

Undergraduate Business Women's Association Constitution

- **Article I: Name, Mission, and Non-Discrimination Policy**
 - o *Section One: Name*
 - The Undergraduate Business Women's Association
 - o *Section Two: Mission*
 - To bring together students interested in business and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and community service.
 - o *Section Three: Non-Discrimination Policy*
 - This organization and its members shall not discriminate against any individuals for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam--era veteran status.
- **Article II: Membership**
 - o *Section One: Categories and Requirements*
 - Membership in the Undergraduate Business Women's Association (UBWA) is open to all registered students in good standing with university without regard to race, religion, gender, sexual orientation, or politics. A student must complete an application and pay annual dues to become a member of UBWA.
 - Paid members will be given priority when there are limits placed on the number of people that can attend an event or take advantage of a particular opportunity. Active members are defined as those who have submitted a completed membership application and have paid membership dues in full.
 - o *Section Two: Termination of Membership*
 - Members who do not hold themselves to high professional standards such as respectfulness, accountability, punctuality, or who do not represent the organization in a positive and professional manner will be required to meet with the President and Senior Vice President. If the problem persists, the member will be asked to resign from the organization.
 - o *Section Two: Executive Board Requirements*
 - Fulfill the duties of their position as outlined in their executive board member agreement
 - Attend all UBWA meetings (general and executive), social events, professional development events, community service events, and are expected to assist as often as possible with recruiting and networking events
 - Additionally, executive board members are required to act in a professional manner and positively represent the organization at all times.
 - o *Section Three: Termination of Executive Board Status*
 - Executive board members who violate the requirements outlined in section two or in the executive board membership agreement are subject to penalty.
 - Violations will be evaluated on a three-strike system.
 - The first strike will result in a verbal warning from the President.
 - The second will result in a meeting with the President and Senior Vice President.
 - The third will result in potential removal from the executive board. If all three strikes are for the same offense (i.e., missing three deadlines), removal will be automatic.
- **Article III: Officers**
 - o *Section One: Descriptions - Executive officer positions include the following*
 - o **President**
 - Schedule speakers, make room reservations, and get speaker thank you

- cards
- Oversee the other positions and fill in as necessary
 - Plan Executive Board meetings as needed
 - Plan professional development events
 - Attend Council of Presidents meetings and other Fisher events, as well as serve as the main point of contact between the organization and Fisher College/Ohio State
 - Serve as the main point of contact between the organization and companies/organizations interested in partnering with, sponsoring with, or attending/speaking at UBWA events
 - Work closely with the Senior Vice President in planning and programming to ensure the organization is operating smoothly and effectively, as well as to make improvements
 - Attend President training
 - Review constitution with incoming president at the end of the year to evaluate need for changes
- Senior Vice President
 - Get food for each meeting and complete Coke Grants to receive drinks for each meeting.
 - Design t-shirts & officer nametags for each year (nametags to be ordered before Fall Involvement Fair)
 - Lead general member meetings: prepare a PowerPoint/Prezi to discuss current events, programming, and other organizational information, as well as introduce the speaker
 - Work closely with the President in planning and programming to ensure the organization is operating smoothly and effectively, as well as to make improvements
- Treasurer
 - Collect dues and create yearly/semester budgets
 - Make budget recommendations and develop cost saving strategies
 - Complete an audit every year for university funding, also responsible for W-9 and I-9
 - Attend Treasurer Orientation and UBC & USG Finance meetings
 - Deposit cash/checks within one week of receipt
 - Manage bank accounts
 - Track payables and receivables (i.e., executive board trip to Boston)
 - Co-manage Corporate Sponsorship program with VP of Corporate Relations
 - Apply for Fisher/University funding as needed
- VP of Member Relations
 - Record and send out minutes to executive board members for all formal executive board meetings
 - Serve as the main point of contact between the organization and general/potential members
 - Send out emails to listserv; Manage listserv and UBWA email account
 - Own and execute membership point system
 - Track general/executive member attendance to be sent out to listserv after all meetings
 - In charge of all recruitment, including but not limited to:
 - Bulletin board, all Involvement Fairs, promotional merchandise
 - Flyers for involvement fairs
 - Develop and implement member recruitment and retention strategies
- VP of Alumni Relations
 - Send an updated newsletter to UBWA alumni once each semester
 - Maintain an updated list of UBWA alumni for the year

