

The Constitution of Women & Company

Preamble

Women & Company's purpose is to bring together a group of like-minded women, who are knowledgeable, well rounded, and driven. Women & Company has three core values in which it aims to focus on. These values are education, engagement and empowerment. The group will function in a style similar to a company with various departments and executive roles. Specifically, it is comprised of seven different teams each having a chief officer who will oversee and guide the officers on each team. The teams are Entrepreneurship, Human Resources, Consulting, Finance, Marketing, Operations, and Global Awareness.

Women & Company acts as a conduit for women to engage in the world in a more meaningful way. Women & Company will do this by interacting with new employers, engaging in the arts and learning about public events and global awareness. Further, our organization will work with the IU community as a whole to educate students on how women can be successful in the Kelley school of Business and in Indiana University in general. Women & Company plans events focused around open dialogue and communication. Additionally, Women & Company integrates important national and worldly events into the educational experience at IU, by communicating about events around the world each week. This will not only improve students class performance but also broaden their scope.

The organization name represents all that it encompasses. The **Co** is more than company. **Co** is **con**versation, **com**mitment, **cogn**izance, **com**prehension, **cos**mopolitan, **con**sciousness, **count**er points, **co**aching, **coal**ition, **con**duit, and **co**existence.

Article I: Membership

Women & Company 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.

Limitations of Membership:

Membership involves a time commitment from as little as 2 hours per week to as many as 5 hours depending on the position and preference of involvement. Members must be Indiana University students, who are passionate about the organization's motives and values and show commitment and active participation in the organization. All executive board members must maintain a minimum GPA of 3.0 that they will demonstrate using canvas.

There are two different classes of membership. The executive board members have more responsibility than general members. Executive members will have to commit more time to the organization.

Selection of members will be an anonymous process. The applicants for general membership will fill out a short, online application in which they will submit their resume and answer a few short questions in a written format. Following application submissions, the executive board members will review all applications blindly and rank each applicant solely based on the information on the application. The highest ranked applicants will have to attend one interview with executive board members that will consist of behavioral questions and questions to gauge level of dedication. Following the interview, the applicants that best demonstrated dedication to the organization and prove to be an exemplary fit for the organization will be offered to become a general member of one of the seven teams within the organization.

Each semester, all members will be required to complete a self-evaluation on participation. This will consist of an online form in which they will outline their level of involvement and their contributions to the organization. The executive board will go through membership records on canvas to tally up the total time contribution of each member. The executive board will conduct a review of the forms and if the member demonstrates significant involvement and contribution they will continue with membership. If the member does not demonstrate the contribution and involvement necessary, they will meet with the executive board and/or President and discuss their participation and level of interest. After that discussion there will be an agreement made between the member and the executive board on whether membership will continue to exist. Active participation and positive contribution are the necessary requirements that must be met in order for members to continue being recognized.

Membership is contingent on payment of dues. However, the dues are minimal and if they pose financial troubles, they can be discussed with the executive board.

Article II: University Compliance

Women & Company shall comply with all Indiana University regulations, and local, state and federal laws.

Women and Company will abide by the PIC program. All members working with children must go through the PIC program application process.

Article III: Executive Officers

The executive board consists of nine positions:

- **President:** The president will be responsible for overall leadership of the organization. The president will lead meetings and speak on behalf of the organization. The president is the leader of the application process and new

member process. The president oversees the chief officers and handles the participation discussions and approves member removal if necessary. The president reviews chief officers' dealings.

