

## **ARTICLE I: NAME OF ORGANIZATION**

The organization shall be called UC San Diego's Women in Business (UCSDWIB).

## **ARTICLE II: STATEMENT OF PURPOSE**

UCSD WIB 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 issues 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*

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

UCSD WIB will in no way discriminate against gender, race, sexual orientation, or religion.

### *Membership Requirements*

Students must fill out the membership application and pay membership dues.

### *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
  2. Fundraisers: 1 point per fundraiser attended
  3. Workshops: 1 point per workshop attended
  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. Sticking: 2 points per hour volunteered
    - d. Flyering: 2 points per hour volunteered
    - e. Socials: 1 point per social event attended
    - f. Committee Participation: 2 points per participation

### *Expectation of Current Members*

To regularly attend General Body Meetings, Workshops, and as many other events as possible.

## **ARTICLE V: FREQUENCY OF ORGANIZATION MEETINGS**

GBMs and workshops will take place biweekly on campus. There will be 2-3 seasonal socials each quarter. Members are required to attend 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**

- The officers of the organization shall be:  
President, Executive Assistant, 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 Alumni Relations, Director of Operations, Director of Fundraising, Director of Public Relations, Director of Corporate Relations
- Roles and Responsibilities for executive officer team:

### **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 Assistant**

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 Trello
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, 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

#### **Vice President of Alumni Relations**

1. Create and maintain relations with alumni and professionals
2. Connect with alumni and update them with events
3. Coordinate and plan alumni events (Socials, professional, etc)
4. Bridge members and alumni/professionals

#### **Director of Operations**

1. Assist Vice President of Internal with planning events
2. Plan and organize social events
3. Keep track of logistics for social and recruitment events

#### **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 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 Corporate Relations**

1. In charge of contacting guest speakers for events (collaborate with Vice President of External)
  2. Obtain and maintain sponsorships and sponsorships bracket
  3. Develop relationship with local corporations
- Officers May Be Removed For:
    - a. Actions deemed inappropriate by the executive committee such as:
      - i. consistently 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 2/3 vote of the executive committee

#### **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 current officer of that time. If current officer is running for the same position, then that officer will be interviewed by the President.

#### **ARTICLE VII: MEETINGS**

- Executive board meetings once a week
- General Body Meetings every other week
- Workshops every other week, but can be changed when President sees fit.

#### **ARTICLE VIII: FINANCES**

- Membership dues shall be \$30 per quarter, or \$80 for the year.

#### **ARTICLE X: 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 XI: COMMUNITY ADVISOR**

Community advisor will remain Sharon Li, our founder, up to when she is in the San Diego area. After that we will pass it on to another alumni in the local area.

**Article XII: AFFILIATION WITH OTHER GROUPS**

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