

ARTICLE I: NAME OF ORGANIZATION

The organization shall be called Women in Business at UC San Diego (WIB @ UC San Diego).

ARTICLE II: STATEMENT OF PURPOSE

WIB @ UC San Diego is a non-profit student organization that seeks to:

1. Provide a community that encourages professional and personal growth.
2. Provide a community that supports women in business and addresses the inequity women face in business.
3. Provide access and networking opportunities with successful industry leaders (with an emphasis on successful women industry leaders).
4. Provide professional and leadership development workshops, mentorship, career-guidance, and social events.
5. Provide the opportunity to participate in community volunteering events.

ARTICLE III: NONPROFIT STATEMENT

UC San Diego's Women in Business is a non-profit student organization.

ARTICLE IV: REQUIREMENTS FOR MEMBERSHIP

Eligibility

WIB @ UC San Diego Membership is open to all UC San Diego students with an interest in any business-related profession.

WIB @ UC San Diego will in no way discriminate against gender, race, sexual orientation, or religion.

Membership Requirements

Students must fill out the membership application and pay non-refundable membership dues.

Students must maintain an Active Membership Status, as explained in the Membership Status section below.

Membership Status

Active Members:

■ To maintain active, general members must gain minimum 10 points per quarter from 5 categories of events as specified below:

1. General Body Meetings ("GBM"): 1 point per GBM attended during the GBM
 - a. .5 point for submitting GBM Questionnaire (available for both for students attending both synchronous and asynchronous)
2. Fundraisers: 1 point per fundraiser attended

- a. 1 point extra for bringing non-WIB members to fundraising events (maximum of extra 1 point)
- 3. Workshops: 1 point per workshop attended
 - a. Workshop Assignments: 1 point per assignment completed
- 4. Office Hour: 1 point per office hour attended
- 5. Other Electives:
 - a. Professional Development Goals: 1 point per goal completed
 - b. Women in Business Dates: 1 point per meeting attended
 - c. Sticker: 2 points per hour volunteered
 - d. Flyer: 2 points per hour volunteered
 - e. Socials: 1 point per social event attended
 - f. Committee Participation: 2 points per participation
 - g. Attending community service events advertised through the club
- Point delegations and categories were modified to accommodate the transition from on-campus events to virtual events.

Expectation of Current Members

To regularly attend General Body Meetings, Workshops, and as many other events as possible, ultimately achieving at least 10 active membership points per quarter.

ARTICLE V: FREQUENCY OF ORGANIZATION MEETINGS

General Body Meetings and Executive Board Meetings will take place weekly in person and on Zoom. There will be 2-3 seasonal socials each quarter. Online Workshops will occur every other week, but can be changed when the President sees fit. Members are required to attend at least 10 events to maintain active membership. Minutes will be taken for executive meetings.

Article VI: Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

- The officers of the organization shall be:
 - President, Executive Vice President, Vice President of Marketing, Vice President of Finance, Vice President of Internal Relations, Vice President of External Affairs, Vice President of Professional Development, Director of Public Relations, Director of Web Development, Director of Community Engagement, Director of Diversity, Equity, and Inclusion, Director of Career Exploration, Director of

Fundraising, Director of Operations, Director of Outreach, Director of Program Tracking

- Roles and Responsibilities for executive officer team:

Attending all GBMs, executive meetings, and social and networking events.

Additionally, execs are required to provide three time slots per week for members to sign up for officer chats to ask for advice.

President

1. Oversee the advancement of the society
2. Determine and implement overarching goals and strategies of organization
3. Develop and/or maintain organization structure
4. Supervise and follow-up with the executive team
5. Work with UCSD, recruiters, and professionals in local community
6. Address member suggestions and concerns
7. Represent the organization
8. Lead GBMs and other events

Executive Vice President

1. Make and organize room reservations
2. Maintain order during meetings and take minutes
3. Keep track of officer attendance
4. Manage google drive and Asana
5. Maintain and keep up-to-date yearly calendar
6. In charge of speaker gifts, parking passes, and other materials for events

Vice President of Marketing

1. Market organization's events on campus such as fundraisers, recruiting events, and conferences
2. Supervise and mentor Director of Public Relations
3. Manage all organization apparel design and ideas
4. Develop other graphics and design for organization's needs
5. Lead Marketing/Public Relations committee with Director of Public Relations

Vice President of Finance

1. Compose quarterly budgets
2. Collect membership dues
3. Manage the society's bank account(s) and oversee the society's expenditures
4. Apply for University Funding
5. Supervise and mentor Director of Fundraising
6. Handle reimbursements

