

Collegiate Women in Business Constitution

Last Amended and Approved: February 2023

Article I: Name

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

- A. Collegiate Women in Business is a student organization designed to inspire, empower, and develop women pursuing a career in business.
- B. The purpose of Collegiate Women in Business is to:
 - a. Promote networking and community building among business focused women and their allies.
 - b. Support women’s career growth and leadership through professional development opportunities and mentorship
 - c. Foster an environment that champions diversity, equity, and inclusion initiatives while advocating for women in business.
 - d. Serve the local Ames and Des Moines community through volunteering.

Article III: Statement of Compliance

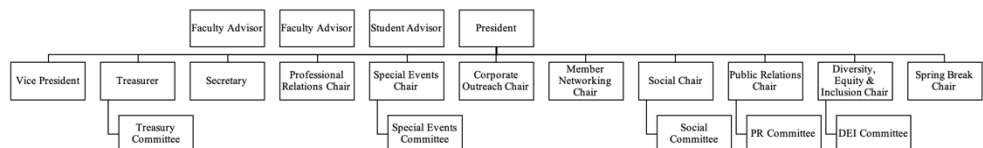
- A. Collegiate Women in Business abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- B. Collegiate Women in Business agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (as needed).

Article IV – Non-Discrimination Statement

Iowa State University and Collegiate Women in Business do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V: Membership

- A. Organization
 - a. Collegiate Women in Business consists of an Executive Board, Committee Members, and general membership.
 - i. When a new member receives membership into CWIB they are considered a general member. The member can apply to be placed onto a committee. Committee members are considered general members.
 - ii. See Organization Chart:



- B. Eligibility:
 - a. Must be a full-time, undergraduate, or graduate student at Iowa State University.

- b. Major or minor, either primary or secondary, must be in the Ivy College of Business. OR be Business Focused (i.e., Business owner, interested in pursuing future business education)
 - c. Must be in good academic standing with Iowa State University during the application process.
- C. Requirements:
- a. Members are required to attend 70% of meetings throughout the semester.
 - b. Members are required to complete a minimum of 50 professionalism points set by CWIB at the beginning of the semester.
 - i. Point opportunities vary by semester and are subject to change.
 - ii. See points opportunities list for details on specific point opportunities for each semester.
 - c. Members who join the organization after the first 2 weeks of the semester will have their attendance and point requirements adjusted based on duration of semester remaining.
 - d. Pardons are to be decided on a case-by-case basis.
- D. Conditional Membership
- a. Failure to complete any of the membership requirements by a general member in a given semester will put that member on conditional membership in CWIB the following semester.
 - b. If the member completes all the membership requirements the following semester, they will be taken off conditional membership.
 - i. Failure to complete the membership requirements the following semester will result in the termination of membership.

Article VI: Risk Management

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 VII: Officers

Section 1: Officer Positions and Duties

- A. The Executive Board consists of the President, Vice President, Treasurer, Secretary, Professional Relations Chair, Special Events Chair, Corporate Outreach Chair, Member Networking Chair, Social Chair, Public Relations Chair, Diversity, Equity & Inclusion Chair, Spring Break Chair, and Student Advisor.
- B. The President's responsibilities include but aren't limited to:
 - a. Conduct general and Executive Board meetings.
 - b. Be the connection between CWIB and College of Business Undergrad/Deans Office.
 - c. Oversee the activities of the officers and general membership.
 - d. Work with Executive Board members to construct future vision, develop goals, and implement ideas.
 - e. Conduct Executive Board feedback meetings once a year alongside advisors.
 - f. Support the rest of Executive Team when needed during meetings and events.
 - g. Maintains record of membership and activities on the student organization website
 - h. Complete all trainings as required by Iowa State University policy.
- C. The Vice President's responsibilities include but aren't limited to:
 - a. Help the Executive Board fulfill the tasks of the organization.
 - b. Oversee logistics of the events planned outside of CWIB general meetings.

