

EmpowerSci Detroit Student Organization.

Preamble

Mission: EmpowerSci Detroit is a graduate student organization that aims to enhance STEM engagement in Detroit Public High Schools by providing hands-on learning experiences and an after-school program. Our mission is to facilitate interactive lab sessions and lectures that complement the science curriculum. In our after-school program, we strive to bridge the gap between in-school and out-of-school learning by providing students with the opportunity to build their scientific skills and knowledge with the support of scientific mentors.

Our goal is to provide graduate students with more teaching opportunities and to increase youth engagement in science. We achieve this by allowing students to participate in science in ways they may have never done previously. We strive for students to develop a better understanding of science and a greater appreciation for the types of questions science can answer. In doing so, students will be able to walk away from our program as better citizens, better voters, better caretakers, etc. by having a greater understanding of science and the impact it has on our lives.

The name of this organization should be known as Wayne State University EmpowerSci Detroit

Section 1: Mission Statement and Goal

Short term goals:

Develop relationships with high schools in the local area.

This short-term goal will be accomplished during the summer 2024 semester. We plan to reach out to more high school teachers to establish a connection and correspondence.

Increase graduate student engagement.

We will be recruiting graduate students from the Wayne State Graduate School throughout the Summer 2024 semester.

Long term goals:

Develop a graduate student science fair

We plan to initiate a science fair hosted by graduate students in which we will invite high schools to attend and listen to research talks. We hope to work with SciPol Detroit to bolster this existing program.

Biomed Discovery Day

With the help of volunteers in EmpowerSci Detroit, we plan on assisting the existing FutureDocs program. We also plan to have our own tent at this event to showcase EmpowerSci Detroit and what we have to offer.

After school program

A long-term goal of EmpowerSci Detroit is to develop an after school program at high schools we have already established a relationship with. We would provide 2-3 volunteers after school hours at said high school to assist in homework, lessons, exam studying, etc. We would also provide students with food and a relaxed working environment.

Field trip

EmpowerSci Detroit would like to show high school students what Wayne State University has to offer. As Wayne State University is a R1 University, the students will be able to observe what it is like as a research scientist for a day.

Speakers

EmpowerSci Detroit is currently recruiting faculty to provide a talk to high school students. This will provide students with more in-depth knowledge on what a career in science is like, while also having the opportunity to network and make new connections with current faculty at Wayne State University. We plan to provide a wide range of speakers, to further engage students in an aspect of science they might enjoy.

Statement of intent:

We will achieve these objectives by reaching out to science teachers within the Detroit Public School Systems, promoting our program, and tailoring our support to meet the unique needs of students in each school. We will also establish yearly meetings with the science curriculum director within the district to help us curate our lesson plans to complement the existing curriculum.

Financial responsibilities for EmpowerSci Detroit will be handled by the Executive Treasurer.

Section 2: Funds

The Treasurer will receive donations, money from fundraising events, funds from the alumni association (?) and funds from the Graduate Student Senate that will go to the EmpowerSci Detroit funds. The previous year's budget will be maintained into the following year.

The Executive Treasurer must fill out an Event Funding Request Form to the Graduate Student Senate. If approved, the Executive Board should prepare a 5-minute presentation to the senate about the need for funding.

Section 3: Banking

The EmpowerSci Detroit should have the Executive President and Executive Treasurer named as account holders.

Section 4: Budget*

In-class lessons and activities

EmpowerSci Detroit estimates that over a 9-month period for one school, \$1,200 is needed in order to effectively run and complete lesson plans and hands-on experiments. This cost would fulfill all needs for materials such as plastic bags, petri dishes, cotton swabs, reagents, etc. If any available funds remain at the end of the 9-month period, this will be allocated into the after school program or travel (field trips).

After School program

We would like to provide students with food and snacks.** We will perform these activities in the school once our in-school program has been established. We will hold after school sessions once a month (after the activities???) after the high school day commences. We expect the cost to be \$450-500. During these after school sessions, we anticipate providing students with additional opportunities to run experiments, teach experiments to the graduate students, inviting speakers, and holding study sessions.

**Per DPS, when holding students for an afterschool program it is not required, but it is highly recommended we provide snacks/foods as a way to incentivize students to stay and because these students may not know when/where they will receive their next meals.*

Travel

We expect that travel costs to one high school during the 9-month period will be \$50. This estimate includes the distance graduate students will have to travel and current gas prices, for all 9 times traveled.

