



WOMEN IN BUSINESS NETWORK

Sacred Heart University

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Women in Business Network Constitution

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Article I: Name

The Name of this organization shall be known as the **Women in Business Network** and hereafter referred to as the **WIBN**.

Article II: Membership

Section a: This organization is designed to create an intellectual space to connect students interested in achieving gender equity in the workplace. All full-time undergraduate students may attend these meetings.

Section b: Each executive officer position shall be elected once every academic year at the end of the Spring Semester. The incoming officers shall serve from the Fall to Spring Semester of the following academic year unless they graduate early. In this case, there will be an election held to fill the open roll at the end of the Fall Semester.

To become a Women in Business Network member, all interested students will be added to the organization roster, email group, and Geneva account by the Executive Assistant. This will indicate membership within the organization.

Section c: Ex-officio members, honorary members, and advisors shall not hold voting rights within the organization. These members above are welcome to attend meetings and events.

Section d: The Women in Business Network does not discriminate based on such factors as national or ethnic origin, race, age, gender, sexual orientation, religion, disability, socioeconomic status, or veteran status.

Article III: Officers

Section a: Executive Board

a. **President:**

- i. Representing the Women in Business Network and members at all times.
- ii. Keeping the club in good standings with the University.
- iii. Communicating and maintaining relationships with faculty and advisors.
- iv. Maintaining the vision for the club and the Constitution.
- v. The President will be responsible for managing and organizing meetings of the officers and delegating responsibilities.
- vi. The President is responsible for scheduling meetings with the organization advisor on an as-needed basis.

b. **Vice President:**

- i. Assisting the President in fulfilling the goals of the organization
- ii. Communicating and maintaining relationships with faculty and advisors.
- iii. Assisting in booking meeting rooms and developing lesson plans for the organization.
- iv. Organizing meetings with the advisor and any other administrators.
- v. Vice President must communicate regularly with the President.

c. **Executive Assistant:**

- i. Keeping accurate records of the Women in Business Network activities and meetings.
- ii. Keeping track of member roster.
- iii. Keeping track of official members and how many meetings they have attended.
- iv. Keeping track of attendance for each meeting and event.
- v. Being responsible for communicating with members via email.
- vi. Recording a summary of each meeting of the officers as well as meetings with general members.

d. **Finance Director:**

- i. Keeping financial records updated and accurate.
- ii. Keeping track of the budget and any dues.
- iii. Being responsible for relaying the organization's budget and financial information with the advisor.
- iv. Coordinating with all guest speakers and faculty we are working with on a financial basis.
- v. Attending Executive Board and WIBN meetings.

e. **Event Director:**

- i. Organizing at least one event per month for the club. (these events can occur outside of the regular meeting time).
- ii. Fostering socialization outside of club meetings.
- iii. Planning and brainstorming member outings.
- iv. Collaborating with other organizations on campus.
- v. Running the internship program, mentor program, and skill workshops.
- vi. Overseeing the Events Team (these students will help to complete all of the tasks listed above).
- vii. Attending Executive Board Meetings and WIBN Meetings.

f. **Marketing Director:**

- i. Forming connections on LinkedIn and Instagram to promote the organization and showcase events and meetings.
- ii. Creating and distributing flyers to promote events and general membership in the club.
- iii. Finding new means/places to advertise on campus
- iv. Participating in the involvement and business fairs.
- v. Overseeing the Events Team (these students will help to complete all of the tasks listed above).
- vi. Attending Executive Board Meetings and WIBN Meetings.

g. **Diversity, Equity and Inclusion Director:**

- i. Instilling the values of the WIBN in all of our members.

- ii. Leading and developing programs in support of advancing diversity, equity, and inclusion within the WIBN.
- iii. Empowering members to participate in monthly discussions to engage in meaningful dialogue to celebrate diverse cultures, groups, and identities.
- iv. Working with the multicultural office to create initiatives for the WIBN.
- v. Celebrating intersectional identities in each of our meetings.
- vi. Developing and advancing the diversity mission statement of the WIBN to accurately represent our goals and values.

Section b: In order to qualify for a position, members must be a full-time undergraduate student with a GPA over a 3.0. WIBN membership does not require a student to belong to the Welch College of Business & Technology. Positions holders must be able to complete all of the duties and responsibilities outlined in Article III, Section a. General members are expected to attend all bi-weekly meetings, attend monthly events, and actively participate within the organization.

Section c: When voting, two-thirds of the officers/directors must be present. The Executive Officers will come to a consensus through a two-thirds vote. If there are any reservations in the voting process, the President has the authority to make the final judgment. The President may determine if the voting shall be conducted by a show of hands or a blind vote.

Section d: If an officer is not fulfilling their duties or has violated the terms of membership, they will be issued a warning from the Executive Assistant. If the behavior continues, the member will need to attend a meeting with the advisor, determining a course of action.

