

**Charleston Southern University Women in Business  
Constitution and Bylaws**

**Article I- Name**

The Name of this organization shall be Charleston Southern University Women in Business.

**Article II- Mission**

At Charleston Southern University Women in Business, we strive to **educate** future leaders, **empower** women to achieve their ambitions, and **elevate** each other through mentorship, connection, and growth.

**Article III- Affiliations**

Section I: The Charleston Southern University Women in Business shall be affiliated with Charleston Southern University as a recognized student organization and agrees to follow all procedures, policies, and rules of Charleston Southern University.

Section II: The Charleston Southern University Women in Business shall be affiliated with the Hans A. Nielsen College of Business (NCOB) and agrees to follow all procedures, policies, and rules of the NCOB.

**Article IV- Membership**

**Section I:** Membership shall be open to all undergraduate and graduate students at Charleston Southern University, with a primary focus on women within the Hans A. Nielsen College of Business.

**Section II:** Membership of this organization shall not discriminate against any individuals based on race, national origin, color, religion, gender, sex, age, veteran status, sexual orientation, and/or ability.

**Section III: Membership Status**

**A.** A student can be considered an active member of the organization after attending two meetings and signing the constitution.

**B.** Active members must participate in at least 50% of the organization's meetings/activities per semester. If a member fails to meet this requirement, they cannot be considered an active member and will not have a vote or be able to hold office within the organization.

**C.** Active members shall pay a \$10 membership fee at the beginning of the academic year, or after their second meeting, whichever comes first. The membership fee shall be renewed at the beginning of the next academic school year from which the first fee was paid.

**D.** The Executive Board and Faculty Advisor reserves the right to grant special considerations for membership in cases where a member may not be able to meet the membership fee requirement.

**E.** The Executive Board and Faculty Advisor reserves the right to grant special considerations for membership in cases where a member may not be able to meet the participation requirement.

**F.** A member can be removed from the organization for behaving in a way that is unbecoming of a member of the organization (failure to treat others in a respectable manner, harassment, unprofessional conduct, etc.).

**Furthermore, any form of discriminatory, harassing, or prejudicial behavior — including but not limited to misogyny, sexism, racism, ableism, or any conduct that creates a hostile or unwelcoming environment — is strictly prohibited.**

Such behavior is incompatible with the mission and values of CSU Women in Business, which are rooted in respect, inclusivity, and empowerment. Members found to have engaged in such actions may face disciplinary action, up to and including removal from the organization, at the discretion of the Executive Board and Campus Advisor.

**G.** The Guidelines for removing a member from the organization are as follows

1. A complaint against the member must be sent directly to the President.
2. The President will call an emergency meeting of the Executive Board and an investigation will be conducted into the complaint.
3. After the findings of the investigation, the Executive Board will then vote on the expulsion of the member.
4. The majority of the Executive Board must vote in favor of expulsion for the member in question to be removed from the organization.

## **Article V- Meetings**

Section I: Meetings of the Charleston Southern University Women in Business shall be held on at least a monthly basis. However, meetings may be conducted more frequently at the discretion of the Executive Board and General Body.

Section II: Executive Board meetings shall be held at least monthly before the General Body Meetings and shall be at a designated time in which the majority officers will be able to be present. Additional meetings can be scheduled by the Executive Board at any time.

## **Article VI- Executive Board**

**Section I:** The governing body of the Charleston Southern University Women in Business shall be the Executive Board which shall consist of 5 voting officers: President, Vice President, Public Relations Chair, Secretary, and Treasurer.

### **Section II: Qualifications of Officers**

- A.** An officer must be an active member of the organization.
- B.** An officer must be in good standing with the university and committed to upholding the values of the University and Hans A. Nielsen College of Business.
- C.** No disciplinary offense may have been committed at CSU by the officer.

### **Section III: Elections of Officers**

- A.** The election of officers will take place every spring semester and the officers shall hold their positions until elections at the end of the following spring semester.
- B.** If an office becomes vacant for any reason, there will be a special election to fill the office except for the presidency as the Vice President will automatically become President.

