

## **I. Name**

The name of this organization shall be known as Women in Computing at the Rochester Institute of Technology, hereafter referred to as WiC at RIT.

## **II. Mission**

Women in Computing at the Rochester Institute of Technology (WiC at RIT) provides an interdisciplinary networking forum for students, faculty, staff and alumni involved in the field of computing at The Rochester Institute of Technology through professional, leadership, mentorship, and technical development opportunities. WiC at RIT will also encourage the advancement of women in computing through community outreach.

### **A. Goals:**

- To make the field of computing less intimidating to women and allow them to become better integrated within it.
- To break down gender barriers in the field and promote a truly equal and inclusive environment.
- To organize social events to strengthen relationships to encourage those who may feel ostracized within the computing community.
- To encourage young women ages K-12 to explore computing through outreach programs, camps, and mentorship.
- To create opportunities for members to gain and expand their technical knowledge through projects, WiCHacks, tech talks, and conferences.
- To provide a channel for distributing event information from other organizations within the field.
- To accumulate technical news, knowledge, and information for use in encouraging the involvement of women in the field of computing and providing a clearer path to success within it.

## **III. Membership**

All students at Rochester Institute of Technology are eligible for membership in WiC at RIT.

### **A. General Membership**

General Membership for the current semester is obtained after attending one (1) WiC at RIT event. Events include anything planned and facilitated by WiC at RIT. General Members of WiC at RIT are permitted to assist with events for which they volunteer and attend member-only events. General Members are not permitted to vote in elections or apply for leadership positions.

### **B. Active Membership**

Active membership is obtained by making a contribution to at least one (1) committee per semester as defined by the committee head in conjunction with the Director of WiC at RIT. Active Member status expires at the end of a semester with the exception of study abroad, co-op, or a leave of absence.

#### 1. Benefits of Membership

Active Members are eligible to receive:

- Preferential access to conferences through an application process that may include two references, a 500 word essay, and a copy of an unofficial transcript
- Interactions with companies
- Possible subsidized events
- Eligible to apply for leadership position

A list of Active Members will be maintained on the WiC at RIT website.

#### C. Removal of Membership

Removal of membership, active or general, will be considered if a member is suspected of poorly representing “WiC at RIT” in one of the following ways:

- Harassing other members
- Poor standing with RIT in regards to student affairs/conduct
- Disorderly conduct in “WiC at RIT” attire
- RSVPing for three events per semester and not attending without giving just cause
- Slander of the “WiC at RIT” organization

If any of the above violations are brought to the attention of the Director or Committee Head, the member in question will be put up for review by the Director and Committee Heads and a decision about possible suspension/removal of membership will be made.

Suspension periods can be either a semester, a year, or a lifetime ban depending on the seriousness of the violation. This is decided by the Director and Committee Heads. If a member is on suspension, active member privileges will be revoked and they will be unable to attend events hosted by “WiC at RIT”.

### **IV. Leadership**

#### A. Descriptions - Committees

##### 1. Director

- a. Schedule specific time for General Meetings
- b. Schedule specific time for Committee Head Meetings
- c. Attend Committee Head and General Meetings
- d. Send regular emails reminding members of upcoming events

