

Constitution of the Undergraduate Women in Computing at UCSD

I. Name

The name of this organization will be Undergraduate Women in Computing at UCSD, 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 the Computer Science and Engineering department 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.

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 current WIC Executive Board, with a $\frac{2}{3}$ majority, may select between the following two options for the election of new officers:
 1. The WIC general body shall elect 10 positions mid-Spring Quarter. The Historian position shall be elected during the Fall Quarter of the next school year.
 2. The current Executive Board may conduct interviews for new positions to appoint officers to the 10 positions via an application and interview process. The Historian position shall be appointed during the Fall Quarter of the next school year.
- a. An officer must attend an entire event that she/he is 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 she 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 her position, the Executive Board can replace him/her (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

- Works closely with the Undergraduate President to ensure that the organization aligns with its vision and goals
- Event Coordinator - given an event idea, the Vice President needs to

design the event and make it happen. This means delegating but also making sure she/he knows everything going on with the events.

- Develops the WIC mentor/mentee program
- 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.

Secretary:

- Take minutes at each board meeting in a Google Doc which is shared with the entire board
- Keeps track of all officers and members, what events each person went to and award points accordingly
- Submits all event information to TESC for DECaF points
- Keep track of officers in compliance with academic standing and org standing and have the authority to demote officers
- Book rooms and venues for WIC hosted events
- Updates the WIC Google Calendar accordingly

Treasurer

- Manages budget for the whole year, fundraising, planning, for next year (if there will be an event at the beginning of the year we should secure funding the previous year)
- Maintain the bank and department account details
- Financial report each month
- Manages the reimbursement procedures of the organization

Historian:

- Takes pictures at all WIC events
- Works with the Webmaster to ensure the event pictures get posted on the website and the WIC Facebook page
- Uses a professional camera
- Works with the Webmaster to maintain a history of officers and members and advisors

Webmaster

- Update member email contacts
- Responsible for updating WIC's website
- Responsible for updating WIC's facebook, Twitter page, blog, mailing list
- Working knowledge of HTML, Javascript, PHP, CSS
- Changes the passwords to all WIC accounts quarterly
- Works with the Public Relations Officer to maintain an archive of the

- newsletter on the website
- Preferred to have working Graphic Design knowledge

Public Relations Officer

- Organizes information such as internship, job, scholarship opportunities and WIC events and send those to Webmaster for biweekly newsletter
- Drafts and submits Jacobs E-News weekly announcements for WIC
- Advertises 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
- Works with the Webmaster to manage any of the WIC social media profiles (Facebook, Twitter, etc.)

Professional Development Chair

- Responsible for getting funding for all events (this means talking to the President, figuring out (based on President's estimate) how much we need to what, getting an almost exact breakdown of funds and then requesting funds from the appropriate people (i.e. companies, (AS or department) school, or fundraising))
- With the President, maintains a strong relationship with existing sponsors, as well as developing relationships with new sponsors
- Events with companies (mixers, tech talks)
- Events with professional skills development (resume writing, interview prep)
- Works with recruiters to help advertise internships/job opportunities
- Responsible for working with the President to develop and maintain the Sponsorship Packet
- Update

Outreach Chair

- In charge of the Outreach Committee
- Attend TESC outreach meetings (can be delegated to committee members)
- With the Outreach committee, plans the following events
- Serves as Point of Contact for TESC Outreach events, such as Enspire, Engineers on the Green
 - Girls' Day Out: an outreach event targeted at high school students to inform them about the endless opportunities provided by the Computer Science Field
 - Work with SWE for Envision, to coordinate the tabling and workshops

- Events with high schools, other schools, middle schools, etc
- Events with Girls Scouts

Technical Skills Chair

- Works with the Professional Development Chair to develop workshops on technical skills (e.g. technical interview trainings)
- Develop Projects and appoint project leads (one or two per year)
- Events with companies (mixers, tech talks)
- Events with professional skills development (resume writing, interview prep)

Programming Competition Chair

- In charge of the Programming Competition Committee
- With the Programming Competition 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)

Social Chair

- Organizes quarterly socials, including mentor/mentee socials and board socials
- In charge of collaborating with other organizations to hold joint socials

VII. Risk Management

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

WIC at UCSD 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 2/3 majority of the WIC officer board during a board meeting.