

# **WILLIAMS COLLEGE STUDENT ORGANIZATION CONSTITUTION**

## **WILLIAMS UNDERGRADUATE RESEARCH JOURNAL**

### **PREAMBLE**

We, the members of the Williams Undergraduate Research Journal, established to provide an accessible platform for Williams students to publish their research, do ordain and establish this constitution and subscribe to the regulations and policies of Williams College.

In establishing this constitution, we understand that WURJ must abide by the Williams College Student Government and Registered Student Organization Relationship Statement and that registration with and recognition by Williams College should not be considered as the College's endorsement of the purposes or beliefs of the student organization or its members.

### **ARTICLE I - Name**

The organization will be known in full as the "Williams Undergraduate Research Journal" and by the acronym "WURJ" for registration and recognition purposes by Williams College.

### **ARTICLE II - PURPOSE**

The primary purpose of WURJ is to provide an accessible publishing platform for Williams students' thesis/honors papers and independent research projects. An additional purpose of our group is to introduce students to the peer review process in preparation for graduate school, academia, or research oriented careers. Additionally the organization will, by virtue of its status as a solely undergraduate journal, facilitate connections between undergraduate students and faculty at other institutions with whom the organization seeks to build an enduring research network. Finally, it is also the purpose of this organization to abide by the Code of Student Conduct and to uphold the educational mission of Williams College.

### **ARTICLE III - AFFILIATION**

WURJ is affiliated with the International Collegiate Journal of Science (ICJS), an online platform that seeks to unify local undergraduate science research journals by editing and circulating students' work on a centralized forum. As a partner journal, WURJ will engage with the ICJS peer review system for its STEM research components.

### **ARTICLE IV - MEMBERSHIP**

Any and all Williams students are welcome to join WURJ as members at large and to submit one-time articles, and all members are welcome to apply for positions as staff editors, designers, or any other core position created by the Executive Board. In a given year, there will likely be 10-15 core members and 10-20 submission-based members. All core positions will be assigned by the President and Editor in Chief. Members may withdraw from the organization at any time and only active members may vote or hold office.

The Williams Undergraduate Research Journal agrees not to discriminate on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Any member of the College community who on any of these grounds feels discriminated against by another member of the community should take action and reach out to the Office of Campus Life, Dean's Office, Davis Center, or Office for Institutional Diversity, Equity, Inclusion, and Advancement.

## **ARTICLE V - OFFICERS/ELECTIONS**

WURJ leadership consists of two boards working in tandem, the Executive Board, managed by the President(s), responsible for logistical needs of the club, and the Editorial Board, managed by the Editor in Chief, responsible for editing articles and creating the print edition of the journal.

The following roles constitute the Executive Board of WURJ:

- President(s) - manage(s) all logistical needs of printing the journal, maintaining the website, and running the club, act(s) as organizational contact(s), chief officer(s) of the Executive Board
- Editor in Chief - manages all editing of articles and design work needed for the print edition of the journal
- Finance Officer - oversees the finances of the club, directly reports to the President, acts as financial contact
- Secretary / Communications Director - schedules meetings, takes notes, sends informational emails to the club, directly reports to the President
- Outreach Coordinator - oversees faculty advisory board, plans full club events, conducts outreach to other RSOs, directly reports to the President
- Webmaster - maintains and updates the website, directly reports to the President

The Editorial Board, composed of all editors and graphic designers involved with WURJ, has the following leadership structure:

- Editor in Chief - manages all editing of articles and design work needed for the print edition of the journal, chief officer of the Editorial Board
- Managing Editor of Humanities - manages all editing of humanities articles (Div I subjects), directly reports to Editor in Chief
- Managing Editor of Social Sciences - manages all editing of social science articles (Div II subjects), directly reports to Editor in Chief
- Managing Editor of Natural Sciences and Mathematics - manages all editing of science and math articles (Div III subjects), directly reports to Editor in Chief
- Managing Editor of Design - manages all design elements of the print edition of the journal, works with Webmaster and Executive Board to ensure cohesive design across platforms.

Both officers of the Executive Board (including the President, Finance Officer, Secretary / Communications Director, Outreach Coordinator, Webmaster, and any other position the President sees fit to create) and officers of the Editorial Board (including the Editor in Chief and Managing Editors) will be selected by majority vote of the previous year's Executive Board at the conclusion of their term. Officers serve two-semester terms each academic year, and will be replaced at the end of each academic year (in May). In case of an unforeseen vacancy on the Executive Board, the president will occupy the vacated role until a suitable replacement has been found. In case of an unforeseen vacancy on the Editorial Board, the Editor in Chief will occupy the vacated role until a suitable replacement has been found. Officers and Managing Editors will be removed on the basis of violation of school policy, misconduct, by consensus of the President and Editor in Chief, or by a majority vote of the Executive Board. Upon vacancy, they will be replaced by consensus between the President and Editor in Chief. In the event the President and Editor in Chief cannot agree, replacements will be determined by a majority vote of the Executive Board. In the event a vote of the Executive Board ends in a tie, the President's vote will be counted twice.

## **ARTICLE VI - ADVISOR**

The advisor will be selected by consensus of the President and Editor in Chief, or by majority vote of the Executive Board if a consensus cannot be reached. The advisor will be informed of full club events, finished drafts of the journal, and leadership changes by the Secretary / Communications Director.

This organization must select and secure an advisor from the active faculty or staff of Williams College and will register their name with Campus Life annually. The advisor will be informed of all meetings and activities of the organization

and may call a special meeting of the organization to discuss concerns. The advisor may also be asked to be present at meetings/events and may need to approve events put forth by the club.

## **ARTICLE VII - MEETINGS**

The WURJ Executive Board will meet every week (to be scheduled by the Secretary / Communications Director). Any and all active members of WURJ are welcome to sit in on Executive Board meetings. The WURJ Editorial Board will meet in full a minimum of once a month (scheduled by the Secretary / Communications Director), with additional meetings to be called at the Editor in Chief's discretion. There will also be a new member's meeting at the beginning of the academic year and a writer / editor dinner at the end of the academic year.

## **ARTICLE VIII - CONSTITUTIONAL AMENDMENTS**

Any active member of WURJ may propose an amendment to this constitution at any time during the semester. Amendments will be proposed to the President, who will bring the proposed amendment to the club membership at an Executive Board meeting, to be followed up by an email notification. All active members of the organization may vote on the amendment, which will pass with a two-thirds majority vote. All amendments, additions, or deletions must be approved and filed with the Office of Campus Life.

## **ARTICLE IX - FUNDING**

This student group agrees to abide by all funding [bylaws](#) set forth by the FAST. This includes the [process](#) for applying for funding and the possible uses for FAST funds by student organizations. A finance officer/treasurer will be responsible for budgeting the student organization's funds in accordance with FAST Funding bylaws. The finance officer (and organization as a whole) is responsible for all activities involving funding.

In approving this constitution, this student group also acknowledges that it may fundraise of its own accord, but alumni solicitation must be coordinated through the Development Office.

## **ARTICLE X - DISSOLUTION**

Dissolution will require a unanimous vote by both the Executive and Editorial Boards, followed by a two-thirds majority vote by all active members of WURJ. Any money that WURJ has acquired prior to dissolution will be donated back to the sector from which it came.

## **APPROVAL**

Date Approved by the RSO Recognition Committee \_\_\_\_\_