- e. Being responsive to questions in a timely manner
  - f. Act as the liaison with the Dean's Office
    - i. Disseminate the pertinent information to each committee head
  - g. Manage budget
  - h. Schedule companies to attend General Meetings for tech talks, info sessions, and professional development opportunities
  - i. Help find sources of funding from company contacts
2. Part time Staff Assistant - Coordinate conference attendance
- a. Harvard WeCode Conference - Feb
  - b. Grace Hopper Conference - Oct
  - c. NYCWIC - April
  - d. Women's Career Achievement Dinner - April
  - e. Support all WiC initiatives
3. Committee Heads (General)
- a. Meetings
    - i. Announce when each specific committee meetings will be held and have first meeting by end of week 3
    - ii. Attendance
      - 1. Must attend Committee Head meetings and General Meetings
      - 2. Allowed to miss two meetings without just cause
        - a. If a Committee Head cannot attend any meeting they must appoint a committee member to represent them at:
          - i. Committee [own] meetings
          - ii. General Meetings
      - 3. Must wait at least 15 minutes for members to arrive before cancelling a meeting day-of
    - iii. Must meet 1:1 with Director once a week to check in
    - iv. Committee Meetings
      - 1. Responsible for holding at least two committee meetings a month with members
      - 2. Must be one meeting per week for one month prior to a relevant event
    - v. Team leads
      - 1. Committee heads are able to appoint a Lead for any task or activity that is managed by the committee
    - vi. Committee Events
      - 1. Committee Head at their own events must:
        - a. Be present at said event or assign and train an Event Lead

- i. If an Event Lead is appointed this must be communicated to all Committee Heads and the Director
        - ii. The Event Lead should be recorded in the WiC event calendar with the event
  - vii. Alumni Relations
    - 1. Help coordinate events to engage students and alumni such as:
      - a. WiC Table at Presidents Alumni Ball during Brick City Homecoming
      - b. Maintain alumni mailing list
      - c. Collaborate with Director of Alumni Relations
      - d. Keep alumni informed of WiC activities
    - b. Administrative Tasks
      - i. Responsible for tracking goals and deadlines on an agreed tool of their choice that is accessible to the Director.
      - ii. Responsible for at least one hour a week dedicated to WiC action items.
      - iii. Responsible for Carbon Copying (CC) Director in on all WiC at RIT email.
      - iv. Responsible for sending Director committee meeting minutes by the end of the day of the meeting.
      - v. Maintain event and logistics documentation on the shared WiC at RIT resource.
      - vi. Write and/or maintain a guide for future holders of the committee head position.
    - c. Representing WiC
      - i. Be an ambassador for WiC at RIT on campus, in the community, and at related events.
4. Logistics (Paid Student Worker)

Logistics serves as the assistant to the Director as well as the Committee Heads.

Help run, and plan events where needed.

- a. Act as assistant to Director
- b. Correspond with Committee Heads to make sure weekly to-do's are sent and followed-up on.
- c. Maintain WiC calendar
- d. Maintain membership and track sign-in logs for all events and conferences
- e. Responsible for the creation of General Meeting slides
- f. Responsible for the creation of Committee Head Meeting agenda
- g. Required to attend all Committee Head meetings and take minutes
- h. Required to attend all General Meetings and possibly present slides

- i. Maintain historical information
  - j. Help with Conference coordination
  - k. Must work a minimum of ten hours a week
5. Public Relations

PR is responsible for the public and private perception and uniform branding of Women in Computing. This committee will also annually carry out the planning and execution of the networking event, WiConnects.

- a. Update and maintain Social Media Coordination
  - b. Works with all committees to ensure a consistent public message (i.e creation of posters)
  - c. Plan and execute annual WiConnects - Networking dinner for faculty/staff/WiC students
  - d. Cultivate relationships with corporate reps at career fairs--getting to know your campus recruiters
  - e. Responsible for WiC Perception (i.e. Brochure, Newsletter, Blog)
6. Events

Events is responsible for the planning and organizing of all social and collaborative events. This includes, but not limited to a kick-off, halloween party, bonding events, years of service, holiday dinner and etc.

- a. Planning and executing internal and external social events
    - i. works with GCCIS Student Advisory Board on collaborative events within the college
  - b. Works with PR Committee on flyer creation and advertising through social media
    - i. Event details must be sent to PR Committee 3 weeks before event
  - c. Must hold 2-3 social events per month
7. Outreach

Outreach is responsible for the planning and execution of all K - 12 events. This includes, but is not limited to Open Houses and workshops.

