

Constitution of Women In Science at Columbia (WISC)

Ratified/Revised on **June 1, 2005**

Article I. Name of Organization

The name of the organization shall be the Women In Science at Columbia (WISC).

Article II. Purposes

The purpose of this organization shall be:

Section 1. To facilitate networking, mentorship, and interdisciplinary discussion among women in the science departments.

Section 2. **Events and programs designed and executed by WISC members will promote our goals.**

Article III. Membership

Section 1. Any graduate student or post-doc at Columbia University who is invested in promoting the goals of WISC may join. The membership of this organization will at all times contain at least 5 Columbia students and be more than 25% GSAS Columbia students.

Article IV. Officers

Section 1.

1. Chair

A. The chair shall be the official representative of the association in all matters.

B. The chair will preside over monthly general meetings.

C. The chair will maintain the majordomo list wisc@columbia.edu

2. Vice-chair

A. The vice chair shall take over all duties of the president in his/her absence.

B. (S)he is responsible for sending a meeting summary after every general meeting to wisc@columbia.edu

3. Treasurer

A. The treasurer shall be responsible for the finances of the group.

B. The treasurer is required to sign all checks/vouchers of the group.

C. (S)he shall maintain detailed financial records of all the association events

4. **Other officers**

In addition there may be officers with specified functions:

A. Representatives for each department.

- B. Committee and Chair for K-12 outreach will be responsible for Girls' Science Day and similar events.**
- C. Committee and Chair for Undergraduate Mentoring will be responsible for organizing Graduate School Application Advising, REU Application Advising, and similar events.**
- D. Committee and Chair for Graduate Mentoring will be responsible for organizing events such as happy hours, contacting incoming graduate students, or similar.**
- E. Other Committees will be created as needed, determined by general consensus.**

Section 2. Elections

1. Elections of officers shall occur at the **end of the previous academic year (ie: elections in spring for positions beginning in fall of same calendar year).**
2. Any nominated member of this organization is eligible to run for office.
3. Any member is elected if (s)he wins a majority of the voting members.
4. The term of office runs for a **full year** starting in the fall semester.
5. Any member of the Committee can resign by submitting a written letter of resignation to the Committee **or verbal resignation.**

6. A majority of voting members of WISC have to approve the removal of an officer.
7. Removal: Officers may be removed by a two-thirds vote of the members.

Article V. Meetings

1. General Meetings shall be held once a semester, or more frequently as determined by the Chair or other WISC officers.
- 2. Any committee chair can call a meeting.**
3. Committee meetings shall be held once a semester or more frequently as determined by each committee's chair and/or the chair. **All decisions shall be made by a majority vote of all members present.**
4. Quorum for a meeting shall be by one quarter of the members of the organization.

Article VI: Amendments

1. Amendments shall be presented by any member of the organization.
2. Amendments shall be passed by a two-thirds vote of the members present.
3. The text of a proposed amendment shall be submitted to all members of the organization at least one day prior to a meeting.

Article VII: Funding

- 1. Funded events can be organized by any WISC member.**
- 2. Events eligible for funding will be determined by a majority vote of WISC members attending the meeting.**

WISC agrees to abide by the rules and regulations of the Graduate Student Advisory Council (GSAC), and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the GSAC Executive Board to insure that they are in accordance with the aforementioned rules and regulations.