- i. This means dealing with specific events and services and make sure they are executed properly.
 - c. Be the contact if the committees have questions on the specific events and contact other Executive Board members if necessary.
 - i. Oversee the application process for each committee and select members to sit on each respective committee.
 - d. Plan out the club's school year calendar and work with companies to schedule speakers to come and present during weekly meetings.
 - e. Act as the risk management liaison for CWIB events.
 - i. Help minimize potential risks for club activities,
 - ii. Recommend risk management policies or procedures,
 - iii. Submit documentation to ISU's Risk Management Office and
 - iv. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- D. The Treasurer's responsibilities include but aren't limited to:
 - a. Make necessary purchases for CWIB events and members.
 - b. Make necessary deposits and keep proper documentation for Campus Org Accounting.
 - c. Collect and deposit dues at the beginning of each semester.
 - d. Develop CWIB budget and present to CWIB Executive members and Advisors for approval.
 - e. Complete campus organization treasurer training through Iowa State Canvas and oversee the club's purchasing card.
- E. The Secretary's responsibilities include but aren't limited to:
 - a. Arrange any housekeeping matters regarding CWIB.
 - b. Ensure general members meet both attendance and point requirements.
 - c. Act as a general aide for other Executive Board members
 - d. Manage organization of the Canvas page
 - i. Add and remove members from page.
 - ii. Create quizzes, RSVPs, and announcements.
- F. The Member Networking Chair's responsibilities include but aren't limited to:
 - a. Recruit new members at the start of every semester (September and January)
 - b. Organize the peer mentorship program.
 - c. Welcome new members into the organization.
 - d. Communicate with Secretary to add new members.
- G. The Professional Relations Chair's responsibilities include but aren't limited to:
 - a. Organize professional mentor program.
 - b. Collaborate with social chair to plan alumni events.
 - c. Plan one event per year for mentee-mentor networking
- H. The Public Relations Chair's responsibilities include but aren't limited to:
 - a. Market CWIB and its events throughout university and college if needed.
 - b. Run social media accounts such as Instagram, LinkedIn, and Facebook
 - c. Maintain and update website for CWIB.
 - d. Design and manage orders for apparel.
- I. The Special Events Chair's responsibilities include but aren't limited to:
 - a. Organize the location, schedule, presenters, and topics to be discussed throughout the annual Invest in Yourself Workshop
 - b. Develop new ideas to implement for development and volunteer opportunities with all members of Collegiate Women in Business
 - c. Work alongside and delegate responsibilities to the Special Events Committee
- J. The Corporate Outreach Chair's responsibilities include but aren't limited to:

- a. Reaches out to connect with local and corporate businesses around Ames and surrounding areas.
 - b. Organizes trips for members to tour selected businesses once a semester.
 - c. Maintains connections with professionals in the corporate world.
- K. The Social Events Chair responsibilities include but aren't limited to:
- a. Plans events for members to network with each other.
 - b. Formal dinner each spring and fall semester.
 - c. Works with committee to plan all events.
- L. The Diversity, Equity, and Inclusion Chair's responsibilities include but aren't limited to:
- a. Plan a meeting each semester to encourage inclusivity and help members develop skills to be capable and influential businesswomen.
 - b. Work with committee to research and plan events and workshops.
 - c. Collaborate with on campus offices to hear ideas outside of the club.
- M. The Spring Break Chair's responsibilities include but aren't limited to:
- a. Work with third-party company to create an education travel trip.
 - b. Work with committee to plan fundraising and communications.
- N. The Student Advisor's responsibilities include but aren't limited to:
- a. Find Iowa State and other business-related opportunities to promote leadership development.
 - b. Assist executive committee in executing events and planning meetings.
 - c. Collaborate with advisors to offer input on CWIB issues.

Section 2: Executive Board Requirements

- A. Iowa State Requirements
- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- B. CWIB Requirements
- a. Each Executive Board member is required to be present at 90% of executive meetings and 80% of general membership meetings.
 - b. Executive Board members are to complete all required activities, volunteering, outside events decided on by the Executive Board at the start of every semester.
 - c. Pardons are to be decided on a case-by-case basis.

Section 3: Election Process

- A. 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.
- B. The Executive Board election process is as follows:

- a. All Executive Board positions are elected by the general membership in the order of President, Vice President, Treasurer, Secretary, Professional Relations, Special Events, Corporate Outreach, Member Networking, Social, Public Relations, Diversity/Inclusion, and Spring Break.
- b. Nominations for Executive Board positions shall take place during the second last meeting of the spring semester.
 - i. Unless the timing is not seen as fitting by the current Executive Board.
 - ii. Any active CWIB member can nominate any member for any position, including self-nomination.
 - iii. Nominations can be sent in electronically to the Secretary before the nominations general meeting.
 - iv. If a nominated member chooses to reject their nomination, they will be removed from the ballot.
- c. The following meeting after nominations, elections will be held for the Executive Board positions.
 - i. Unless the timing is not seen as fitting by the current Executive Board.
 - ii. Each nominee is given 2 minutes (President has a max of 5-minute speech) 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.
- d. Following the speeches, the vote will be taken.
 - i. Elections of Executive Board positions are by secret ballot and are elected by a simple majority.
 - I. In the event of a tie, a revote will be taken for the nominees that tied and a simple majority will choose the winner.
 - ii. No election votes can be sent in electronically to the Secretary if not at the election general meeting.
 - iii. Only dues paying members are eligible to vote.