Total expenses projected for the calendar year is \$2,550.

*****If EmpowerSci Detroit decides to work with additional schools, the budget will need to be re-evaluated. See “Addition of a new school to EmpowerSci Detroit” section for more details.***

Section 3: Membership

Executive board: The executive board will be elected by all members of the organization.

If the outgoing executive board or school leaders do not believe that the elected person is fit for a position, they must call an emergency meeting with the faculty advisor. In which case, the faculty advisor will then decide to either accept the elected individual, or appoint a new person.

3.1 President: The president shall be the chief executive officer and is required to have at least one academic year of experience as a member of EmpowerSci Detroit. The duties and responsibilities of the president include, but are not limited to:

3.1.1 The president does not have to be a current school leader during their term; however, they must, at a minimum, serve as a volunteer in at least 1 school.

3.1.2 The president is an elected, non-voting member of the board.

3.1.3 There shall be no more than two presidents.

3.1.4 Representing EmpowerSci Detroit at official functions and serving as the primary student liaison to the Administration.

3.1.5 Coordination of duties, and triage of issues.

3.1.6 Presiding over EmpowerSci Detroit members and Executive Board meetings and calling emergency meetings if deemed necessary by provisions of x, including timely preparation of an agenda.

3.1.7 Plan experiments with the vice president, coordinate with schools, and coordinate with school leaders in facilitating and planning experiments.

3.1.8 Obtain funding, a faculty advisor, and update the graduate student senate (GSS) yearly to maintain active status.

3.1.9 signing a new Faculty Advisor Agreement Form annually and submitting to the Executive Senate.

3.2 Vice president(s): This role *MUST* be filled by a school leader. The duties and responsibilities of the Vice President include, but are not limited to:

3.2.1 This role can be filled by no more than two people.

3.2.2 Administering the duties of the President in case of their absence.

3.2.3 Administering the duties of the Treasurer in case of their absence and provide the treasurer with a record of finances after the meeting.

3.2.4 They will work to facilitate meetings and check-in's with the school leaders.

During which, they will be responsible for distributing lesson plans to school leaders and teaching the lessons to the leaders beforehand.

3.2.5 Responsible for updating GSS yearly to maintain active status alongside the president.

3.2.6 The vice president is responsible for meeting with administration of DPS or WSU alongside the president.

3.2.7 Work with school leaders to assign volunteers. Each school should obtain approximately 6 volunteers.

3.2.8 Arrange a meeting space and time, record attendance, and mediate elections.

3.3 Treasurer: Duties and responsibilities of the treasurer include, but are not limited to:

This role should be filled by a school leader, but can be filled by a volunteer. This position is an elected voting member of the board.

3.3.1 Maintain funding and purchase proper supplies.

3.3.2 Plan and facilitate fundraisers twice a year to raise money for the cost of the organization.

3.3.3 Maintain signing authority on all related accounts.

3.3.4 File a financial report with the IRS on behalf of EmpowerSci Detroit (Form 990 or 990EZ) and maintain 501(c)(3) non-profit organization status with the IRS.

3.3.5 Maintain detailed record-keeping of experimental procedures and ensure each school leader has the appropriate amount of supplies, and maintain the proper storage of them.

3.4 Faculty advisor: The faculty advisor *MUST* be a Wayne State School of Medicine faculty member. The faculty advisor will be chosen by the initial EmpowerSci Detroit president. The role of the faculty advisor include, but is not limited to:

3.4.1 The faculty advisor is to meet with the executive board members annually where the board will provide them with a progress report.

3.4.2 In the event that a meeting is scheduled with DPS administration or leadership, the faculty advisor must be present* at this meeting.

3.4.3 If there are concerns or complaints** regarding the executive board members, they shall be directed to the faculty advisor.

3.4.4 This position will NOT be re-chosen, unless the executive board holds a vote at the beginning of the semester meeting to remove the current advisor. They must obtain $\frac{2}{3}$ vote in favor of removing the advisor.

**If the advisor cannot physically be present at this meeting, they must be cc'd on the emails.*

Following the meeting, the executive committee then must hold a meeting with the advisor and debrief them. IF this is a meeting about misconduct, the faculty advisor MUST be present.

