**Collegiate Women in Business Constitution**

Last Amended and Approved:

**Article I: Name**

1. The official name of this organization shall be Collegiate Women in Business at Iowa State University, hereafter referred to as Collegiate Women in Business, or CWIB.

**Article II: Purpose**

1. Collegiate Women in Business is an organization designed to inspire and empower women pursuing a career in business.
2. The purpose of Collegiate Women in Business is to:
	1. Promote networking and relationships among women in the College of Business
	2. Provide learning experiences and encouragement through the organization
	3. Support women in the College of Business in future career choices
	4. Serve local Ames and Des Moines community by volunteering
	5. Inspire women to set and reach goals

**Article III: Statement of Compliance**

1. Collegiate Women in Business abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. Collegiate Women in Business agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if necessary).

**Article IV: Risk Management**

1. Collegiate Women in Business shall elect a risk management officer to help [a]minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

**Article V: Membership**

1. Iowa State University Collegiate Women in Business do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran
2. Eligibility Requirements:
	1. To be eligible for Collegiate Women in Business membership:
		1. You must be a full-time, undergraduate student at Iowa State University.
		2. Your major or minor, either primary or secondary, must be in the College of Business.
		3. You must have a 2.50/4.00 cumulative GPA at Iowa State University during the application process.
			1. First-semester freshmen and transfer students are eligible to apply for membership. They will go through the application process and, if selected, become a member with promise to reveal their cumulative GPA to the Business Council Advisor the following semester.
				1. If the cumulative GPA of the student meets or exceeds a 2.50/4.00 in that first semester at Iowa State University the student will become an official member.
				2. If the cumulative GPA of the student doesn’t meet the 2.50/4.00 requirement in that first semester at Iowa State University their membership will be revoked from Collegiate Women in Business.
3. Organization
	1. Collegiate Women in Business consists of an Executive Board, Committee Chairs, and general membership.
		1. When a new member receives membership onto CWIB they are considered a general member. The member will then be placed onto a committee. Committee members and committee chairs are considered general members.
	2. See Organization Chart
4. Membership Requirements:
	1. Members are required to attend 75% of meetings throughout the semester
	2. Members are required to complete a number of service hours set by CWIB at the beginning of the semester
	3. Members are required to maintain a 2.50/4.00 cumulative GPA
5. Probation
	1. Failure to complete any of the membership requirements by a general member in a given semester will put that member on probation in CWIB the following semester.
	2. If the member completes all of the membership requirements the following semester they will be taken off of probation within the Council.
		1. Failure to complete the membership requirements the following semester will result in the termination of membership.
	3. Any Council member that doesn’t complete the membership requirements and is put on probation twice will be terminated from the Council.
6. Pardons are to be decided on a case-by-case basis

