

Title:

Constitution of The Women's Network

Preamble:

The Women's Network is an undergraduate organization dedicated to supporting and advancing the careers and future education of undergraduate women within the Kelley School of Business. Formed in 2015, The Women's Network is modeled off of the Forté Foundation curriculum intended to, "launch women into fulfilling, significant careers through access to business education, opportunities, and a community of successful women" (Forté Foundation). The main objective is to provide the undergraduate women of Indiana University with a network of peer, corporate, and alumnae women to offer communal support and inspiration.

Our organization is open to any undergraduate students, regardless of gender. Each member must be willing to provide support to peers through active participation in the network. As an Indiana University student organization, TWN has three goals throughout the academic school year:

1. Provide members with a network of business professionals to support a business education and job search.
2. Allow members the opportunity to become a certified "Rising Star" from the Forté Foundation through educational platforms and opportunities to realize potential.
3. Create a mentorship program for members of the organization to partner with peers and/or professionals to develop long-lasting relationships for a diverse perspective on future opportunities.

Article I: Membership

The Women's Network 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.

Members of The Women's Network are limited to undergraduate students currently enrolled at Indiana University with the exception of returning members entering the "3/2 MBA Program".

There are five types of membership roles in the The Women's Network organizational structure:

- Chief Executive roles are filled by the Co-Presidents who lead branches and manage the strategic vision of the club.
- Executive roles are filled by Vice Presidents and heads of branches: Social/Wellness, Professional Development, Brand Management, Alumnae Relations, and Finance that lead initiatives in planning and producing new ideas and events.
- Director roles are filled by members who take initiative in the organization and are willing to support one of our core branches.
- Associate roles are filled by members who participate in one of our core branches in the capacity of a committee.
- General membership is filled by members who have the opportunity but can choose not to work in committees dedicated to specific tasks.

Members who wish to join may request membership at any time through The Women's Network on beINvolved (www.beinvolved.indiana.edu/organization/TWN). Executive Board members will then approve membership, automatically adding the member to the organization's roster.

Members are expected to attend at least two events per semester to be considered for leadership roles. Executive Board members are expected to attend half of the events in each semester. Each event must have at least two Executive Board members in attendance.

Membership can be revoked at the discretion of the Executive Board if there is determined to be reasonable cause at any point throughout the year. 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

Members who demonstrate a commitment to the organization and initiative to make change within the organization, within Kelley, and/or on campus will be considered active members of the organization and thus qualified applicants for Executive Board positions. All applicants may be subject to an informal interview process depending on the number of qualified applicants for any position, including VPs, Directors, and Associates. Executives are expected to commit one academic year of active work in office, including representing TWN at all student involvement fairs. In addition, one member of the Executive Board will serve as the official organization representative for Kelley Student Government meetings. Succession will be based upon the discretion of the co-Presidents.

In the case that an Executive fails to uphold the standards and values set by the organization, she will be asked to step down from her position, and a replacement will be selected by the rest of the Executive Board.

Requirements for Executive Board:

- At least one semester of active membership in the organization, preferably with leadership experience within the organization as a director or associate
- Member must be on campus for at least one semester of the academic year and must announce their intentioned absence with adequate time to find a replacement
- GPA: 3.0 or greater

Title: Co-Presidents

Duties and Responsibilities: Act as the primary representative and meetings manager of The Women's Network. Serve as a direct liaison to the public, administrators, and recruiters. Oversee organizational activities to be in compliance with Indiana University regulations and uphold the organization's goals and values. Track member attendance and update membership of current standing with sufficient frequency. Co-Presidents are responsible for maintaining the overall health and longevity of the organization. Co-Presidents are required to attend Kelley Club Kickoff each semester to gain insight into the organization's relationship with the Kelley School of Business. Co-Presidents may each fill one of the VP roles listed below.

Title: VP of Brand Management Executives

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

- New member recruitment and retention
- Social media platforms and website
- Membership communication

The VP is expected to inform all Executive Board members of activities as well as attend Board meetings and organizational meetings. She will oversee both the Communications Committee and the Marketing Committee, including recruiting and selecting directors and associates from applicant pool.