Article IV: Elections

Section a: Candidate Process

i. Director/Executive Board Candidate Process

Members who wish to run for a position on the Executive Board will have the opportunity to present their ideas and plans for the role. The Election Committee, headed by the President, will provide an Interest Indicator application for potential candidates. This form will aid potential candidates to indicate the roles in which they are interested and detail their S.M.A.R.T. Goals for the position. All members can and are encouraged to apply for a leadership position. The submission of a candidate application before the deadline will qualify them as an official candidate. Once the candidates are determined, they can present their plans for the indicated positions to the organization members. Every member will vote for whom they would like to hold the position.

ii. Manager/Team Process

Members who wish to hold a manager position on a team, will be chosen by the director of that team. The selection of managers for teams will be chosen after the most recent election of Executive Board members. Directors shall create an application process of

their own, advised and signed off by the organization Vice President. For Teams with no specific management roles, directors can add Team members and Manager positions as they seem fit.

Section b: Voting Process

i. Executive Board

Officer positions will be determined by a two-thirds vote among all of the members of the WIBN. Two-thirds of all current Executive Board members must be present for this vote.

ii. Managers/Team Members

Team members will be selected by the Executive Board member in which said position reports to. The number of members selected will be determined based on the current need of the group, but there will be no limit to the number of members that may join a team.

Article V: Meetings

Section a: Meetings will be held bi-weekly at Sacred Heart University's West Campus.

Section b: Attendance will be taken, so that members may work towards a certificate of professional development. By attending and participating in 10 meetings and or events, students will be eligible to receive a certificate of professional development. Attendance is not required, but it is encouraged. The Executive Assistant will be responsible for logging attendance. Students may be excused from meetings by declining the calendar invite in Outlook and by emailing the Executive Assistant, adhering to the 24-hour rule. For example, if meetings are held bi-weekly on Tuesday nights at 6PM, the deadline to submit absences would be the Monday before the meeting at 6PM.

Section c: A minimum of 10 members constitutes a quorum. No motion may be officially passed if quorum is not present.

Section d: A consensus vote will be called for by the President or Executive Board member. Consensus voting can be used to include Team members and general members in decisions to gain insight before a formal vote. In less serious matters, a formal vote will not be required.

Section e: Robert's Revised Rules of Order will govern all meetings of organizations under the Executive Board. A majority vote will rule if otherwise labeled in this Constitution that a two-thirds vote is needed.

Article VI: Duties and Powers

Section a: It is the duty of the Women in Business Network to work towards creating an environment in the SHU community in which all students feel they belong and are empowered in pursuing their education and professions.

The Women in Business Network maintains the power to create an enriching community of members focused on personal and professional growth.

Article VII. Committees

Section a: Each of the Executive Board officers will be empowered to form committees, called “Teams,” for the purpose of conducting work, responsibilities, and any concerns of that position.

Section b: There are committees for the roles of Executive Assistant, Event Director, Marketing Director, and Diversity, Equity, and Inclusion Director. New committees deemed as appropriate by the Vice President, will be brought to Executive officers who will officially affirm a new committee in a formal vote for approval. Requests for new committees are welcome at any time during a Director’s term. Membership to any committee is encouraged and will be open to all full-time undergraduate students, who are active members of the WIBN.

i. Administrative Team

- Completing tasks, communicating with, and meeting with the Executive Assistant
- Developing creative ways to message, organize, and support WIBN members

Main Roles:

1. Geneva Manager
2. Engagement Manager
3. Communication Manager
4. Retention Manager

ii. Events Team

- Completing tasks, communicating with and meeting with the Marketing Director.
- Developing creative ways to connect with, professionally develop, and inspire WIBN members.

Main roles:

1. Internship Manager
2. Corporate Visit Manager
3. Mentor Program Manager
4. Guest Speaker Manager
5. Workshop Manager

iii. Marketing Team

- Completing tasks, communicating with and meeting with the Marketing Director
- Developing creative ways to promote and represent the WIBN

Main roles:

1. Instagram Manager
2. LinkedIn Manager
3. Advertisement Manager

4. Publication Manager
5. Design Manager

iv. DEI Team

- Completing tasks, communicating with, and meeting with the Executive Assistant
- Developing creative ways to educate and support members of the WIBN

Main Roles:

1. Work with the events team to create content for workshops
2. Source speakers to discuss DEI topics
3. Work with the Multicultural Center to reach students considering a career in business

Article VIII: Amendments

Section a: A proposal for an amendment to the WIBN Constitution may be submitted by any member of the WIBN. The proposal will be discussed among the Executive Board members and then in the following organization meeting.

Section b: The amendment must be presented in writing, either by email or brought in-person to any Executive Board officer.

Section c: A two-thirds vote of the WIBN members will be necessary for the amendment to be ratified.

Article IX: By-Laws

Section a: General Member Meetings

- i. Executive Board members must determine a meeting time and location for the bi-weekly general member meeting. The meeting is open to all full-time undergraduate students. During this meeting, each Executive Board member will present their updates. After this, the group will proceed with a presentation, workshop, or guest speaker of the week. At the end of the meeting, all members are encouraged to brainstorm a plan for future lessons, events, and discussion points.

Section b: Executive Board Meeting

- i. The Executive Board meeting will be established and facilitated by the WIBN President and the Executive Assistant.
- ii. The Executive Board will meet bi-weekly to discuss all matters relevant to WIBN affairs. Attendance is required, but all members may be excused through clear communication, adhering to the 24-hour rule, with the Executive Assistant. Failure to attend three consecutive meetings without notifying the Executive Assistant will result in a check-in meeting with the club's advisor.