**Article VI: The Executive Board**

1. The Executive Board consists of the President, Vice President/Risk Manager, Treasurer, Secretary, Membership Chair, Young Women in Business Conference Chair, and Projects Chair.
	1. The President’s responsibilities include but aren’t limited to:
		1. Conduct general/Executive Board CWIB meetings.
		2. Be the connection between CWIB and College of Business Undergrad/Deans Office.
		3. Oversee CWIB’s general business with Executive Board members and committees.
		4. Work with Executive Board members and committees to construct future vision and goals and implement ideas to further goals.
		5. Make first and final contact with presenters to CWIB
	2. The Vice President’s responsibilities include but aren’t limited to:
		1. Help the Executive Board fulfill the tasks of the organization.
		2. Be responsible for the logistics of the CWIB.
			1. This means dealing with specific events and services and make sure they are executed properly.
			2. Arrange travel if CWIB is going off campus
		3. Be the contact if the committees have questions on the specific events and contact other Executive Board members if necessary.
		4. Market CWIB and its events throughout university and college if needed
		5. Act as the risk management liaison for CWIB events.
			1. This includeshelping minimize potential risks for club activities, recommending risk management policies or procedures to CWIB, submitting documentation to ISU’s Risk Management Office and ensuring that Iowa State University policies are followed at all CWIB events and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
	3. The Treasurer’s responsibilities include but aren’t limited to:
		1. Make necessary purchases for CWIB events and members.
		2. Make necessary deposits and keep proper documentation for Campus Org Accounting.
		3. Develop CWIB budget and present to CWIB for approval by a ¾ majority vote.
	4. The Secretary’s responsibilities include but aren’t limited to:
		1. Organize and update the CWIB roster and e-mail list serve.
		2. Arrange any housekeeping matters regarding CWIB
		3. Take attendance and record general and executive board meeting minutes to share with general membership.
		4. Record and update member hours for CWIB requirements.
		5. Act as a general aide for other Executive Board members.
	5. The Membership Chair’s responsibilities include but aren’t limited to:
		1. Recruit new members at the start of every semester(September and January)
		2. Organize interview process for potential new members
		3. Welcome new members into the organization by meeting with them beforehand
		4. Organize any materials new members may need
		5. Communicate with Secretary to add new members to list serve
	6. The Young Women in Business (YWIB) Conference Chair’s responsibilities include but aren’t limited to:
		1. Head the internal CWIB committee for YWIB
		2. Work with advisor to complete any tasks required by CWIB for YWIB
	7. The Projects Chair’s responsibilities include but aren’t limited to:
		1. Lead discussion of service, fundraising, collaboration with other campus organizations, etc.
		2. Organize planning of external events for CWIB
		3. Market events as needed
		4. Work with Risk Manager/VP to ensure potential risks are covered
2. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization
3. Election Process
	1. The Executive Board position elections are held at the end of every spring semester and each Executive Board position lasts two semesters, not including the semester in which the candidate is elected.
	2. The Executive Board election process is as follows:
		1. All Executive Board positions are elected by the general membership in the order of President, Vice President, Treasurer, Secretary, Membership Chair, YWIB Conference Chair, and Projects Chair.
		2. Nominations for Executive Board positions shall take place during one of the last meetings of the spring semester.
			1. Unless the timing is not seen as fitting by the current Executive Board.
			2. Any active CWIB member can nominate any member for any position, including self-nomination.
			3. Nominations can be sent in electronically to the Secretary before the nominations general meeting.
			4. If a nominated member chooses to reject their nomination, they will be removed from the ballot.
		3. The following meeting after nominations, elections will be held for the Executive Board positions.
			1. Unless the timing is not seen as fitting by the current Executive Board.
		4. Each nominee is given a few moments to speak on why they should be chosen for their position. Other candidates for the position must leave the room while another candidate is speaking.
		5. Following the speeches the vote will be taken.
			1. Elections of Executive Board positions are by secret ballot and are elected by a simple majority.
				1. In the event of a tie, a revote will be taken for the nominees that tied and a simple majority will choose the winner.
			2. Election votes can be sent in electronically to the Secretary before the election general meeting.
4. Executive Board Member Termination
	1. Executive Board Members may be terminated by a first motion provided by another Executive Board Member, while not in the presence of the Board member in question
	2. A vote will be taken (50% or greater needed) by rest of the Executive Board to bring to CWIB general membership.
	3. If vote passes through the Executive Board, vote will be brought to the general membership
	4. General Membership will decide by a 75% vote if Executive Board Member is terminated from the position
	5. The Board Member terminated then has the choice to remain on CWIB as a general member or to resign from the organization
5. Executive Board Requirements
	1. Each Executive Board member is required to maintain a 3.00/4.00 cumulative GPA.
	2. Each Executive Board member is required to be present at 90% of executive meetings and 80% of general membership meetings
	3. Executive Board members are to complete a number of service hours decided on by the Executive Board at the start of every semester
	4. Pardons are to be decided on a case-by-case basis