Title: VP of Finance

Duties and Responsibilities: The VP of Finance oversees the budget allocation of Network funds with the TWN account at the Indiana Credit Union. She will head any necessary reimbursements to members who purchased approved materials for TWN events. She will also lead all fundraising initiatives by communicating with corporate relations and laying out framework for building TWN's relationship with corporate partners. The VP will handle all bank account information, be listed on the bank account, and maintain the organizational card. The VP is expected to inform all Executive Board members of activities as well as attend Board meetings and organizational meetings. She will oversee the Finance Committee, including recruiting and selecting a director and associates from applicant pool.

Title: VP of Social/Wellness

Duties and Responsibilities: The VP of Social/Wellness oversees the planning and execution of social, wellness, and philanthropic events within the organization. The VP is expected to inform all Executive Board members of activities as well as attend Board meetings and organizational meetings. She will oversee the Social/Wellness Committee, including recruiting and selecting a director and associates from applicant pool.

Title: VP of Professional Development

Duties and Responsibilities: The VP of Professional Development will work with the Professional Development Committee to identify and plan Forté Foundation Rising Star events for the The Women's Network. The VP will also encourage the progress of each member throughout the Rising Star Program. The VP is expected to inform all Executive Board members of activities as well as attend Board meetings and organizational meetings. She will oversee the Fundraising Committee, including recruiting and selecting a director and associates from applicant pool.

Title: VP of Alumnae Relations

Duties and Responsibilities: The VP of Alumnae Relations will build and maintain a database of TWN alumnae for recording purposes. The VP will steer the committee in organizing Kelley Women's Day by attending planning meetings, building relationships with corporate partners, and working with the Kelley Women's Initiative to communicate event goals and strategies. The VP is expected to inform all Executive Board members of activities as well as attend Board meetings and organizational meetings. She will oversee the Kelley Women's Day Committee, including recruiting and selecting a director and associates from applicant pool.

Article IV: Committee Responsibilities & Duties

Each committee will be responsible for structuring and organizing its own events after approval by the Executive Board, as communicated by the VP in charge of that committee. Each committee will be responsible for corresponding with the VP of Finance to budget each event appropriately. Each committee will be responsible for filling out the TWN Event Proposal document and requesting event space through Student Life & Learning when events occur outside of regular meeting times.

Social/Wellness Committee

The Social/Wellness Committee will take suggestions from the membership and the Executive Board to plan events that promote members getting to know one another with no academic barrier. The Social/Wellness Committee will research mental health and physical wellness issues to provide the membership with events and activities targeted to relieving stress and promoting physical activity. The VP of Social/Wellness will oversee the Social/Wellness Committee, which will be led by the Director of Social/Wellness.

Kelley Women's Day Committee

The Kelley Women's Day Committee will communicate closely with the Kelley Women's Initiative to plan all activities surrounding Kelley Women's Day in fall 2019. The Kelley Women's Day Committee will contact Kelley alumnae to visit IU for Kelley Women's Day and interact with current undergraduate and graduate students. The Kelley Women's Day Committee will create, purchase, and distribute the Kelley women's gift of the year. The VP of Alumnae Relations will advise the Kelley Women's Day Committee, which will be led by the Director of Kelley Women's Day.

Professional Development Committee

The Professional Development Committee will organize events and activities that align with the development goals of the Forté Foundation Rising Star Initiative. The committee will expose members to opportunities provided by the Forté Foundation such as, but not limited to, conferences, webinars, and live discussions. The Professional Development Committee will collaborate with the Forté Campus Representatives to communicate with the Forté Foundation directly. The Committee will invite other women's organizations on campus to each Forté event and will advise other organizational leaders on how to incorporate Rising Star programming into their platforms. The VP of Professional Development will oversee the Professional Development Committee, which will be led by the Director of Professional Development.

