

# **The Constitution of Society of Women in Business (SWIB)**

Revised March 28, 2024

## **Article I. Name**

The name of this club shall be the “Society of Women in Business (SWIB)”.

## **Article II. PURPOSE**

Society of Women in Business (SWIB) aims to empower women with different backgrounds, nationalities and identities majoring or minoring in any business field and help prepare them for issues they may face in male dominated fields. SWIB is intended to be an organization that creates a safe space for the women in the College of Business and shall accomplish this goal through:

- A. coordinating biweekly General Meetings
- B. working with the College of Business to bring in and work with Alumni
- C. hosting events for the wider campus.

## **Article III. MEMBERSHIP**

Section 1. Membership in SWIB shall be open to any interested undergraduate students at the Valparaiso University.

Section 2. All members of Society of Women in Business shall have a major or minor that is housed in the College of Business.

Section 3. It is the policy of the Society of Women in Business that membership and voting rights will be based on individual merit, free from discrimination based on race, color, age, sex, gender identity, sexual orientation, pregnancy, disability, veteran status, religion, national and ethnic origin, veteran status, or genetic information.

## **Article IV. Active Members**

Section 1. An Active Member shall be a member who attends +50% of the General Meetings OR has communicated with the executive board about being unable to attend meetings due to work, class, or other meetings and the executive board approves this member to be active.

Section 2. Any member who is not contributing to the creation of a safe space for women will be asked to leave and have their membership revoked.

## **Article V. OFFICERS**

Section 1. The officers of SWIB shall be the President, Vice President, Treasurer, and Social Media and Outreach Chair. The creation of additional positions shall be at the discretion and approval of the Executive board.

Section 2. Only Valparaiso University undergraduate students may serve as officers.

Section 3. The duties of the President shall include:

- A. Coordinating bi-weekly meetings of the club.
- B. Chairing all meetings of the club.
- C. Calling emergency meetings, pursuant to Article IX. Section 3.
- D. Providing leadership to the club.
- E. Working directly with the Club Advisor to ensure the club is operating within the expectations of the University.
- F. Acting as the chief spokesperson of the club.
- G. Establishing an effective relationship with the Valparaiso University Student Senate

Section 4. The duties of the Vice-president shall include:

- A. Assisting the President with the fulfillment of her duties.
- B. Providing support for the development of club activities.
- C. Working with the Treasurer to establish a budget.
- D. Taking notes at Executive meetings.

Section 5. The duties of the Treasurer shall include:

- A. Keeping a record of all financial transactions.
- B. Meeting with the President on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.
- D. Working with the Vice-president to establish a budget.

Section 6. The duties of the Social Media and Outreach Chair shall include:

- A. Coordinating the press relations of the club, including, but not limited to:
  - a. relations with *The Torch*, flyer/poster approval, posting and sharing information on Social Media (Instagram), etc.
- B. Ensuring marketing for events is completed in a manner sufficient to the Executive Board.
- C. Documenting meetings and events by taking pictures and uploading them into the Google Drive.

## **Article VI. OFFICER ELECTION/IMPEACHMENT**

Section 1. All Club Officers shall be elected before December 20th and will serve a term of January 1 - December 20.

Section 2. A transition meeting will be held for all officers and will include information on best practices, passwords, job specifications, and any other information deemed important for continuation of the organization.

Section 3. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

- A. **Nominations** - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position, and they may nominate themselves for a position if they are not nominated by another member.
- B. **Elections** - Elections will consist of each candidate speaking for up to three minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, Social Media and Outreach Chair.
- C. **Run-Off Elections** - In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in her duties (as decided by a unanimous agreement of the three other club officers and advisor), she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and speedy trial.

## **Article VII. ADVISOR**

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor to serve as long as that advisor is completing her duties and enabling the organization to be successful.

Section 2. The Club Advisor must be a full-time Valparaiso University faculty member or administrator.

Section 3. The Club Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Listening to membership concerns and determining if members shall have their membership revoked for inhibiting the creation of a safe space for women.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

### **Article VIII. MEETINGS**

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shared with the General Body as soon as possible.

Section 2. Only active student members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Social Media and Outreach Chair.

### **Article IX. DISBURSEMENT OF FUNDS**

Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.

Section 2. Any expenditure and/or budget in excess of \$200 must be approved by a majority of the Club Officers.

Section 3. All financial transactions of the Club to be reimbursed by Student Senate will be managed through the Valparaiso University Student Senate Executive Treasurer.

Section 4. Only the Club Officers and the Club Advisor shall have the ability to submit funding requests and/or budgets to the Student Senate.

### **Article X. AMENDMENTS**

Section 1. Amendments may be made to this constitution at any time by approval of the executive board and advisor.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President.

Section 3. The proposed amendment shall be presented to the active club membership and be debated in person during a meeting.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.