***If there are concerns or complaints regarding misconduct, these shall be directed to the appropriate office at WSU.*

This position will be filled by Dr. Howard Crawford. In the event that Dr. Crawford can no longer fulfill this position, the president must obtain a new advisor.

3.5 School leaders: the role of the school leaders include, but are not limited to:

3.5.1 Obtaining the appropriate amount of volunteers for each experiment and running experiments at each school.

3.5.2 Report and present updates to the whole executive board three times a year- before the school year, before the high school winter semester begins, and a check-in at the school leaders choosing with schedule confirmation with the executive board.

3.5.3 Report to the Vice President regularly.

3.5.4 Distribution of lesson plans to the volunteers. They should plan to meet (either via zoom or in person) at a minimum 24 hours before going into the schools.

3.5.5 They should be prepared to teach the lesson to the students and demo any experiments to the students. School leaders should plan in *advance* if an experiment is deemed “cooking show style” (see section 5)

In the case of any issues, concerns, or emergencies, school leaders should report to the VP or president immediately. If there are any concerns for safety, school leaders should call WSU police and then report to the executive board.

3.6 Volunteer: the role of the volunteers include, but are not limited to:

3.6.1 Aid in running the experiments in the classroom.

3.6.2 Report to school leaders.

3.6.3 Aid in after-school programs.

3.6.4 Aid in events planned by EmpowerSci Detroit

Section 4: Membership Requirements

4.1 Any person officially matriculated at WSUSOM/WSUGS who is in good academic standing as a graduate student with the University is entitled to membership in the Senate by election of their peers under the provisions in the bylaws.

4.2 Selection of volunteers

4.2.1 A brief interview will be held by two executive board members.

4.2.2 Volunteers will then be contacted by the vice president.

4.3 Selection of school leaders

4.3.1 If there will be a vacancy in the next academic semester, current volunteer members will have the opportunity to request to be a school leader. The executive board will appoint a volunteer interested to fill the vacancy. If no volunteers are willing, the executive board will appoint 1 or 2 volunteers to serve as interim school leaders until a permanent option is found.

4.3.2 Selection of school leaders will be chosen by the executive board. To qualify for this position, one must be in good academic standing as defined by the Graduate School.

4.4 Voting

4.4.1 At The first meeting of the academic year, members interested in fulfilling an executive or school leader role must be present to express intent to the current previous executive members.

4.4.2 At the second meeting, an election process will take place where interested members will prepare a 5 minute speech as to why they want to be on the executive board, what they plan to accomplish during their time serving, and then will receive questions from the members. At the end of this meeting, an anonymous vote will take place and a new executive board will be decided.

4.4.3 Volunteers, school leaders, and executive board members, with exception to the president, are voting members of the organization.

4.4.3 All votes will be counted as yes, no, or abstain and the result will be calculated excluding the vote of those who abstain.

4.4.4 Quorum is required for any vote to proceed.

4.4.5 current executive board members can run multiple times as long as they meet membership requirements.

Section 5: Attendance, Quorum, and Meetings

5.1 EmpowerSci Detroit Classroom Attendance:

5.1.1 School leaders are required to organize a meeting to go over lesson plans at a minimum of 24 hours ahead of the school day.

5.1.2 School leaders must determine how they would like to proceed with the lesson plan. This may require School leaders to have “cooking show style” and have the experiment/activity done prior to school day. They must reach out to the VP for assistance if required, and the VP should be notified a week prior if the school leader requires assistance for pre-setup.

5.1.3 Attendance for in school days will be taken by the school leader and reported to the VP.

5.1.4 Volunteers and school leaders must notify the VP at least 48 hours in advance if they are to be absent.

5.1.5 Volunteers and school leaders may miss a maximum of 4 sessions in the classroom per academic year.

5.1.6 Should one exceed the number of allowed absences for a given academic year, they will be notified by the VP.

5.1.7 Any member planning an extended absence, must notify the Executive VP.

5.2 Termination of Membership

5.2.1 Excessive absences and failure to attend meetings.

5.2.2 Lack of professionalism in classrooms.

5.2.3 Any displacements based on race, age, gender will lead to immediate termination.

5.2.4 Any non-professional remarks on students and/or teachers will lead to termination.

5.2.5 Any misconduct according to Wayne State University Student Code of Conduct (see code of conduct section). Based on President's and board discretion.