Communications Committee

The Communications Committee will create and manage TWN Instagram and Facebook accounts. The Communications Committee will send out a weekly newsletter to the entire membership outlining events and opportunities for the week. One member of the Communications Committee will serve as the Proxy Representative for Kelley Student Government on behalf of TWN. The VP of Brand Management will oversee the Communications Committee, which will be led by the Director of Communications.

Marketing Committee

The Marketing Committee will create, purchase, and distribute TWN merchandise once per semester. The Marketing Committee will also be responsible for creating promotional content for TWN events and distributing the content through appropriate channels, including but not limited to the Kelley Marketing Form, promotional slides, and emails. The committee will also create recruiting materials for involvement fairs. The VP of Brand Management will oversee the Marketing Committee, which will be led by the Director of Marketing.

Finance Committee

The Finance Committee will seek out corporate partners to provide funding for organizational activities. The Finance Committee is held to the highest standard of professionalism in gaining corporate partners and representing TWN outside of IU. The VP of Finance will oversee the Finance Committee, which will be led by the Director of Finance.

Article V: 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:

- Active communication with the Executive Board
- Serve as liaison to the Forté Foundation as needed
- 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 and faculty when necessary
- Attend Executive Board meetings

Article VI: Meetings

General membership meetings are held on a monthly basis and attendance is encouraged. The schedule for these meetings will be emailed at the beginning of each semester. The Co-Presidents and Executive Board have the authority to call meetings. The Co-Presidents set the agenda for each meeting. Members must be timely to and present at each meeting. Each meeting will run through organizational announcements, event opportunities, and a small activity led by one of the committees.

Emergency or special meetings can be called by the Co-Presidents, and members will be notified of such a meeting via e-mail or within the weekly newsletter.

Attendance

Attendance at each meeting is recorded by the Co-Presidents. Executive Board members, Directors, and Associates will be given a list at the beginning of each semester with specific required events, including but not limited to corporate partner events, events with professionals, and Headshot Day. If any member of these groups cannot attend a required event, she must provide a reasonable excuse to the Executive Board as soon as possible. Each meeting will have a point value that is allotted to the member if she attends.

- General meetings, committee-led meetings, and external KWI events like Women Wednesdays will be worth 1 point (if no TWN sign-in sheet is available, the member can take a photo at the event and send it to twn@indiana.edu to receive her point).
- Committee meetings will be worth 0.5 points.
- Executive Board meetings will be worth 1 point.
- Corporate partner events, recurring events like A Night to Network and Professional Roundtables, and any event deemed worthy by the Executive Board will be worth 2 points.

All point values for events will be included in the weekly newsletter and on the public event calendar/sign-up sheet. General members are expected to earn 2 points each semester to be a part of TWN's resume book. Committee members are expected to earn 5 points each semester. Failure to do so without a written excuse to the Executive Board will result in an examination of the member's status in her role. Executive Board members are expected to earn 10 points each semester. Failure to do so without a written excuse to the Executive Board will result in an examination of the member's status in her role.

Executive Board meetings will be held at least three times each semester, with Co-Presidents holding authority to call for more meetings. At each Executive Board meeting, VPs will provide updates on committee progress, upcoming events, and new ideas to improve the organization. Each semester will end with a planning meeting for the upcoming semester. The spring planning meeting will determine the following academic year's executive leadership and expectations.

Article VII: Non-Hazing

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 endanger, 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 VIII: Dues & Budget

The budget of The Women's Network is managed by the VP of Finance. The budget is reviewed and revised continuously throughout the school year. Members are not required to pay dues, and all merchandise is available for individual purchase.

Article IX: Finances

The VP of Finance and the Finance Committee are in charge of financial affairs.

The Women's Network will be maintaining checking account at the IU Credit Union. All funds received from corporate partners will be deposited into this account. The VP of Finance and Co-Presidents will be listed on the account. Only those individuals previously listed will have access to the bank account information and card. If a purchase is made on behalf of the organization by one of its members and is approved by the VP of Finance, Should the organization disband, the remaining balance of the bank account will be donated to another IU organization of the members' choosing.

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 from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

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