### **Section IV: Chief Executive Officer (CEO)**

- A.** The President shall serve as the Chief Executive Officer of the Charleston Southern University Women in Business Club.
- B.** The CEO shall preside over all meetings of the organization, including general body and Executive Board meetings.
- C.** The CEO shall represent the organization at BSO meetings.
- D.** The CEO shall represent the organization at Hans A. Nielsen College of Business and university-related meetings as required.
- E.** The CEO shall serve as the primary liaison between the club and external organizations, including professional and community partners.
- F.** The CEO shall be responsible for sharing all pertinent information with members of the Charleston Southern University Women in Business Club.
- G.** The CEO shall work collaboratively with the Executive Board to plan meetings, events, and initiatives that support the mission of the organization.

**Section V: Executive Vice President**

- A.** The Executive Vice President shall work with the President and the rest of the Executive Board to plan meetings, events, and initiatives for the organization.
- B.** The Executive Vice President shall preside over general meetings and Executive Board meetings in the absence of the President.
- C.** The Executive Vice President shall represent the organization at Hans A. Nielsen College of Business and university-related meetings in the absence of the President.
- D.** The Executive Vice President shall support the President in serving as a liaison to external organizations, professional partners, and campus departments as needed.
- E.** In the event of removal, resignation, death, or inability of the CEO to perform the duties of office, the Executive Vice President shall immediately assume the role of President for the remainder of the unexpired term of office.

**Section VI: Public Relations Chair**

- A.** The Public Relations Chair shall manage the organization's public image through social media, campus marketing, and digital communication.
- B.** The Public Relations Chair shall create promotional materials (flyers, posters, newsletters, digital graphics) for events and initiatives.
- C.** The Public Relations Chair shall oversee the club's social media accounts and ensure consistent, professional, and engaging content.
- D.** The Public Relations Chair shall collaborate with the Executive Board to publicize meetings, events, and opportunities to members and the broader campus community.
- E.** The Public Relations Chair shall work with the Hans A. Nielsen College of Business and Charleston Southern University's communications channels (e.g., student newsletters, campus announcements) to increase visibility of the organization.
- F.** The Public Relations Chair shall serve as the point of contact for external media, professional partners, and campus departments regarding promotion of the organization's activities.

**Section VII: Chief Administrative Assistant**

- A.** The Chief Administrative Assistant shall be responsible for taking attendance at every club meeting and event and maintaining accurate records in the organization's shared drive.
- B.** The Chief Administrative Assistant shall be responsible for keeping an updated membership list and contact information for all active members.

**C.** The Chief Administrative Assistant shall manage the official club email account, monitoring messages and responding with guidance from the Executive Board.

**D.** The Chief Administrative Assistant shall maintain accurate minutes of all general meetings and Executive Board meetings and distribute them to members as needed.

**E.** The Chief Administrative Assistant shall work with the President and the rest of the Executive Board to plan meetings and events for the organization.

### **Section VIII: Chief Financial Officer (CFO)**

**A.** The CFO shall be responsible for managing the club finances, making deposits into the club account, withdrawing funds, and collecting donations during fundraising events.

**B.** The CFO shall make a report of the finances every other club meeting and every Executive Board meeting.

**C.** The CFO shall work with the President and the rest of the Executive Board to plan meetings and events for the organization.

### **Section IX: Philanthropy Chair**

**A.** The Philanthropy Chair shall be responsible for planning and coordinating all philanthropic and community service events for the organization.

**B.** The Philanthropy Chair shall maintain relationships with charitable organizations and oversee the collection and distribution of donations.

**C.** The Philanthropy Chair shall work with the Executive Board to promote member involvement in service initiatives and ensure alignment with the organization's mission.

### **Section X: Fundraising Chair**

**A.** The Fundraising Chair shall be responsible for planning and executing all fundraising activities and initiatives for the organization.

**B.** The Fundraising Chair shall oversee the collection and management of funds raised, ensuring accurate records are maintained in coordination with the CFO.

**C.** The Fundraising Chair shall work with the Executive Board to develop creative fundraising strategies that support the organization's events and philanthropic efforts.

