



GLOBAL BUSINESS WOMEN

2019-2020 Constitution

Basic Information

1. Organization Name: Global Business Women (GBW)
2. Faculty Advisors: Dawn Kutza & Christi Walton
3. Primary Student Contacts: Rachel Peigh & Varda He

Preamble

Global Business Women is an undergraduate organization dedicated to helping women reach their full leadership potential and prepare for the challenges of the interconnected business world. Formed in 2016 and comprised of approximately 88 members, GBW provides opportunities in leadership experience, global perspective growth, and network building. Our aim is to provide a platform for passionate, determined women with whom they can exchange ideas and build connections based on their common interest in learning more about diverse cultures. The mission is to contribute to the personal and professional development of emerging women leaders who value ambition balanced by respect for others.

We believe what sets us apart from other student organizations on campus is our drive to foster relationships between students regardless of their academic, cultural, or social backgrounds. Domestic and international women alike are valuable assets to IU and our mission is to create an inclusive environment that inspires dialogue between the two. We recognize the value and competitive edge that is created in academic and professional settings from encouraging cross-cultural communication. Now more than ever are enterprises seeking candidates who demonstrate comprehensive talents and an aptitude for integration in an increasingly globalized economy and business environment; therefore, Global Business Women seeks to cultivate future leaders confident in engaging in global conversation, embracing diversity, and exploring women's trends in business.

Mission Statement

Global Business Women is designed to promote and empower potential women leaders in business from around the world. The main objective of GBW is to strengthen and support members by informing them of different personal and professional development opportunities, sharing current women leaders' experience in private, public, or non-for-profit sectors, and facilitating mutual benefits between international women leaders and American women leaders.

Article I: Membership

“Global Business Women (GBW) allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).]”

Members of GBW are limited to Undergraduate students currently enrolled at Indiana University with the exception of returning members entering the “3/2 MBA Program” [section I.D.3 (b)].

There are two types of membership roles in the GBW organizational structure:

- *Executive roles* are filled by the Co-Presidents, Vice Presidents, and Directors, who lead branches and manage the strategic vision and overall operation of the club.
- *General roles* are filled by members who have the opportunity to attend events hosted by GBW but are not assigned specific tasks related to the operation and management of the club.

Expectations of membership:

- Executive board members have two unexcused absences for all mandatory meetings or events. Executive board members need to inform the VP of Membership the reason(s) of absence 24 hours in advance of meetings or events. Executive members are required to fully engage in events and activities held by GBW. Executive board members are encouraged to be proactive in GBW decision makings
- General Members will be considered active members by attending 50% or more of GBW's events or activities per semester. General members are encouraged to interact with current GBW board members and professionals.

Here are additional benefits for members of GBW:

1. Transition earlier and more smoothly into American culture (for international members)
2. Enhance understanding of foreign cultures (for domestic members)
3. Unite earlier and more readily with other women from various nationalities
4. Create social events of interest to members
5. Attend workshops for professional development (such as: cultural competency-building; networking and interviewing practice, communication strategies, assertiveness training, stress management training, confidence-building, exposure to career fields, etc.)
6. Associate with international female alumni & graduate female students
7. Identify and support needs unique to international women and to American students studying abroad
8. Provide female American members with opportunities for leadership and network building

Recruitment Process

Interested general member applicants must submit a registration form that can be found on the Global Business Women beINvolved page. Women of all grades and majors are welcome and encouraged to apply. By applying, you are agreeing to receive our bi-weekly newsletter that includes up-to-date information on happenings around IU and our upcoming events.

Board member applications will be posted and sent out to general members at the discretion of the Executive Board if there are available positions needing to be filled. Anyone interested is encouraged to apply, but general members will be considered more heavily in the recruitment process. An application form will be sent out and applicants will be selected for a round of interviews based off enthusiasm, motivation, skills, level of interest, and qualifications. All decisions for board members made by GBW are final and requests for additional interviews will not be granted.

Membership can be revoked at the discretion of the Executive Board if there is determined to be reasonable cause (the member did not meet expectations mentioned in Article I), at any point throughout the year. Throughout the semester, surveys will be sent out to general members to gather feedback on level of interest and satisfaction with GBW's events. This survey will also help in tracking active and inactive members. Members will not be penalized for inactive membership.

Article II: University Compliance

“This organization shall comply with all Indiana University regulations, and local, state and federal laws.”

Article III: Executive Officers

Title: Co-President (One American and one International student)

Duties and Responsibilities: The co-presidents act as the primary representative of Global Business Women and will oversee the organization’s operations. Additional responsibilities include:

- Set a strategic vision for GBW
- Provide leadership and mentoring to members, including fostering accountability among the Executive Board and General Members
- Make decisions about membership composition
- Serving as a direct liaison to the public, administrators, and recruiters
- Attend bi-weekly KSG meetings as the GBW delegate.

Title: VP of External Communications

Duties and Responsibilities: The VP of External Communications is responsible for directing and managing one or more of the following efforts:

- Market and communicating club activities via social media platforms
- Document and publishing club events and contributions via social media platforms
- Work with the Social Media and Newsletter directors to create a positive and uniform image to showcase the professionalism of GBW

The VP of External Communications is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW’s events.

Title: Social Media Director

Duties and Responsibilities: The Social Media Director will work closely with the Co-Presidents and VP of Communications to initiate social media campaigns and create social media content that is reflective of GBW values.

The Social Media Director is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW’s events.

Title: Newsletter Director

Duties and Responsibilities: The Newsletter Director will create and distribute bi-weekly mailchimp newsletters to general members and board members. These newsletters will highlight upcoming GBW events as well as events around IU that support GBW's mission to empower women leaders.