5.2.6 You are notified of termination by the vice president.

5.3 Reinstatement

5.3.1 Should the member wish to be reinstated, they will have 48 hours to respond with a written formal appeal to the Executive Board.

5.3.2 To be reinstated, the removed member must present an appeal either in person or through online communication to the Senate at the subsequent meeting.

5.3.3 The member will be reinstated at the discretion of voting members by obtaining 2/3 majority vote.

5.3.4 If a reinstated member misses any additional meetings within the same semester, the reinstatement process will be repeated.

5.3.5 Persons removed from membership in EmpowerSci Detroit forfeit their right to

claim their position in their official record and are ineligible to run for any executive board position whose term would occur within that segment.

5.3.6 Should a member be removed from the School of Medicine and/or are currently undergoing the appeals process to be reinstated to the University, their position will be immediately terminated for the duration of the current term. If reinstated to the SOM, the student is eligible to re-join in the next coming semester.

5.3.7 In the event that a member of the Executive Senate is removed from their executive position, the following process of succession will ensue:

- a. Vice President → President
- b. For all other positions of the Executive board, an ad hoc election will take place to fill the position from the greater SOM student body and will be run per existing policy.

5.4 Impeachment: Any member who fails to comply with requirements of the position or is charged with misconduct, as per the Wayne State University Student Code of Conduct, can be removed by a 3/4 majority vote. The formal presentation of such charges with the intent to impeach shall be made at a regular meeting of EmpowerSci Detroit. The person(s) subject to impeachment must either be present at the aforementioned regular meeting or be notified by email of the charges pending against them. Notification of these charges and date of the ballot for impeachment must be sent to those named in the impeachment charge no later than the day following the formal announcement of the intent to impeach.

5.5 EmpowerSci Detroit Meetings:

5.5.1 It is required by GSS that we meet no less than twice a year as an organization.

5.5.2 We will hold three group meetings per academic year. One during the fall semester, one during the spring semester, and one randomly throughout the year. These meetings will serve as a way for the executive board to update EmpowerSci Detroit and as a way for EmpowerSci Detroit to provide the executive board with feedback.

5.5.3 Attendance will be recorded by the VP at the beginning of each meeting. If a member joins the meeting after the attendance has been taken it is their responsibility to inform the VP of their presence.

5.5.4 The VP will inform the president when a quorum is reached.

5.5.5 Quorum is reached when $\frac{2}{3}$ of the voting membership is present. If quorum is not reached, no official business can take place. The president can decide whether or not to wait for quorum or to adjourn. The organization shall wait no less than 10 minutes before adjourning.

5.6 Special meetings

5.6.1 Reasons for special meetings are impeachment, voting, and emergency situations.

5.6.2 The vice president will be responsible for notifying the members of any special meeting

5.6.3 Emergency situations are defined as an emergency is an urgent, unexpected, and usually dangerous situation that poses an immediate risk to health, life, property, or environment and requires immediate action.

5.6.4 Two executive board members or the president must call for an executive meeting.

5.6.5 Members are notified of special meetings by email with 24 hour notice.

5.6.6 Reasons for meetings will be communicated at time of notification.

In the case of any issues, concerns, or emergencies, school leaders should report to the vice president, president, or faculty advisor immediately. If there are any concerns for safety, call WSU police, get to safety, and then report to the executive board within 24 hours.

Section 6 Code of conduct:

EmpowerSci Detroit follows the Wayne State University Student Code of Conduct. All members of EmpowerSci Detroit are required to follow this code of conduct. A complete copy of the policy can be found under the Dean of Students Office website, in the Student Conduct, Support, and Intervention section

6.1 Recruitment of new members:

The vice president is responsible for distributing a survey to graduate students to ask if they would be interested in volunteer opportunities with EmpowerSci Detroit. From there, the executive board should hold an information session for those interested. During said session, the president will ask for those interested to schedule a 30 minute interview.