- a. There will be two Team Leads who will share the responsibilities
  - i. Plan and execute WiC's involvement in the following events including but not limited to:
    - 1. After Hours, The Accepted Student Overnight Program
    - 2. K-12 activities and visits to campus/area schools (i.e. WE/WiC/STEM Open House)
    - 3. Pre-Orientation
    - 4. College & Careers

5. Open Houses
6. Summer Workshops or camps
7. Shadow visits from prospective students

## 8. Projects

The Project Committee is responsible for encouraging all WiC members to collaborate on projects that target a subject or set of skills within the computing field. The goal of any project, is to be displayed at ImagineRIT upon completion, with credit to project contributors.

- a. Project selection and preference will be determined by the WiC Director and the Project Committee Head.
- b. Project Committee Head responsibilities:
  - i. Recruit industry professionals to serve as mentors and resource professionals to each project within the committee. Industry professionals can be faculty, staff, or individuals employed outside of RIT and WiC.
    1. Mentors are considered to be persons that hold experience within a field related to the project reach. They are involved in project meetings and often participate in the project itself.
    2. Resource professionals are considered to be experienced professionals in a particular topic or may be able to assist in helping with a project topic. Resource professionals are similar to mentors, but are significantly less involved.
  - ii. Maintain a budget and inventory for each project, which approved by the WiC Director. Inventory of supplies should be checked on a monthly-basis
  - iii. Maintain communication with individual project teams:
    1. Assign team leaders for each project
    2. Work with team leaders to decide timelines and deadlines for each project
- c. All projects funded by the Projects Committee are owned by the WiC organization unless explicitly agreed upon in writing before or during the project progress.

## 9. WiCHacks

The WiCHacks committee head is responsible for all aspects of the planning and execution of WiC's annual hackathon: WiCHacks. This committee, under ultimate supervision of WiC's director, will decide on and organize all details concerning the hackathon. WiCHacks will operate with the following roles/sub-committees within the committee: Logistics, Sponsorship, Newbie

Track, Recruitment, PR/Marketing, and Volunteer Coordinator. Furthermore, the “WiCHacks Survival Guide”(located in WiCHacks Google Drive folder) will be referenced by each committee that chooses to run the hackathon.

- a. Responsible for planning and execution of WiC Hackathon, including:
  - i. Company sponsors, mentors, and API workshops, outreach to other universities & high schools, Logistics (budget, schedule, program, advertising, volunteer scheduling and responsibilities)
  - ii. Newbie Track
  - iii. Work with Major League Hacking
- b. Get permission to showcase projects on the WiC website and at ImagineRIT

#### 10. Webmaster

The Webmaster is responsible for updating all three of WiC’s websites (wic.rit.edu, wic-hacks.rit.edu, wic-after-hours.rit.edu)

- a. Work closely with committee heads and director on weekly event updates to websites, as well as adding and changing information provided for our annual events.
- b. Implement changes to websites in an effort to update information faster and easier.
- c. Respond to suggestions to update style, function, and issues.

#### 11. WiC Allies

The Allies Committee focuses on promoting and participating in WiC at RIT events and general meetings, and encouraging more people to attend and participate in WiC at RIT activities and events.

- a. WiC Allies are entitled to attend WiC at RIT events with the exception of corporate-sponsored or other female only events. (WiCHacks & After Hours)
- b. Responsible for changing the perception of WiC, highlighting that WiC is an inclusive group.
- c. Contribute to events through support, advertising, and participation
- d. Specific focus on encouraging peer participation of all students
- e. Answering the question of why it’s important to have WiC and/or women in technology in general
- f. Committee Head responsibilities:
  - i. Agenda creation, and meeting facilitator
  - ii. Delegating notetaking to a scribe

#### B. Eligibility for Committee Head position

1. It is highly recommended that the applicant be an active member of the committee they are applying for

2. Applicants may run for up to two Committee Head positions, but may only accept and hold one
3. Must attend half of all General Meetings with the exception of academics or other extenuating circumstances
4. Prior leadership and teamwork experience are highly recommended
5. Must be in good academic / conduct standing
6. Must have plan of action for advancing committee (goals to improve Committee)
7. An individual may only hold one Committee Head position at a time
8. Self-nominations are accepted
9. Individuals who secure a Co-op for a semester during their term will be required to make a plan with the Director immediately to find a replacement

