

# Graduate Women+ in Science and Engineering Tulane Chapter

## Article I: Name

The name of this society shall be Women+ in Science and Engineering, hereafter referred to as WISE

## Article II: Purpose

The purpose of WISE is to provide networking opportunities, fellowship, and support to women within the fields of science and engineering at Tulane University. This includes disseminating relevant information, facilitating relationships with professionals outside of Tulane University, and enabling WISE members to succeed in science, technology, engineering and mathematics careers.

## Article III: Membership

Membership shall be open to all graduate students (including School of Science and Engineering, Biomedical Sciences, School of Law, and School of Medicine), postdoctoral fellows, and other researchers at Tulane University in science, technology, engineering and math or working on projects related to these fields. Membership is based on request to join directed to the officer chairs. Membership shall not be denied based on gender identity, age, sexuality, or other protected classes. Attendance is also situationally permitted for visiting students, undergraduates, professionals, and other non-members.

## Article IV: Officers

### *Section 1. Titles and Election Procedures*

WISE shall elect from its permanent membership the following positions: Chair (2), Post Doctoral Chair, Officers: Social and Wellness, Service and Mentorship, Career Development. All positions together will form the executive board.

Incumbent officers will first announce their will (or lack thereof) to remain in their current position. At this point, members may nominate themselves or others for each position, to run unopposed or against the incumbent officer. Due to the size of the organization, votes will be cast online through an email poll one week prior to the final meeting of the year. If a position is abdicated during the academic year, a replacement will be nominated as soon as possible and confirmed at the WISE meeting following nomination.

All officers will have the ability to enlist members to form committees and subcommittees as needed. Each Officer should hold events once per semester unless otherwise indicated.

### *Section 2. Officer Duties*

**Chairpersons (2)** – There will be two concurrent WISE Chair positions. These two individuals will be responsible for overseeing the general operations of WISE including communicating with the Tulane community, WISE members, WISE officers and Tulane administration; maintaining calendar and funding requests; and helping with officer-led events. Chairs are also responsible for social media and WISE promotion materials.

**Post Doctoral Chair** – The Post Doctoral Chair is to be occupied at all times by a Tulane University postdoctoral fellow. The post doctoral chair is responsible for communicating

the needs of fellow postdocs to the organization and working with other executive entities to ensure the inclusion and consideration of postdocs in all matters. They may hold postdoc targeted activities, but this is not required.

**Social and Wellness Officer** – The Social and Wellness Officer will focus on building individual capacity for health and reducing barriers to wellness, focusing on being women in the workplace/grad school, resilience and stress reduction in their events. This officer will also facilitate networking and camaraderie within the WISE members. Events should be held at minimum twice per semester, aiming for some level of activity every month. Chairs will cover social media outreach and maintenance.

**Service and Mentorship Officer** – The Service and Mentorship Officer will promote mentorship within Tulane and the greater New Orleans community, facilitate service opportunities to WISE members, and partner with other organizations for workshops. This position will include disseminating volunteer opportunities to WISE members as well as a more involved event once per semester. **The Service and Mentorship Officer will also act as the Treasurer of WiSE and work with the Chairs to organize the annual and monthly budgets.**

**Career Development Officer** - The Career Development Officer will focus on academic "soft skill" development within grad school and informing WISE membership about careers in academia, industry, and government. Event topics may include application and hiring processes, CV's and resumes, public communications, and how to be successful as a graduate student. The officer will also act as a liaison between WISE and outside professionals for networking and career development.

#### Article V: Meetings

Each WISE officer shall hold an event no less than once per semester. The officers are responsible for determining the meeting time and location of the meeting.

#### Article VI: Voting

Voting will be held once each year online after the last event of the year. Any member can run for any position. Simple majority vote for any position will be sufficient to win.

#### Article VII: Amendment and Revision

Any amendments or revisions of this constitution must be submitted in writing and approved by a simple majority at a WISE meeting. Members that cannot attend the meeting may send comments, objections, and/or votes in advance via email.