

WOMEN IN BUSINESS CONSTITUTION

Article I – Name

The name of this organization shall be Women in Business (WIB) of Christopher Newport University.

Article II – Purpose

The purpose of Women in Business is to provide community, education, and empowerment for our members. WIB creates opportunities for career exploration, networking, and professional development through mentorship, alumni connections, and conferences.

Article III – Membership

Any full-time CNU student may become a member of Women in Business. Official recruitment will take place at the beginning of each semester, but students may join throughout the semester at the discretion of the executive board. Members must attend a minimum of four events per semester in order to stay in good standing with WIB.

In order to become an inducted member of WIB, students must complete the following steps:

1. Submit an application
2. Sit for a short interview
3. Sign the Constitution and Bylaws
4. Pay membership fee

Women in Business complies with all State and Federal laws and CNU policies on non-discrimination. WIB supports and encourages respect for political, religious, ethnic, racial, physical, generational, sexual and affectional, and intellectual differences because such respect promotes free and open inquiry, independent thought, and mutual understanding.

Article IV – Hazing

Women in Business complies with all State and Federal laws and CNU policies on hazing. WIB recognizes hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual or group. Further, the members of Women in Business understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of registration privileges.

Article V – Executive Board

The Executive Board (e-board) shall consist of the President, Vice President, Director of Finance, Director of Operations and Director of Marketing.

The President will be responsible for overseeing the broad operations of the organization and leading the other e-board members. They will run e-board meetings and delegate responsibilities to the appropriate position. They will develop a close relationship with the faculty advisor and be the main point of contact for that relationship. Additionally, the President will be responsible for coordinating external professional development opportunities. To do so, they will network with community members who may be interested in coming to WIB to speak, finding conferences or other professional development opportunities for members to attend, and maintaining relationships with alumni. The President is the face of the club. They must always act professionally and be looking for opportunities for WIB to grow.

The Vice President will be in charge of internal development and membership. They will assist new members in finding resources on campus to contribute to their professional development. Additionally, they will be in charge of each recruitment cycle and the process of bringing new members into the organization. Throughout the semester, the Vice President will assist in organizing club events/meetings and track the attendance of members. They will be responsible for managing the membership status of WIB members and notifying the members when they are at risk for not meeting membership requirements. Finally, the Vice President will keep up relationships with alumni and run the Facebook groups established by the Secretary.

The Director of Finance will be responsible for all monetary transactions related to WIB. They will prepare a budget each year, collect dues, order merchandise, and oversee transactions for events. Additionally, they will be responsible for giving gifts to any speakers who come to campus. Finally, the Treasurer shall coordinate with community members who may be interested in providing scholarships for students' membership fees.

The Director of Operations will assist in reserving spaces, writing the weekly newsletter, and planning club events. They will work closely with the President to maintain a google calendar and set agendas for meetings. They will keep track of meeting attendance and membership requirements.

The Director of Marketing will run all social media accounts, help design merchandise, and design graphics when requested. The main social media platforms will be Instagram, Facebook, and LinkedIn.

All Executive Board members are expected to attend every e-board meeting on Tuesdays at 7:30 and every organization event, unless they have a legitimate reason for their absence.

Article VI – Elections

Elections will take place towards the end of the academic year (mid-April). Any member who has been involved with WIB for at least one full semester can apply for a position. The Executive board will review each application, interview all applicants, and then select next year's executive board. Following their election, new executive board members will attend executive board meetings and meet with the current holder of their position in order to facilitate a smooth transition. The new executive board term will officially begin at the end of the academic semester.

Article VII – Advisor

The club advisor shall be a faculty or staff member at CNU. They will:

- (a) Help WIB assess risk and take appropriate measures to mitigate risk when appropriate. This may be as simple as asking questions to determine the who, what, where, when and why of an event, program, or initiative. If concerns or questions arise, they encourage students to seek out resources and help.
- (b) Assist organization in navigating CNU policies and procedures. Utilizing on-campus partners and resources can help in obtaining more detail or assistance when policies are not known.
- (c) Advise students on appropriate expenditure and management of budgets and dues
- (d) Act as a mentor and resource for students. Encouraged to meet with officers and members to get to know the students and their goals for the organization.
- (e) In the event that the executive board can not reach a majority vote on a decision, the advisor will serve as the tie-breaker.

Article VIII – Meetings

WIB will hold approximately two meetings and/or events each month. Time and location of the meeting will vary depending on the nature of the event. Some events will be closed to WIB members, but some will be open to any students. Members are required to attend at least four events each semester. The Director of Operations will track attendance and membership standing.

Meetings can consist of panels, speakers, professional activities, social events, and more! Most events will be held on campus, but there could be 1-2 events per semester off campus. If there is an off campus event, the executive board will organize for transportation to be available.

Article IX – Dues

Members of Women in Business will owe dues at the beginning of each semester in order to maintain their membership status. Dues will be set at \$25 per semester but can be amended at any time by the executive board with approval by the faculty advisor.

The Director of Finance will be responsible for the collection and allocation of dues.

Article X – Rules of Procedure

“Robert's Rules of Order” will serve as the organization’s guide to parliamentary procedure.

In order to maintain active status, Women in Business will comply with all CNU policies and procedures, including financial regulations, which pertain to student organizations.

Article XI – Amendments

In order to make amendments to the Women in Business Constitution, the executive board must achieve a majority vote. If the voting is split, the advisor will serve as the tie-breaker.