- Continuously update and connect with alumni on LinkedIn
- VP of Corporate Relations
 - Maintain an updated list of UBWA and speakers for the year
 - Own, assess and improve the corporate partnership program
 - Manage corporate sponsorship documents and processes
- VP of Marketing
 - Make all of the informational flyers/materials for the organization
 - Take pictures of all events/special meetings- if unable to attend an event, must appoint another person to take pictures
 - Maintain Facebook, Twitter, Instagram, and LinkedIn accounts
 - Work with ImpactOSU to update and maintain website if necessary
 - Keep pictures, posts, and calendar up to date
- VP of Programming
 - Plan one+ social event per semester
 - Plan one exec social per semester
 - Plan end of the year party
 - Communicate with the Secretary once a week via email so that she may update the organization with event details
- VP of Community Service
 - Plan multiple events per semester- exact number at the discretion of VP of Community Service, based on types of events and number of participants at each event
 - Work with VP of Operations on BuckeyeThon committee application and selection process
 - Lead BuckeyeThon committee, serve as team captain (or appoint a captain), plan and lead fundraising efforts, and coordinate and lead all other BuckeyeThon related activities
 - Maintain a relationship with the organization that is our main beneficiary (although not an exclusive relationship)
 - Communicate with the Secretary once a week via email so that she may update the organization with event details
- VP of Professional Development
 - Manage and execute all operational details for signature events
 - Collect and assess improvement and programming feedback
 - Coordinate all logistics for executive board trips/conference
 - Communicate with the Secretary once a week via email so that she may update the organization with event details
- *Section Two: President and other Executive Officers selection*
 - Only members who have previously held executive board positions are eligible to run for President.
 - All candidates must be active member status in spring semester.
 - All prospective presidential candidates not excluding the current President must be elected by a majority vote of the members during an election which will be held during spring semester.
 - Any current executive board member may run for and hold the same position in consecutive or multiple years.
 - A candidate may run for two positions. If a candidate runs for President or Vice President, they may run for one additional normal executive position on top of running for one or both of those positions.
 - Only paid members are eligible to vote.
- **Article IV: Advisor**
 - The advisor must be a full-time member of The Ohio State University faculty or Administrative and Professional Staff.
 - The advisor must have training or a special interest in issues concerning women in business.

- If deemed necessary, a second person can be appointed to serve as co-advisor to the chapter.
- Responsibilities of the advisor include, but are not limited to, the following:
 - Attend organizational meetings.
 - Meet periodically with the Executive Board to review chapter membership, activities, and finances.
 - Assist the chapter in assessing campus and community resources, including financial support from the university and the community when possible.
- **Article V: Chapter Meetings**
 - UBWA will provide members with opportunities to attend:
 - Professional meetings: These are meetings in which members can discuss important issues, hear from experienced professionals, and develop important skills relating to women in business with business professionals, such as general meetings and professional development workshops.
 - Special events: These are larger events are intended to further promote the ideals of UBWA. These events will be community service, social, fundraising and networking events.
- **Article VI: Method of Amending the Constitution**
 - The constitution will be amended as deemed necessary by the current exec board.
 - The entire exec board must be made aware of any changes, and any executive member has the right to challenge an amendment. In the event of a challenge, the change will be put to a vote in which 7/10 executive members constitutes a majority win.
 - UBWA must be flexible to the needs of its members and the changes in the workplace environment, so the executive board must be willing to update the constitution and the organization as needed.
- **Article VII: Method of Dissolution of Organization**
 - Upon the dissolution of the Ohio State chapter of the UBWA, all debts must be disposed of with any funds left in the bank account.
 - Any organization assets must be donated to the Fisher College of Business to further women's initiatives within the Fisher College of Business.