6.2 Addition of a new school to EmpowerSci Detroit:

The president and vice president will meet with the interested party to learn about the school and about the needs of the students. Following that meeting, the executive board and school leaders will have a meeting and discuss whether or not it is feasible for them to add a new school. At this meeting, they will hold a vote and MUST obtain $\frac{2}{3}$ in favor of the new school. Volunteering at the new school will begin at the start of a new semester (i.e. if a school contacts us during winter break, we would not start in that school until the next fall semester). The executive board will then hold interviews for a new school leader and then will work to recruit volunteers as previously described.

Dress Code for days in the school:

Pants with no holes and a Wayne State shirt. If the volunteer and/or school leader does not own a Wayne State shirt, this can be provided. Please notify the VP if a shirt is needed.

6.3 After school program: To provide 2-3 volunteers after school hours at said high school to assist in homework, lessons, exam studying and provide a relaxing working environment.

6.3.1 The party responsible for scheduling of sessions and obtaining volunteers falls on the executive board.

6.3.2 meeting times will be determined at the schools discretion.

6.3.3 snacks must be provided. These will be purchased or funds will be provided by the treasurer.

Section 7: Reporting of Inappropriate Behavior

Purpose: EmpowerSci Detroit is committed to providing a safe and respectful environment for all participants, including students, volunteers, and staff. In line with this commitment, this section outlines the procedures for reporting inappropriate behavior observed or experienced during activities organized or facilitated by EmpowerSci Detroit.

Inappropriate behavior includes, but is not limited to harassment, discrimination, bullying, intimidation, verbal or physical abuse, misconduct, or any actions that compromise the safety or well-being of students or other participants.

Reporting Procedures:

a. Any member who witnesses or experiences inappropriate behavior as described in this section during EmpowerSci Detroit activities is encouraged to report it promptly to the executive board.

If the accused individual is an executive board member, the person reporting shall report this behavior to the faculty advisor.

b. The executive board shall be responsible for receiving and documenting reports of inappropriate behavior.

c. Reports should include detailed information regarding the incident, including date, time, location, individuals involved, and any witnesses present.

d. Reports can be submitted in person, in writing, or electronically, and will be treated with confidentiality and sensitivity.

Investigation and Resolution:

a. Upon receipt of a report, the executive board shall initiate an investigation promptly and impartially.

b. The investigation shall involve gathering relevant information from all parties involved and any witnesses.

c. Based on the findings of the investigation, appropriate disciplinary actions will be taken, which may include but are not limited to counseling, suspension, termination of membership, or referral to law enforcement authorities.

d. Members involved in the investigation process shall be afforded due process rights, including the opportunity to present their side of the story and appeal decisions made.

E. if a member has repeated offenses, the member will be removed/impeached as described in section 5.4.

Reporting Child Abuse/Neglect/Sexual Assault:

a. If a child discloses abuse, neglect, or sexual assault to any member of the organization, that member is obligated to report the disclosure to the school teacher and Child Protective Services (CPS) immediately so that the appropriate child protection authorities are contacted as mandated by law.

As a volunteer you are required to report any perceived, disclosed, or observed harm to a child, as defined by Michigan law to WSU Police and Public Safety at 313-577-2222. This reporting is required whether the harm is committed by a parent or teacher or someone else. This is a requirement, not just for WSU volunteers, but also for WSU faculty, staff, and student employees.

If you suspect abuse or neglect, report it any time day or night by calling Child Protective Services at 855-444-3911 or online at [Michigan Online Reporting System](#).

If the situation is an emergency or someone is in immediate danger, there are four steps you will need to complete:

- Step 1: Call 313-577-2222, local authorities 911,
- Step 2: In cases of domestic violence, sexual misconduct, or stalking, complete a Public Incident Report. In this report you will make mention that you filed the Police Report.
- Step 4: Whenever a volunteer has a concern, it is best practice to inform local authorities of the concern.

This allows local staff to make adjustments that might need to be made immediately.

If the situation is a non-emergency, there are three steps you will need to complete:

- Step 1: Contact WSU Police and Public Safety at 313-577-2222.

- Step 2: In cases of domestic violence, sexual misconduct, or stalking, complete a Public Incident Report.
- Step 3: Whenever a volunteer has a concern, it is best practice to inform local authorities of the concern.

This allows local staff to make adjustments that might need to be made immediately.

Failure to report by mandated personnel is a misdemeanor crime punishable by law.