

## **Women in Business Constitution**

### **Article I: Name, Mission, and Non-Discrimination Policy**

- *Section One: Name*
  - Women in Business
  - formerly Undergraduate Business Women's Association (UBWA)
- *Section Two: Mission*
  - To bring together all students interested in empowering women. We fuel this mission through professional development, philanthropy, community building, and engaging discussions.
- *Section Three: Non-Discrimination Policy*
  - This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### **Article II: Membership**

- *Section One: Categories and Requirements*
  - Membership in Women in Business (WIB) is open to all registered students in good standing with the university without regard to race, religion, gender, sexual orientation, or politics. A student must complete an application and pay annual dues to become a member of WIB.
  - Paid members will be given priority when there are limits placed on the number of people that can attend an event or take advantage of a particular opportunity. Active members are defined as those who have submitted a completed membership application and have paid membership dues in full.
- *Section Two: Termination of Membership*
  - Members who do not hold themselves to high professional standards such as respectfulness, accountability, punctuality, or who do not represent the organization in a positive and professional manner will be required to meet with the President and Senior Vice President. If the problem persists, the member will be asked to resign from the organization.
  - If a member is asked to resign and declines, the forced removal process will prohibit the member access to all future meetings and social events of the organization. The member will be removed from all communication platforms.
- *Section Three: Executive Board Requirements*
  - Fulfill the duties of their position as outlined in their executive board member agreement
  - Attend all WIB meetings (general and executive), social events, professional development events, community service events, and are expected to assist as often as possible with recruiting and networking events
  - Additionally, executive board members are required to act in a professional manner and positively represent the organization at all times.

- *Section Four: Termination of Executive Board Status*
  - Executive board members who violate the requirements outlined in section two or in the executive board membership agreement are subject to penalty.
  - Violations will be evaluated on a three-strike system.
  - The first strike will result in a verbal warning from the President.
  - The second will result in a meeting with the President and Senior Vice President.
  - The third will result in potential removal from the executive board. If all three strikes are for the same offense (i.e., missing three deadlines), removal will be automatic.

### **Article III: Officers**

- *Section One: Descriptions - Executive officer positions include the following:*
  - President
    - Make room reservations, arrange weekly Executive board meetings, and get speaker thank you cards
    - Oversee the other positions and fill in as necessary ▪ Plan professional development events
    - Attend Council of Presidents meetings and other Fisher events, as well as serve as the main point of contact between the organization and Fisher College/Ohio State
    - Serve as the main point of contact between the organization and companies/organizations interested in partnering with, sponsoring with, or attending/speaking at WIB events
    - Work closely with the Senior Vice President in planning and programming to ensure the organization is operating smoothly and effectively, as well as to make improvements
    - Attend President training
  - Senior Vice President
    - Schedule speakers and arrange food for each meeting and complete Coke Grants to receive drinks for each meeting
    - Design t-shirts & officer name tags for each year (name tags to be ordered before Fall Involvement Fair)
    - Lead general member meetings: prepare a PowerPoint/Prezi to discuss current events, programming, and other organizational information, as well as introduce the speaker
    - Work closely with the President in planning and programming to ensure the organization is operating smoothly and effectively, as well as to make improvements
  - Treasurer
    - Collect dues and create yearly/semester budgets
    - Make budget recommendations and develop cost saving strategies
    - Complete an audit every year for university funding, also responsible for W-9 and I-9 ▪ Attend Treasurer Orientation and UBC & USG Finance meetings
    - Deposit cash/checks within one week of receipt