**Article VII: Advisors**

1. The CWIB Advisor’s responsibilities include but aren’t limited to:
	1. Attend general and Executive Board meetings.
	2. Offer input and advice on CWIB issues.
	3. Be aware and approve of financial expenditures.
	4. Ensure that the organization is operating in conformity with Iowa State University and the Student Activities Center’s rules and regulations.
2. Selection/Replacement Process
	1. The Executive Board, Undergraduate Office, and Deans Office personnel will choose a CWIB Advisor, when necessary.
3. Term of Service
	1. The advisor’s term of service will be on a year-to-year basis.
4. Removal Process
	1. CWIB Advisors may be terminated by a first motion provided by an Executive Board Member
	2. A vote will be taken (50% or greater needed) by rest of the Executive Board to bring to CWIB general membership.
	3. If vote passes through the Executive Board, vote will be brought to the general membership
	4. General Membership will decide by a 75% vote if CWIB Advisor is terminated from the position

**Article VIII: Committees**

1. CWIB consists of the following committees: YWIB Conference, Projects, and Membership/Social committee.
2. Committees are formed by member preference and Executive Board selection every semester.
	1. Preferences will be given to Executive Board by CWIB members each semester
	2. Executive Board will take preferences into account and assign members to committees each semester
	3. The committees consist of a Co-Chair and committee members.
	4. Committee Member Switches
		1. A committee member or Committee Chair can bring up a request for committee change by submitting a written document to the Executive Board.
			1. This document must include their reason for the switch and new preferences for committees to be moved to.
			2. This request can be submitted at any point in the semester.
		2. The Executive Board will look over the request and vote on the change.
			1. There must be a majority vote for the change to proceed.
		3. If a majority vote in favor of the switch occurs, the Executive Board will look over the member’s new preferences and select a new committee.
3. Chair Election
	1. The Committee Chair elections are held at the end of every semester.
	2. Committee Chair positions last one full semester.
	3. The Committee Chair election process is as follows:
		1. Nominations for Committee Chair positions shall take place during one of the last meetings of the semester.
			1. Unless the timing is not seen as fitting by the current Executive Board.
			2. Any active CWIB member can nominate any member for any position, including self-nomination.
			3. Nominations can be sent in electronically to the Secretary before the nominations general meeting.
			4. If a nominated member chooses to reject their nomination, they will be removed from the ballot.
		2. The following meeting after nominations, elections will be held for the Committee Chair positions.
			1. Unless the timing is not seen as fitting by the current Executive Board.
		3. Each nominee is given a few moments to speak on why they should be chosen for their position. Other candidates for the position must leave the room while another candidate is speaking.
		4. After each candidate has spoken for a specific position there will be an open discussion among those present about the candidates.
		5. Following the discussion the vote will be taken.
			1. Elections of Committee Chairs are by secret ballot and are elected by a simple majority.
			2. Election votes can be sent in electronically to the Secretary before the election general meeting.
		6. The new Committee Chairs will begin their term the following semester.
4. Committee Chair Responsibilities
	1. The Committee Chair’s responsibilities include but aren’t limited to:
	2. To plan and organize the event in which they are involved
	3. To report to CWIB the progress regarding the event
	4. To serve as contact person for students, faculty, and university personnel concerned with the event
	5. Unexcused absences must be reported to the Executive Board
	6. Record semester activity for the committee

**Article IX: Meetings**

1. The meeting schedule will be as follows:
	1. General meetings will be held four times a month for Council members.
	2. Committee meetings will be held twice a month (during General Meetings) for individual committees.
	3. Executive Board meetings will be held twice a month for the Executive Board.
		1. Meeting dates are subject to change based on judgment of Executive Board and Committee Chairs.

**Article X. Finances**

1. All monies belonging to CWIB shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
2. Description of dues
	1. No Dues will be collected for CWIB

**Article XI. Amendments & Ratification**

1. Any member of CWIB may propose an amendment to the constitution. The proposed amendment should be submitted, in writing, to the President. It will be discussed in the next general meeting, and voted on in the following general meeting.
2. This constitution may be amended with a three-fourths (3/4) vote of CWIB membership, either in person or via electronic means to the Secretary.
3. If ratified, this constitution shall become effective immediately and all previous constitutions shall become null and void.
4. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval