

Constitution of the Oxford Women in Computer Science Society (OxWoCS)

Description and Aims

The Oxford Women in Computer Science Society (OxWoCS) is a society within the Department of Computer Science, University of Oxford, that aims to support and promote women in computer science. The Society exists for all women in computer science, be they students, faculty, or staff. The Society provides networking opportunities and a support network comprising role models, mentors, and peers. OxWoCS exists to help enhance the quality of life for all members of the Department. We will encourage the participation of all members of the Department in the Society.

Events

In an effort to fulfil the Aims, the Society shall organise the following events.

- **Coffee Meetings:** Held in general once a week during term time and vacation. They will offer an opportunity for members of the Department to socialise on a regular basis. Refreshments will be provided.
- **Welcome Event:** Held once a year towards the beginning of Michaelmas term. This is an opportunity to welcome new members, introduce them to our activities, and increase the visibility of the Society.
- **Distinguished Speaker Seminar Series:** Talks by distinguished speakers from academia or industry who -- through talking about their career paths and experiences -- could become role models and inspirations to attendees. After each talk, there will be an opportunity to network. We aim to organise two talks per term.
- Any other events that the Committee selects to run.

Committee Structure

1. **President:** Chairs General Meetings, and acts as the Committee's representative on other Departmental and Divisional committees (where applicable). Acts as the main contact person for the Society.

2. **Vice President:** Chairs General Meetings in the absence of the President and acts as the Committee's representative on other Departmental and Divisional committees (where applicable).
3. **Secretary:** Responsible for the day-to-day running of the Society, including preparing agendas and taking minutes of General Meetings.
4. **Treasurer:** Responsible for budget management.
5. **Departmental Liaison:** Typically a more senior member of the Society, to act as point of contact between the Department and the Society (in addition to the role that the President plays within the formal structure of the Department).
6. **Events Coordinators:** The main organisers of the Society's events. There may be separate Coordinators for each of the regular events the Society organises.
7. **Outreach Officer:** Responsible for initiating and managing outreach activities of the Society, such as mentorship programmes and events focused on informing and motivating young women to pursue careers in computer science.
8. **Website Administrator:** Manages the Society's website.
9. **Social Media Coordinator:** Handles the social media presence of the Society.
10. **Undergraduate Representative(s):** Represents the interests of undergraduate students in the Society.
11. **Graduate Representative(s):** Represents the interests of graduate students in the Society. Subject to interest, there may be separate representatives for Masters and DPhil students.
12. **Senior Member:** A senior member of the Department who supports the running of the Society. The Senior Member is not elected by the Society but invited by the Committee.

The roles of President, Secretary, and Treasurer must be held by three separate people. Other Committee roles may be combined as required.

Meetings and Elections

General Meetings of the Society shall be held in Trinity term each year and must be announced at least one week in advance. Extraordinary General Meetings can be called by the Committee in addition to these. The purpose of General Meetings and Extraordinary General Meetings is to report on the activities of the Committee, gather feedback from the Society, and allow a forum for the proposal of future events by members of the Department.

General Meetings and Extraordinary General Meetings are also the place where changes to the Constitution can be proposed. Changes to the Constitution can be proposed by any member of the Department and are voted on by the Committee. A two thirds majority is required for any changes to the Constitution to be made.

At the General Meeting, the Committee for the subsequent year will be elected. Any member of the Department attending the General Meeting is eligible to vote. Any member of the Department may stand for election by submitting a manifesto and a seconder to the Secretary at least 48 hours before the General Meeting. A simple majority of votes is required to be elected. The President, Secretary, and Treasurer must be elected this way. Other Committee members can also be co-opted by the Committee at any point. If the President, Secretary, or Treasurer withdraw during their term of office, that triggers a by-election to be held at a General Meeting or Extraordinary General Meeting within one month. All Committee elections are subject to the official approval of the Senior Member or the Head of Department.

The usual term of office for a member of the Committee is one year starting on the 1st of August of the year of election. If a Committee member wishes to withdraw from office before their term is up, they shall inform the Committee of this either by an email to the Committee list or in person at a Committee Meeting or General Meeting or Extraordinary General Meeting.

Any motion to dismiss a Committee member must be announced at least a week before a Committee Meeting or General Meeting or Extraordinary General Meeting, and the Committee shall make any reasonable effort to ensure that the person concerned is informed of the proposed motion and can attend the meeting. Such a motion shall pass if it has the votes of two-thirds of the Committee members present at the meeting in favour which must include at least two of the core Committee members (i.e., the President, Secretary, and Treasurer), or three-quarters of the members who are present at the meeting. If the President, Secretary, or Treasurer is dismissed, this triggers a by-election as above.