The Newsletter Director is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: VP of Operations and Internal Communications

Duties and Responsibilities: The VP of Operations and Internal Communications is responsible for directing and managing one or more of the following efforts:

- Record bi-weekly board meetings and upload to GBW box account for future reference
- Work with Social Media and Newsletter Directors to send meeting and event reminders to board members and general members

The VP of Operations and Internal Communication is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: VP of Finance

Duties and Responsibilities: The VP of Finance oversees the budget allocation of GBW funds with the GBW business banking account. The position will head any necessary reimbursements to members who purchased approved materials for GBW. She will also request and appropriately manage funding for events and activities and will work in conjunction with the Treasurer and Director of Finance.

The VP of Finance is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: Treasurer

Duties and Responsibilities: The Treasurer will work closely with the VP of Finance and Director of Finance to request and appropriately manage funding of events and activities.

The Treasurer is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: Director of Finance

Duties and Responsibilities: The Director of Finance will work closely with the VP of Finance and Treasurer to request and appropriately manage funding of events and activities.

The Director of Finance is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: VP of Membership and Recruiting

Duties and Responsibilities: The VP of Membership and Recruiting is responsible for recording and tracking various administrative tasks to ensure the participation and involvement of members in GBW. She will be responsible for the following internal management activities:

- Track members' performance and contributions in GBW, their academics, and their professionalism to encourage and improve individualized goals.
- Collect, maintain, and analyze key data on members, alumni, contacts (partners/professionals), as well as information on professional and casual events, workshops, initiatives, etc. The databases will be in use for delivering the analysis of GBW performance to our future members, and tracking GBW resources.
- Approve membership requests on beInvolved, update newsletter email list and organize GBW involvement in fairs and other recruitment events

The VP of Membership and Recruiting is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: VP of Diversity Affairs

Duties and Responsibilities: The VP of Diversity Affairs serves as a liaison between GBW and the Office of International Services, as well as oversees the creation of initiatives designated to increase intercultural competencies and strengthen relationships between domestic and international members. She will also work with faculty and the other Executive Board members to brainstorm, plan, and execute cultural GBW events, either virtual or on-campus.

The VP of Diversity Affairs is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Title: VP of Event Management

Duties and Responsibilities: The VP of Event Management is responsible for directing and managing one or more of the following efforts:

- Attend OIS Leadership Council meetings with the VP of Diversity Affairs as a GBW representative
- Ensure all activities surrounding events are well planned and organized (i.e. room is booked, food is ordered, speakers are set, etc.)

The VP of Event Management is required to report to all Executive Board members through the attendance of bi-weekly board meetings and the majority of the GBW's events.

Requirements for Board Members

- At least one semester of active membership in the organization
- Member must be on campus for at least two semesters of the academic year and must announce their intentioned absence with adequate time to find a replacement

Article IV: Advisor

Advisors will be re-evaluated on an annual basis by the Executive Board to ensure advisor availability and commitment to the organization. New advisors must be approved by the Executive Board prior to his/her assignment.

Responsibilities and Duties of Advisors

- Attend meetings and events as needed
- Active communication with the Executive Board
- Be willing and able to assist with necessary administrative functions such as but not limited to
 - Signing off on room reservations
 - Reimbursement forms
 - Technology requests
- Act as an intermediary between the organization, faculty, the UCSO, the Kelley Alumni Office, and corporate partners when necessary

Article V: Meetings

Regular membership meetings are held on a monthly basis and attendance is not mandatory but encouraged. The schedule for these meetings will be emailed in the

bi-weekly newsletters sent by the Director of Newsletters. The Executive Board has the authority to call meetings. The Co-Presidents set the agenda for each meeting. The VPs must be on time and provide updates, proposals, and/or reports at each meeting. Members must also be on time and present at each meeting.

Emergency or special meetings can be called by the President and members will be notified of such a meeting via email. Attendance at each meeting is recorded.

Article VI: Elections

All Executive Board positions are elected half way through the spring semester to be prepared to take over in the fall. Anyone is allowed to apply for the position provided active membership for at least one semester prior to running. Voting is done by secret ballot and counted by the Executive Board. Members are notified of elections at the beginning of the spring semester.

Board Election Process

All Executive Board positions will be elected by executive board members. Voting and discussion take place during the mid-semester mass meeting of the spring semester (March, week following Spring Break). EB running will be limited to active members of at least one semester with GBW.

Executive Board members serve a one-year term from August to August of the following year, subject to change in the event of overseas study. All members relinquish the privilege to run the semester of their graduation. There is no limit to number of positions held or number of terms served on the Executive Board so long as re-election takes place during each qualified term. Past Executive Board members can act as mentors to their successors. Board vacancies must be identified the semester prior to absence and will be filled accordingly. Board positions may be revoked through a majority vote of the Executive Board following at least one formal written complaint of any member or advisor of GBW.

Article VII: Dues & Budget

The budget of Global Business Women is managed by the Finance VP. GBW does not collect dues from members. The budget is reviewed and revised continuously throughout the school year.

Article VIII: Finances

The VP of Finance, with support and guidance from other Board Members, is in charge of financial affairs. A Treasurer within the Finance Committee is expected to keep

journal entries and manage funds (and student organization account) separately from the fundraising committee to ensure accuracy and independency of GBW finance.

Global Business Women will maintain a business banking account in accordance with the Student Organization Accounts office policies and procedures. If GBW dissolves as an organization, all funding will go to the Kelley School of Business.

Article IX: Anti-Hazing Policy

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

Members will be notified of amendments via email. A majority vote of the Executive Board will be required to ratify an amendment.