7. Lead Finance/Fundraising committee with Director of Fundraising

Vice President of Internal Relations

1. Oversee planning and organization of recruitment events, socials, officer retreat, and member retreat
2. Supervise and mentor Director of Operations
3. Keep track of attendance at all events
4. Lead Internal committee with Director of Operations

Vice President of External Affairs

1. Search for potential GBM speakers
2. Create and maintain relationships with other business organizations on campus
3. Create and maintain relationships with other women in business organizations in San Diego and in the nation
4. Lead External Committee with Director of Corporate Relations

Vice President of Professional Development

1. Plan and lead the Professional Development Program, including hosting workshops, maintaining knowledge database and collecting resumes
2. Manage office hours
3. Set goals and keep track of individual progress within the Professional Development Program
4. Lead Professional Development committee

Director of Public Relations

1. Maintain and create social media for organization
2. Raise awareness of organizations events via social media
3. Design and create newsletter for organization
4. Answer emails and facebook messages

Director of Fundraising

1. In charge of 2-3 quarterly fundraisers partnering with local non-profit organizations
2. Apply for University Funding and in charge of TAP forms
3. Plan long term fundraisers

Director of Operations

1. Assist Vice President of Internal Relations with planning and organizing social events
2. Keep track of all membership requirements, sign-ins, and points for social and recruitment events
3. Educate members about maintaining active membership and the appeals policy
4. Analyze trends with event attendance and presents ideas on how to better cater WIB events to member's interests
5. Lead Internal Committee and delegate tasks at meeting along with the Vice President of Internal Relations

Director of Outreach

1. Keep track of all membership requirements, sign-ins, and points
2. Educate members about active and appeals policy
3. Let members know about their point status through weekly FB posts
4. Update member point doc every week and post updated ones onto FB page
5. Assist the VP Internal in planning events
6. Analyze trends with event attendance and presents ideas on what events WIB could put on to cater to member's interests
7. Lead Internal Committee and delegates tasks at meetings

Director of Program Tracking

1. Track individual members through PDP workshop attendance, performance, and goals
2. Offer reminders and support for PDP goals
3. Provide detailed feedback to members quarterly
4. Lead PDP committee and delegates tasks to members

Director of Community Engagement

1. Head the Big/Little mentorship program
3. Create quarterly WIB date groups
2. Hold bonding events to keep the community engaged

Director of Diversity, Equity, and Inclusion

1. Hold workshops with industry contacts experienced with DEI
2. Ensure that WIB is overall an inclusive community

● Officers May Be Removed For:

- a. Actions deemed inappropriate by the executive committee such as:

- i. Consistent poor attendance at meetings and events (3 absences will result in a hearing)
- ii. being on academic probation
- iii. illegal activities per California Law
- iv. Impeachment must be approved by President and Executive Vice President, and Faculty and Community advisors

SELECTION OF OFFICERS

- Qualifications necessary to hold office in this organization are as follows:
 - Must be a registered undergraduate student with interest or knowledge of business industries.
 - Must be actively involved in the organization the quarter he/she runs for office. Will be interviewed by the President and EVP of that time. If the current officer is running for the same position, then that officer will be interviewed by the President.

ARTICLE VII: RISK MANAGEMENT

UC San Diego's Women in Business is a registered student organization at University of California, San Diego, but not part of the University itself. UC San Diego's Women in Business understands that the University does not assume legal liability for the actions of the organization.

Possible risks associated with the organization's activities include:

1. Potential physical harm or injuries associated with the organization's outdoor events
2. Potential harm to the reputation of the individual officers, members, or the organization
3. Potential harm to the thoughts and feelings of the individual officers, members, or the organization
4. Potential harm to the budget for a specific event and the overall financial health of the organization
5. Potential harm to the relationship with corporate sponsors, alumni, or other related professionals

Article VIII: COMMUNITY ADVISOR

Community advisor will remain Sharon Li for the 2023-2024 academic year.

ARTICLE IX: FINANCIAL MANAGEMENT

- Membership dues shall be \$25 per quarter, or \$75* for the year. These dues are non-refundable and any issues regarding finances must be discussed with

VP Finance and Director of Operations prior to the dues deadline. Any requests for a refund after the dues deadline will not be considered.

- All members will have access to a document with the organization's financial information.

Article X: AFFILIATION WITH OTHER GROUPS

Women in Business does not have any affiliations at the local, state, national, or international level.