article IX. Financial Matters

We will submit budgets to the Chemistry Chair and Chemistry G.S.A. to finance our activities if needed to supplement our stipend from the department and Student Success Center.