### **Section XI: Events Coordinator**

**A.** The Events Coordinator shall be responsible for planning, organizing, and executing all organizational events, including professional panels, networking sessions, and workshops.

**B.** The Events Coordinator shall coordinate logistics for each event, including securing venues, gathering materials, facilitating set-up & take-down.

**C.** The Events Coordinator shall work closely with the Executive Board to ensure all events align with the organization's mission of *Educate. Elevate. Empower.*, and provide meaningful professional development opportunities for members.

**D.** The Events Coordinator shall assist in evaluating event outcomes and gathering feedback to improve future programming.

## **Section XII: Appointed Officers**

The President reserves the right to create new positions for the Executive Board and appoint members to these positions as needed. However, only constitutional officers of the Executive Board are considered voting members of the board.

## **Section XIII: Financial Decisions**

Decisions on finances must be approved by a 2/3 majority vote of the Executive Board and approval of the Faculty Advisor(s).

## **Section XIII: Removal of Officers**

**A.** An officer can be removed from their position for:

1. Repeatedly violating or failing to fulfill their constitutional duties.
2. Exhibiting behavior unbecoming of an officer of the organization (failure to treat others in a respectable manner, harassment, unprofessional conduct, etc.).

**B.** The guidelines for filing a complaint for the removal of an officer are as follows:

1. Any member can file a complaint for the removal of an officer.
2. Complaints must be sent directly to the President unless the complaint is against the President. In this circumstance the complaint should be sent to the Vice President.

**C.** Upon receiving the complaint, the President or Vice President will call an emergency meeting of the Executive Board excluding the officer the complaint was filed against. There will then be an investigation into the complaint. After the findings of the investigation, the Executive Board will then vote on the removal of the officer.

**D.** Three out of the four included officers must vote in favor of removal for the officer in question to be removed from their position.

## **Article VII- Executive Advisor**

**Section I:** In addition to the required Campus Advisor, the Charleston Southern University Women in Business organization may appoint an **Executive Advisor** from the local business community to provide professional mentorship, strategic guidance, and community engagement support.

**Section II:** The Executive Advisor serves in a voluntary capacity and operates independently from University employment. This position does not carry the same liability protections as University employees but is recognized as an official advisory role within the organization.

**A.** The duties of an advisor are as follows:

- 1.** Serve in an advisory and mentorship capacity, providing professional insight to the Executive Board and members on leadership, business development, and event strategy.
- 2.** Foster connections between CSU Women in Business and the local business community through outreach, sponsorship, and partnership opportunities.
- 3.** Advise on event planning and execution, ensuring activities align with the organization's mission of *Educate. Elevate. Empower.*
- 4.** Offer guidance and feedback on the professional growth and leadership development of members.
- 5.** Attend major organizational meetings and events as availability allows, to provide mentorship, professional presence, and community support.
- 6.** Collaborate with the Campus Advisor and Executive Board to ensure the organization operates in alignment with University values and professional standards.

**B.** The Executive Advisor does not have administrative authority or approval power over organizational activities, budgets, or events. All such approvals remain under the jurisdiction of the Campus Advisor and University policies.

**C.** The Executive Advisor position shall be reviewed annually by the Executive Board and may be renewed by mutual agreement.

### **Article VIII- Faculty Advisor**

**Section I:** Per BSO policy the Charleston Southern University Women in Business are required to have a campus (faculty) advisor.

**Section II:** Advisors have the same liability protections as when performing other official duties for the University.

**A.** The duties of an advisor are as follows:

- 1.** Become familiar with and understand relevant University policies and procedures.
- 2.** Act within the scope of their authority.

3. Act in an advisory capacity, as opposed to a directive relationship, for the organization.

4. Be available to the officers and members to share ideas about the affairs of the organization.

B. The Campus Advisor must approve all on and off-campus activities for the organization.

C. The Campus Advisor must attend all off-campus events to ensure the safety of the students in the organization.

**Article VIII- Amendments**

Section I: Any active member of the organization can propose amendments to the constitution at any time.

Section II: Amendments to the constitution must be ratified by at least a 2/3rds majority of the members of the Charleston Southern University Women in Business.

Member Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Revised: 11/09/2025**