**ARTICLE 1. NAME OF STUDENT ORGANIZATION**

The organization shall be called Women in ECE at UC San Diego.

**ARTICLE II. STATEMENT OF PURPOSE**

To build a community among graduate women in Electrical and Computer Engineering to enhance their career opportunities. While this organizations targets women in ECE, we welcome members from all gender identities

**ARTICLE III. NONPROFIT STATEMENT**

Women in ECE at UC San Diego is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

1. All registered graduate students and postdocs at UC San Diego who are interested are eligible for membership.
2. Anyone who attends three or more meetings per school year is identified as a member. Signup sheets at meetings will be used to identify the number of members.
3. There are no dues in the organization.

**ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

Meetings will be held 1-4 times per month. Attendance will be taken for each meeting, and minutes/notes will be maintained.

**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.

We will have 4 officers with the following titles and duties.

President

* Is a member of the executive committee of the WeCe group
* Ensures the execution of WeCe responsibilities and commitments
* Arranges meetings with the department at large
* Jointly sends out emails or newsletter
* Works with the Financial Officer to maintain group budget and to apply for funding

Vice President

* Is a member of the executive committee of the WeCe group
* Finds good topics for the events
* Finds guest speakers for the events
* Fills in for WeCe President when the president is out

Social Director

* Is a member of the executive committee of the WeCe group
* Plans social events for the group
* Helps the vice president to arrange good topics for the events
* Maintains the WeCe Facebook page

Publicity Officer

* Is a member of the executive committee of the WeCe group
* Maintains the WeCe email list
* Jointly with the president sends out emails or newsletter

1. The officers will be selected through an election once per year during Spring quarter. Any member is eligible to nominate herself/himself and vote in the election. Officers assume their positions at the end of the Spring quarter.
2. If an officer steps down in the middle of the year, the executive committee members will collectively choose a replacement.

**ARTICLE VII. RISK MANAGEMENT**

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

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

Possible risks associated with our organization could include food allergies to any snacks provided at our events. To overcome this, we will confirm the ingredients of the food we provide and try to provide alternate options (i.e., vegetarian, fruit). Our organization has no direct work with minors or the elderly; however, we may in the future try to provide outreach activities with local K-12 programs. For this reason, we will include section 1 in the event that it becomes necessary.

**ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

Women in ECE at UC San Diego is aware that all registered student organization that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online, or in person (in person by request only). Women in ECE at UC San Diego 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 VII. Section 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

Women in ECE 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, Women in ECE 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 VIII. COMMUNITY ADVISOR**

The Community Advisor will be a faculty member in the ECE department, who can guide the principal members in deciding which events will be beneficial to members as well as offering mentorship and advice.

**ARTICLE IX. FINANCIAL MANAGEMENT**

The Executive Officer will organize the budget for events and apply for funding through GSA and Jacobs School of Engineering.