

CONSTITUTION OF  
**BOWLING GREEN WOMEN IN COMPUTING**  
(BGWIC)

The BGWIC mission is to support the unique needs of female students pursuing a degree in Computer Science by providing professional development, social networking, and community involvement opportunities in a collaborative, empowering environment.

**Article I. NAME OF THE ORGANIZATION**

**Section 1.** The name of this organization shall officially be known as Bowling Green Women in Computing (BGWIC).

**Article II. AFFILIATION**

**Section 1.** BGWIC holds no professional affiliation with an outside organization.

**Section 2.** The affiliation status of BGWIC may be changed at any time pending following the procedures for Constitutional Amendment outlined in Article VIII.

**Article III. PURPOSE, AIMS, AND FUNCTIONS OF THE ORGANIZATION**

**Section 1.** The purpose of BGWIC is to encourage the participation and retention of female computer science majors and minors through campus activities including: meetings, community involvement, and professional development support addressing the unique needs of female students entering the Computer Science field.

**Section 2.** Campus activities include, but are not limited to, participating in events which publicize computer awareness, during which the Computer Science Department requests representation, and others decided upon by the group as defined in Article IX.

**Section 3.** Community involvement includes, but is not limited to, volunteering in a one-time or an ongoing capacity to provide opportunities for students to gain experiential value contributing service to others and forwarding the mission of BGWIC.

**Section 4.** Professional development and support includes, but is not limited to, offering leadership, internship/job-related, and life-balance skills training, bringing in presenters to speak on various Computer-Science related subjects, facilitating site visits to companies, direct/indirect support to

members taking Computer Science classes, and general preparatory activities for successful career transition.

#### **Article IV. MEMBERSHIP REQUIREMENTS**

- Section 1.** BGWIC official membership is intended for female Computer Science majors and minors; however, membership will be open to students regardless of gender.
- Section 2.** Members shall maintain an overall GPA of 2.0 or greater. A GPA of 2.0 or less in Computer Science classes shall not preclude a student from membership.
- Section 3.** Members agree to attend business meetings as much as personal scheduling allows, but there are no constraints on attendance.
- Section 4.** Members agree to participate in at least two BGWIC events/activities in one semester. The definition of an event/activity does not include regularly scheduled monthly meetings.

#### **Article V. OFFICERS**

**Section 1.** The titles and duties of BGWIC officers are as follows:

**(a) President**

- Oversee the fostering and furthering of the BGWIC Mission
- Choose facilitators to preside over meetings
- Preside over meetings as needed
- Represent the organization on campus
- Ensure that the organization is operating in conformity with the standards set forth by Bowling Green State University and the Office of Campus Activities
- Maintain communication with organization advisor(s)

**(b) Vice-President**

- Coordinate organization promotion and publicity of events
- Create subcommittees to complete projects/events as needed
- Schedule meetings/events with appropriate University offices
- Ensure Treasurer and Webmaster/Secretary responsibilities are being appropriately maintained

**(c) Treasurer**

- Maintain accurate record of organization transactions
- Develop organization budget
- Cosign organization checks with Advisor

- Arrange fundraising opportunities for the organization
- Solicit additional funding if needed from Student Government

**(d) Webmaster/Secretary**

- Maintain accurate record of all organization meetings and post for members
- Maintain membership directory
- Correspond when necessary with University administration and other recognized organizations
- Create and maintain up-to-date information on organization website for meetings, events, and all other web-appropriate content
- Coordinate with the CS Department and/or Office of Campus Activities as necessary for website-related activities

**Section 2.** All officers must be members in good standing with BGWIC for at least one semester prior to consideration for office.

**Section 3.** The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative GPA of 2.00 and meet this minimum GPA in the semester immediately prior to the election/appointment, the semester of the election/appointment, and semesters during term of office.
- (b) Be in good standing with the University and enrolled at least half time as defined by the University for each semester of the academic year serving as officer.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section 4.** The quorum for officer elections shall be greater than 2/3 of the present members. If a candidate fails to receive a majority of the votes, a run-off election will be held with the top two candidates who received the most votes. Absentee ballots will only be allowed in extenuating circumstances.

**Section 5.** The President will not vote for officers except in circumstances of breaking a tie. If the President must cast a tie-breaking vote, this is not announced so as to prevent any appearance of favoritism.

**Section 6.** Nominations for officer positions will occur during the business meeting in the month of March. Nominations may be proposed by self or by another member. A nominee may decline a nomination made by another member.