Section 4: Executive Board Member Impeachment/ Removal

- A. Considerations for termination include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- B. Impeachment proceedings may be initiated by any member of the organization by submitting a written request for removal with reasons for removal to the to the executive board while not in the presence of the officer in question.
- C. The officers will hold a special meeting with the Advisor to deliberate.
- D. A vote will be taken (50% or greater needed) by rest of the Executive Board to bring to CWIB general membership.
- E. If vote passes, the officer being impeached should be notified at least 2 weeks before the general impeachment hearing and be provided a summary of the reasons for removal.
 - a. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held.
 - b. General Membership will decide by a 75% vote if Executive Board Member is terminated from the position.
- F. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- G. The Board Member terminated then has the choice to remain on CWIB as a general member or to resign from the organization.

Section 5: Replacement

- A. To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave.
- B. The special election will follow the same procedures as general elections, outlined in Article VI Section 3.
- C. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Article VIII: Advisors

Section 1: Duties

The CWIB Advisor's responsibilities include but aren't limited to:

- A. Attend general and Executive Board meetings.
- B. Provide general oversight to the group and offer input and advice on CWIB issues.
- C. Assist with the leadership development of the organization's officers.
- D. Be aware of and approve financial expenditures.
- E. Ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- A. Advisors can self-nominate or be nominated by officers, Undergraduate Office, and Deans Office personnel.
- B. The Adviser of this organization shall be selected by a unanimous decision of the executive officers.
 - a. Officers will vote through a show of hands.
 - b. All officers must be present for a vote to occur.
- C. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- D. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Adviser shall serve an indefinite term length at their leisure.

Section 4: Impeachment/Removal

- A. The Advisor can be removed from their position by a vote (75% or greater needed) of club officers at an officer meeting.
 - a. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- B. The Advisor must be notified and given reason for removal at least one week prior to voting.
- C. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- D. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VIII Section 2.

Article IX: Committees

- A. CWIB consists of the following committees: Social, Special Events, DEI, Treasury, and Public Relations committee.
- B. Committee Member Application
 - a. The Committee Member applications are held at the end of every semester, Vice president is responsible for committee selection.
 - b. If selected, Committee Member positions last one full semester. The new Committee Chairs will begin their term the following semester.
- C. Committee Member responsibilities are determined by the corresponding executive board member.

Article X: Meetings

- A. The meeting schedule will be as follows:
 - a. General meetings will be held weekly.
 - b. Committee meetings will be held at a schedule determined by the responsible Executive Member
 - c. Executive Board meetings will be held weekly prior to the general meetings.

Article XI. Finances

- A. All monies belonging to this organization 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.
- B. Upon disbandment of Collegiate Women in Business, all funds, and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- C. Description of dues
 - a. Dues will be determined by a majority of officers at the beginning of each semester. Dues will be \$20 per semester or \$30 per year.
 - b. Executive members are also required to pay dues.
 - c. Dues will be collected by the Treasurer within the first 3 weeks of each semester at general meetings.
- D. Corporate Sponsorships will be managed by the treasurer based on tiered system outlined in the sponsorship packet.

Article XII. Amendments & Ratification

- A. Any member of CWIB may propose an amendment to the constitution.
 - a. The proposed amendment should be submitted, in writing, to the club officers.
 - b. The officers must have a majority vote through a show of hands for approval to move the amendment to a general membership vote.
- B. The proposed amendment will be presented to general membership at least one week before the vote.
- C. In the next general meeting, the constitution amendment will be voted on with a three-fourths (3/4) vote by show of hands of CWIB membership, either in person or via electronic means to the Secretary.
- D. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- E. If ratified, this constitution shall become effective immediately and all previous constitutions shall become null and void.
- F. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- a. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- b. Notification of these changes must be communicated at the next full organizational meeting.