

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:

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

ARTICLE III: NONPROFIT STATEMENT

WIB @ UC San Diego 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 race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition,, ancestry, marital status, citizenship, sexual orientation, or status as a veteran.

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 status, general members must gain a minimum of 10 points per quarter from five categories of events as specified below:

1. **General Body Meetings (GBM):** 1 point per GBM attended during the GBM

- 0.5 point for submitting the GBM questionnaire (available for both students attending both synchronous and asynchronous).
- 2. **Fundraisers:** 1 point per fundraiser attended
 - 1 point extra for bringing non-WIB members to fundraising events (maximum of 1 extra point).
- 3. **Workshops:** 1 point per workshop attended
 - Workshop Assignments: 1 point per assignment completed.
- 4. **Office Hour:** 1 point per office hour attended.
- 5. **Other Electives:**
 - Professional Development Goals: 1 point per goal completed.
 - Women in Business Dates: 1 point per meeting attended.
 - Sticker: 2 points per hour volunteered.
 - Flyer: 2 points per hour volunteered.
 - Socials: 1 point per social event attended.
 - Committee Participation: 2 points per participation.
 - 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

Members are expected 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, both 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
- Vice President of Diversity, Equity, and Inclusion
- Director of Public Relations
- Director of Web Development
- Director of Community Engagement
- Director of Diversity, Equity, and Inclusion
- Director of Career Development
- Director of Fundraising
- Director of Operations
- Director of Outreach
- Director of Program Tracking
- Director of Events
- Director of Communications
- Director of Alumni Relations

Roles and Responsibilities for the 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 the organization.
3. Develop and/or maintain the organization's structure.
4. Supervise and follow-up with the executive team.
5. Work with UCSD, recruiters, and professionals in the 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. Handle speaker gifts, parking passes, and other materials for events.

Vice President of Marketing

1. Market the organization's events on campus, such as fundraisers, recruiting events, and conferences.
2. Supervise and mentor the Director of Public Relations.
3. Manage all organization apparel designs and ideas.
4. Develop other graphics and designs for the organization's needs.
5. Lead the Marketing/Public Relations committee with the 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 expenditures.
4. Apply for University Funding.
5. Supervise and mentor the Director of Fundraising.
6. Handle reimbursements.
7. Lead the Finance/Fundraising committee with the Director of Fundraising.

Vice President of Internal Relations

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

Vice President of Professional Development

1. Plan and lead the Professional Development Program, including hosting workshops, maintaining a 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 the Professional Development committee.

Vice President of Diversity, Equity, and Inclusion (modified)

1. Lead initiatives to foster diversity, equity, and inclusion within WIB.
2. Collaborate with the Director of Community Engagement to develop and implement DEI strategies.
3. Coordinate speaker events, workshops, and networking opportunities related to DEI.
4. Advocate for DEI initiatives through social media campaigns and community engagement.
5. Collaborate with the Internal Committee to plan inclusive social events.
6. Lead the DEI Committee in executing community service initiatives that promote inclusion and equity.
7. Oversee the Diversity Book Club initiative and support its implementation.
8. Encourage dialogue and action on DEI issues within WIB and the broader community.

Director of Public Relations

1. Maintain and create social media for the organization.
2. Raise awareness of the organization's events via social media.
3. Design and create a newsletter for the 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 handle TAP forms.
3. Plan long-term fundraisers.

Director of Operations

1. Assist the 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 in event attendance and present ideas on how to better cater WIB events to members' interests.
5. Lead the Internal Committee and delegate tasks 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 membership and the appeals policy.
3. Let members know about their point status through weekly FB posts.
4. Update the membership point document every week and post updates on the FB page.
5. Assist the VP Internal in planning events.
6. Analyze trends in event attendance and present ideas on what events WIB could put on to cater to members' interests.
7. Lead the Internal Committee and delegate 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 the PDP committee and delegate tasks to members.

Director of Community Engagement

1. Assist the VP DEI in developing and implementing strategies for DEI initiatives.
2. Collaborate with the VP DEI to organize speaker events, workshops, and networking opportunities.
3. Lead social media campaigns advocating for important DEI initiatives and promoting dialogue.
4. Collaborate with the Internal Committee to plan inclusive social events and support their execution.
5. Take the lead in organizing community service initiatives that promote inclusion and equity.
6. Coordinate the Diversity Book Club initiative, including book selection and discussion facilitation.
7. Engage with members to encourage participation and dialogue on DEI issues.
8. Support the VP DEI in fostering a more inclusive and equitable environment within WIB and beyond.

Director of Events

1. Lead informal socials, member retreats, and the Big/Little program: oversee recruitment, matches, and organize bonding activities such as bingo challenges.
2. Manage the WIB Dates initiative: create applications, handle sorting and grouping, ensure officers host enough dates, and potentially track participation.
3. Order supplies for all events and collaborate with the VP Internal on event planning.
4. Assist in leading the Internal Committee and delegate tasks.

Director of Career Development

1. Create technical curriculum for workshops and other professional development resources.
2. Guide feedback on committee members' deliverables to meet learning objectives.
3. Assist VP PDP in leading workshops and events.
4. Help lead the PDP committee and delegate tasks to members.
5. Find and post job opportunities (part-time, internship, and full-time) on the Slack opportunity channel and job opportunities spreadsheet.
6. Research and reach out to companies in the San Diego area to coordinate industry field trips.

Director of Communications

1. Create and maintain a consistent brand kit.
2. Manage professional marketing content (LinkedIn, Website).
3. Represent WIB according to branding standards through emails and messages.
4. Update the WIB website and social media platforms as needed.
5. Work with VP Marketing to create written content for mass communication with members and potential members.
6. Assist VP Marketing in leading quarterly workshops.
7. Help lead the Marketing committee and delegate tasks to members.

Director of Alumni Relations

1. Help the VP External maintain and develop the alumni database.
2. Plan and coordinate events specifically with WIB alumni.
3. Build connections with alumni to facilitate mentorship and networking opportunities.
4. Assist with alumni outreach and maintaining strong ties with the community.
5. Regularly update the alumni database to ensure accuracy.

ARTICLE VII: RISK MANAGEMENT

WIB @ UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. WIB @ UC San Diego 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

The community advisor for WIB @ UC San Diego will remain Sharon Li for the 2024-2025 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 the 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.