- Manage bank accounts
- Track payables and receivables (i.e., executive board trip to Boston)
  - Co-manage Corporate Sponsorship program with VP of Corporate Relations ▪
- Apply for Fisher/University funding as needed
- VP of Member Relations
  - Record and send out minutes to executive board members for all formal executive board meetings
  - Serve as the main point of contact between the organization and general/potential members ▪ Send out emails to listserv; Manage listserv and WIB email account
  - Own and execute membership point system
  - Track general/executive member attendance to be sent out to listserv after all meetings
  - In charge of all recruitment, including but not limited to:
    - Bulletin board, all Involvement Fairs, promotional merchandise
    - Flyers for involvement fairs
  - Develop and implement member recruitment and retention strategies o VP of External Relations
- VP of External Relations
  - Send an updated newsletter to WIB alumni once each semester
  - Maintain an updated list of WIB alumni for the year
  - Continuously update and connect with alumni on LinkedIn
  - Maintain an updated list of WIB and speakers for the year
  - Own, assess and improve the corporate partnership program
  - Manage corporate sponsorship documents and processes
  - Create the annual resume book to sell
- VP of Marketing
  - Make all the informational flyers/materials for the organization
  - Take pictures of all events/special meetings - if unable to attend an event, must appoint another person to take pictures
  - Maintain Facebook, Instagram, and LinkedIn accounts
  - Update and maintain website
    - Keep pictures, posts, and calendar up to date; coordinate with VP of Member Relations
- VP of Programming
  - Plan one+ social event per semester
  - Plan one exec social per semester
  - Plan end of the year “date” party
- VP of Philanthropy
  - Manage philanthropy committee to delegate who will be planning which volunteer events throughout both semesters
  - Lead BuckeyeThon, serve as team captain (or appoint a captain), plan and lead fundraising efforts, and coordinate and lead all other BuckeyeThon related activities

- Oversee and direct the Gala committee to host and plan WIB's annual Charity Gala
  - VP of Professional Development
    - Plan, create, and host 6-week Business Bootcamp in Fall semester
    - Manage business bootcamp committee and execute all operational details for signature events
    - Collect and assess improvement and programming feedback
    - Coordinate all logistics for executive board trips/conference
  - VP of Special Events
    - Plan and organize WIB's signature events including, but not limited to, Career Fair (Fall semester), Women's Month (Spring semester), Big10 Conference
    - Manage Career Fair and Women's Month committee to host a month's-long of events in March
  - VP of Mentorship
    - Connect members with an external mentor based on common career interests
    - Plan an external mentoring kickoff in Fall & speed networking in Spring to allow mentors and mentees to connect by, for example, hosting a keynote speaker followed by time for networking
- *Section Two: President and other Executive Officers selection*
  - Elections for President and all Executive Officer positions occur during the Spring Semester.
  - All candidates must be in active member status during the spring semester.
  - Only members who have previously held executive board positions may run for President.
  - All prospective presidential candidates not excluding the current President must be elected by a majority vote of the members during an election which will be held during spring semester.
  - Any current executive board member may run for and hold the same position in consecutive or multiple years.
  - A candidate may run for up to two positions:
    - May run for President and/or Vice President, plus one additional normal executive position.
  - All candidates must complete an application for their desired position(s) or the board.
  - Executive Officer applicants will be invited to give a speech, based on the applications received.
  - Election Mechanism:
    - Approved candidates will give a speech before voting takes place.
    - Paid members of the organization vote to elect candidates.
    - Only paid members are eligible to vote.
    - Candidates must receive a majority vote from members to be elected.

#### **Article IV: Advisor**

- The advisor must be a full-time member of The Ohio State University faculty or Administrative and Professional Staff.
- The advisor must have training or a special interest in issues concerning women in business.
- If deemed necessary, a second person can be appointed to serve as co-advisor to the chapter.
- Responsibilities of the advisor include, but are not limited to, the following:
  - Attend organizational meetings.
  - Meet periodically with the Executive Board to review chapter membership, activities, and Finances.
  - Assist the chapter in assessing campus and community resources, including financial support from the university and the community when possible.

#### **ArticleV: Chapter Meetings**

- WIB will provide members with opportunities to attend:
  - Professional meetings: These are meetings in which members can discuss important issues, hear from experienced professionals, and develop important skills relating to women in business with business professionals, such as general meetings and professional development workshops.
  - Special events: These are larger events intended to further promote the ideals of WIB. These events will be community service, social, fundraising and networking events.

#### **Article VI: Method of Amending the Constitution**

- The constitution will be amended as deemed necessary by the current exec board.
- The entire exec board must be made aware of any changes, and any executive member has the right to challenge an amendment. In the event of a challenge, the change will be put to a vote in which 7/10 executive members constitute a majority win.
- WIB must be flexible to the needs of its members and the changes in the workplace environment, so the executive board must be willing to update the constitution and the organization as needed.

#### **Article VII: Method of Dissolution of Organization**

- Upon the dissolution of the Ohio State chapter of the WIB, all debts must be disposed of with any funds left in the bank account.
- Any organization assets must be donated to the Fisher College of Business to further women's initiatives within the Fisher College of Business.