- Section 7.** Elections will be held during the business meeting in the month of April by anonymous paper ballot vote. The current Advisor(s) and President will preside over the making, counting, and archiving for 1 week, of ballots.
- Section 8.** All officers shall serve a year-long term beginning on the first day of the Fall semester and ending on the last day of the Spring semester.
- Section 9.** A transition period of two weeks will be provided during the last two weeks of the Spring semester in order to allow new officers to become familiar with existing documentation, methods, and other BGWIC organizational policies.
- Section 10.** All officers shall comprise the Executive Committee of the organization. The executive Committee shall meet in addition to regular organizational meetings. The Executive Committee shall appoint such committees that are needed to carry out organizational goals.
- Section 11.** Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the changes made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

#### **Article VI. FACULTY STAFF/ADVISOR**

- Section 1.** BGWIC shall have at least one current faculty advisor from the Computer Science Department. Additional advisors, either faculty or persons affiliated with the Bowling Green State University Computer Science Department, may also concurrently perform the duties as listed.
- Section 2.** Advisors shall maintain communication and meet with officer(s) regularly.
- Section 3.** Advisors shall maintain awareness of financial management and provide approval of financial expenditures.
- Section 4.** Advisors shall ensure that the organization is operating in conformity with the standards set forth by Bowling Green State University and the Office of Campus Activities.
- Section 5.** Advisors will not hold voting privileges during routine business, committee business, or special meeting business, including financial decisions.

#### **Article VII. MEETINGS**

- Section 1.** BGWIC shall have a monthly business meeting. If the meeting date falls on a holiday, the meeting date will be moved to another day to accommodate conducting business. The schedule for monthly meetings, including location, dates, and times, will be determined at the beginning of each semester and posted accordingly.
- Section 2.** BGWIC shall have additional monthly meetings and/or gatherings which are Social, Developmental, Volunteer/Service, Fund Raising, or Professional in nature at least once a month, with more as desired.
- Section 3.** The President of BGWIC may call special meetings as necessary at least one week prior to the date of the meeting.
- Section 4.** Meetings shall be facilitated by active members on a rotating chosen volunteer basis. The facilitator shall meet, either in person or by technologically aided-means, with the President to create an appropriate agenda for the upcoming meeting. Training in facilitation methods will be provided to members.
- Section 5.** The meeting agenda and any proposed policy changes will be emailed to the membership at least 1 week prior to the business meeting.
- Section 6.** Meetings shall be conducted in a circular format when possible.
- Section 7.** Each meeting will include time for an opening, where introductions will be made, and a closing, where final comments and suggestions will be made.
- Section 8.** Meetings shall be orderly and participants respectful of others; only one person will speak at any given time.
- Section 9.** Each meeting shall have a facilitator, time-keeper, note-taker, and observer. The time-keeper and observer shall be chosen at the beginning of each meeting by the President or Vice-President. The Secretary will be the note-taker for meetings unless a substitution, by prior arrangement, is made.

**(i) Facilitator**

- Call the meeting to order
- Maintain order throughout the meeting
- Adhere to the set agenda and negotiate for additional non-agenda items as needed
- Aids in bringing forth full participation from all present
- Guides the group in consensus decision-making as much as possible

**(ii) Time-keeper**

- Maintain adherence to prescribed times set in the agenda
- Inform the meeting if time limits have been exceeded and negotiate for extended time or to solve by vote, committee, or other resolution

**(iii) Note-taker**

- Takes notes at business meetings and maintains records of events
- Provides notes to Webmaster to post as appropriate
- Maintains a calendar for the semester

**(iv) Observer**

- Ensures all meeting participants are able to equally contribute
- Observes general atmosphere of meeting to make sure all members are engaged in the meeting process, conflicts are negotiated, and participants are all supported in varying needs
- Aids facilitator in maintaining order

**Article VIII. VOTING**

- Section 1.** Voting for officer positions are outlined in Article V, Sections 4-8.
- Section 2.** All members have the right to propose an amendment to this Constitution. The Constitution and By-Laws may be amended by a  $\frac{3}{4}$ -majority vote of active members. Voting on amendments may only be conducted after a minimum of 1 week notice.
- Section 3.** Policies under consideration shall be announced no less than 1 week prior to voting. The quorum for policy referenda shall be greater than  $\frac{1}{2}$  of the present or active members.

**Article IX. WEBSITE**

- Section 1.** Website administration shall be conducted by the Webmaster/Secretary on at least a monthly bases, keeping business and event listings current.
- Section 2.** The website will be removed if not being updated in the current year as posted on the site.

**Article X. STATEMENT OF NON-DISCRIMINATION**

**Section 1.** BGWIC and members of BGWIC will not discriminate based on race, ethnicity, age, religion, sexual orientation, gender identity, gender, marital status, disability, or status as a U.S. Veteran.

- (a) Discrimination based on these or other unlisted factors are strictly prohibited during all BGWIC or BGWIC-related activities, including the process of member approval.
- (b) Sexual harassment of any form will not be tolerated.
- (c) Any infraction of the above nature will be investigated by a meeting of the president, vice-president, and the advisor(s). If the offender is one of these people, then the matter will be brought to:
  - (i) non-offending and/or additional advisors and/or
  - (ii) non-offending officers and/or
  - (iii) Chair of the Computer Science Department and/or
  - (iv) Dean of the College of Arts and Sciences

in order to make a determination of the appropriate actions to be pursued.

#### **Article XI. STATEMENT OF NON-HAZING**

**Section 1.** This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**Section 2.** Any infraction of this will be handled according to Article X, Section 1, sub-section (c).

#### **Article XII. STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS**

**Section 1.** This organization shall comply with all Bowling Green State University and campus policies and regulations and with all local, state, and federal laws.