Women in Business Association Of the Robert H. Smith School of Business
Last Updated: 2 June 2021

ARTICLE I – NAME

The name of the organization shall be the Women in Business Association (WBA) of the Robert H. Smith School of Business at the University of Maryland-College Park.

ARTICLE II – MISSION

The Women in Business Association strives to create a welcoming sisterhood for business-oriented women. We look to form a broad professional network, empower our members, and develop strong female leaders.

The Women in Business Association understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

ARTICLE III – MEMBERSHIP

Membership is open to business school majors, those applying into the business school, and others interested in the profession. Members must attend sixty percent of the weekly scheduled meetings and at least one signature event per semester in order to maintain their active membership status.

WBA does not require dues in order to be deemed an active or voting member.

WBA does not restrict membership or discriminate on the basis of race, color, creed, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or on the basis of rights secured by the First Amendment of the United States Constitution. (For definitions of "personal appearance" and "sexual orientation," see the University's Code of Human Relations ("Code"), http://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/VI-1.00B_2.pdf

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1: Officers

The executive committee shall consist of the following officers: President, Vice President of Programming, Vice President of Signature Events, Vice President of Marketing, Vice President of Finance, Vice President of Administration, Vice President of Community Service, Fundraising Chair, and Alumni Chair.

Section 2: Duties

2.1 President

The President is to oversee the operations of the entire organization and to coordinate the efforts of the rest of the executive board. Specific duties include [but are not limited to]: holding executive board meetings; attending all executive and club functions; attending monthly SUSA President's meetings and reporting back to WBA; leading all meetings; serving as a resource to all club members for help and guidance; and overseeing all committees.

2.2 Vice President of Programming

The Vice President of Events is to assist the President in the planning, organization and coordination of professional and social events for the club. Specific duties include [but are not limited to]: scheduling the club's weekly semester events; attending all executive and club functions; managing event logistics; co-leading the major events committee; requesting catering; and acting as the first outlet for the President's requests.

2.3 Vice President of Signature Events

The Vice President of Events is to assist the President in the planning, organization and coordination of larger, community focused signature events for the club. Specific duties include [but are not limited to]: scheduling the club's signature events; leading the annual Fall Future Women in Business Conference; attending all executive and club functions; managing event logistics; co-leading the major events committee; requesting catering; and acting as the first outlet for the President's requests.

2.4 Vice President of Marketing

The Vice President of Membership is to coordinate the marketing efforts of the club both within and beyond the business school. Specific duties include [but are not limited to]: attending all executive and club functions; creating flyers for the upcoming events; leading the marketing committee; handling all relevant social media, and managing other promotional efforts.

2.5 Vice President of Finance

The Vice President of Finance is responsible for the club's financial matters. Specific duties include [but are not limited to]: keeping detailed financial records of the organization's funds; balancing the checkbook on a monthly basis; reimbursing members of the executive board; attending all executive and club functions; ordering food for the club's events and financial activities; leading the finance committee; coordinate fundraising events if necessary.

2.6 Vice President of Administration

The Vice President of Administration is to communicate with WBA members and track membership. Specific duties include [but are not limited to]: sending email reminders about upcoming programs and events; attending all executive and club functions; attending all executive and club functions, co-leading the membership committee; and taking attendance at each meeting.

2.7 Vice President of Community Service

The Vice President of Community Service is to focus on community service projects for the club. Specific duties include [but are not limited to]: planning at least one community service event per semester; attending all executive and club functions; and leading the community service committee.

2.8 Fundraising Chair

The Fundraising Chair is to raise money for club activities. Specific Duties include [but are not limited to]: planning 2-3 large-scale fundraising projects per semester; planning 2 restaurant fundraisers per semester; reaching a fundraising goal of $300 per semester; co-leading the finance committee; and attending all executive and club functions.

2.9 Alumni Chair

The Alumni chair is to maintain and strengthen all alumni relations for the club. Specific duties include [but are not limited to]: co-leading the membership committee; focusing on internship strategy; securing new sponsors or corporate partnerships through alumni; and attending all executive and club functions.

Section 3: Elections

3.1 Eligibility for Office

In order to run for an executive committee office, a student must be a member of WBA for a minimum of one semester and meet all necessary qualifications stated above for being an active member. Any current Executives who are re-running for office must follow through the same election process as other members. Re-running Executives may not be involved in the election process in any way.

3.2 Elections: Written Application

Elections are a blind, dual-part process involving a written application and interviews (effective Fall 2021). Eligible candidates will submit a written application running for one or more positions. Separate applications are to be submitted if the candidate is running for more than one position. Candidates will be contacted if they are approved to move on to the interview round.

3.3 Elections: Interviews

Approved candidates will have an opportunity to address the club Executives through an in-person interview. Candidates must bring copies of their resume. The current Executive of the candidate's position will lead the interview while all other Executives may listen in and ask questions at the end. Election to office will then be decided by majority vote.

Section 4: Term of Office/Removal from Office

The term of an office is one year, effective January 1 until December 31. The removal from office of an executive board member must be approved by one hundred percent of the other board members.

ARTICLE V – FINANCES/ALLOCATION OF FUNDS

Activities requiring funds will be financed through fundraising events, as well as money supplied by the university. The Vice President of Finance will be responsible for maintaining a detailed record of the organization's financial activities, as well as the annual and semester budget.

ARTICLE VI – DISTRIBUTION OF ASSETS ON DISSOLUTION

At such time that the Women in Business Association shall be dissolved, its assets shall revert to a scholarship fund to be determined by the active members of the chapter at the time of dissolution.

ARTICLE VII – AMENDMENTS

This constitution may be amended by a three-fourths vote of the executive board members.