C. Committee Head Selection

1. Terms
  - a. Each position is for one academic year
  - b. You can be elected as a committee head a maximum of two times
  - c. Transitions start week 10 of Spring semester. This will serve as a transition period for incoming Committee Heads to receive help and advice from the outgoing Committee Heads
  - d. For the remainder of the semester newly elected Committee Heads will shadow current Committee Heads and attend their Committee's meeting
  - e. At the end of the semester the newly elected Committee Head takes full ownership of the rights and responsibilities of the position.
  - f. Planning and setting goals for the upcoming year happen during the summer term.
    - i. New Committee Heads are responsible for meeting with the Director during Summer semester.
2. Nominations/Application
  - a. Announce to all Women in Computing members the call for nominations/applications Week 6 of Spring Semester
  - b. To nominate someone, send an email with the candidate's name and the position they are being nominated for to [director@wic.rit.edu](mailto:director@wic.rit.edu). If you have been nominated you will receive an email within 48 hours. The candidate must accept or decline the nomination via email to [director@wic.rit.edu](mailto:director@wic.rit.edu) within 48 hours.
  - c. Once a candidate accepts a nomination via email to [director@wic.rit.edu](mailto:director@wic.rit.edu), they must complete an application.
  - d. Applications are due before General Meeting of Week 8
3. Selection Process
  - a. Applications are reviewed by Director for eligibility to become a Committee Head
  - b. A panel comprised of the Director, staff assistant, and committee heads will be formed to select candidates to fill positions

- c. After the selection process has been completed, by the end of Week 10, all applicants will be contacted by the Director and current Committee Head to inform them of the results of the selection process.
  - i. If selected candidates accept the position they move into training with the current committee head to prepare for their term.

D. Committee Head Resignation

Anytime a Committee Head feels they can't fulfill the duties, director must be notified in writing within a two week period if possible in order to allow for time to find a replacement. The committee head will be stripped of powers, rights and responsibilities of the position (such as lab access, website, Facebook CH Group).

In the event of a resignation or termination of a committee head, the other committee heads will assume the authority to make any necessary decisions in the absence of that committee head until a WiC member can be appointed to fill the missing position. The WiC member will serve out the remainder of the term (i.e., until the annual selection).

E. Termination

Accountability/Grounds for termination and expectations

- a. Misses two committee head meetings or two committee meetings consecutively without any communication.
- b. After two meetings without communication the WiC Director will notify member of "probation"
- c. Probation is hereby defined as: the CH failed to fulfill the duties of office as outlined above, and is under official reprimand until sanctions are deemed fulfilled by director.
- d. Probation includes:
  - i. Mandatory weekly 1:1 meetings with Director to go over work and plan of action to correct sanctions
  - ii. By week 5 of outlined sanctions, if nothing is done CH under review based on goals and deadlines

F. Policies

- 1. Creation of Sub-Head/Team Lead Positions:
  - a. In the case that a Committee Head will not be available for an event hosted by their committee, they may select a person to serve as a Team Lead for said event. This is an unofficial position that can be used by each individual Committee.

**VI. Definitions**

- A. Ambassador
  - 1. A positive representative of WiC at RIT through your actions, appearance, and words.
- B. Good Academic Standing
  - 1. As defined by RIT's Academic Actions and Recognitions policy.
- C. Just Cause
  - 1. If you encounter a medical, family, or personal emergency, notify a committee head or Director directly with a brief description of why you cannot attend as soon as possible.
- D. Majority
  - 1. Majority is half of all active members plus one or more than 50% of all active members
- E. Allies
  - 1. WiC Allies is a group of RIT community members committed to furthering the mission and goals of Women in Computing, for the purpose of affecting positive change and fostering a more inclusive computing community.

**VII. Amendments**