- **Vice President:** The Vice President will be responsible for assisting the president in the overall leadership of the organization. The vice president will step in and assume the role of president when president is obligated to miss Women and Company events. The vice president will be responsible for checking in with the chief officers (executive board) of each team, and the executive board will report issues and concerns to the vice president.
- **7 Chief Officers:** There will be one chief officer for each team. The GPA requirement for executive members is 3.0 and they will serve for two- semesters (1 year). The term is from January to December of each calendar year. At the end of that time elections will be held for new executive members. They take office at the end of the fall semester and they turn over their office at the end of the following fall semester. Chief Officers may not re- run for the same executive position, but may run for another executive position. Officers can resign by sending a letter of resignation to the President and Vice President.
- The seven teams which the Chief Officers manage are as follows:
 - **Philanthropy:** "The Benefactors" are responsible for connecting with the community and organizing events to give back to various local and national organizations/charities.
 - **Human Resources:** "The Caretakers" are responsible for member relations, maintaining records for the organization and planning social events.
 - **Consulting:** "The Organizers" are responsible for alumni and corporate relations as well as continuous improvement of the organization.
 - **Finance:** "The Stabilizers" are responsible for the allocation of funds, budgeting, and ensuring the organization is financially stable.
 - **Marketing:** "The Promoters" are responsible for advertising the organization and its events as well as creating and designing products for the organization.
 - **Operations:** "The Implementers" are responsible for planning and executing the various logistical components of events.
 - **Global Awareness:** "The Informers" are responsible for planning and preparing the educational portion of meetings and coordinating events to promote diversity and global awareness.

Executive board meetings will be held weekly on a date to be determined that fits in with all executive member's schedules. These meetings will be primarily for discussing major issues of concerns of the organization and for planning organization meetings. The agendas for general meetings will be prepared before the executive board meetings and presented during the executive board meetings to be approved by the entire executive board.

Article IV: Advisor

The original president and original vice president selected the two advisors and will continue to select future advisors if need be. This will be done by conducting a brief interview to assure the advisor aligns with Women and Company's values. The advisor(s) will serve for one year at a time and will be asked at the end of the year to continue to be an advisor if the executive board feels the advisor has been an asset to the organization.

Article V: Meetings

There are regular membership meetings and they will be held weekly unless otherwise needed. Meetings will be scheduled through canvas. Members will be made aware of meetings in advance. Meetings are mandatory unless a valid excuse is presented to the vice president or chief officer of human resources through canvas. If additional meetings are needed, executive members can call them. Missing meetings does not immediately negatively impact members standing in the organization, however it will be part of the end of the semester participation evaluation.

The meeting agendas will be set by the president or vice president and will be reviewed by the executive board prior to meetings. The rules of order consist of respect. Respect must be demonstrated to all members. When one member is speaking it is expected that all members proactively listen and not carry on other conversations. Attendance will be recorded by the human resources chief officer and will be recorded by members signing in on an excel spreadsheet.

Executive members will call emergency meetings if the president approves and members will be notified via Canvas, group message, and/or email. If members cannot attend emergency last minute meetings they will not be held accountable for those missed meetings in the end of semester participation evaluation.

Article VI: Elections

Elections will be held each year. The executive board members, vice president, and president positions will be open once per year regardless of whether position is vacated or if evaluation was passed. The yearly elections will occur at the end of November or beginning of December.

Members need not be nominated to run for office. Those who are interested in running for office can run. There will be two phases for the election process. The first phase includes all members who are interested in running submit their information and position preference. The second phase will consist of an interview conducted by members who will not be running for a position. If a member of exec is running again, they will have to re-interview for their position and will be opted out of the interviewing process.

Article VII: Non-Hazing

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 & Budgets

Dues will be charged by the organization for membership. The finance team collects the \$20 per semester amount. Members that go abroad do not need to pay for that semester. Additional payments for apparel and extra activities are optional. Dues are collected at the beginning of each semester and if a member has not paid dues by the deadline the member will be addressed by their executive officer, which will determine an appropriate plan of action. If a member has financial concerns those will be addressed with their executive officer and the finance executive officer and accommodations will be made. The executive board member of the finance team will collect dues.

The finance team will create and maintain the group's budget and it will be revised at least once per semester but also as needed. The budget will be reviewed by the executive board as a whole and by the advisor.

Article IX: Finances

The finance team executive board member is in charge of the organizations financial affairs. The finance executive board member will collaborate with the finance team in relation to financial affairs and final numbers and predictions will be shared with the executive board as a whole.

The organization will be applying for a Student Organization Account.

Women and Company will act in accordance with the Student Organization Accounts office policies and procedures.

If the group dissolves the remaining money will be donated to Indiana University. If university departments have donated funds to the organization, then the portion donated will be returned to those specified departments.

The organization will utilize fundraising as well as dues to maintain our financial stability.

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: Amendment

All eligible voting members will be notified of proposed amendments at organization meetings and via email and group postings. A majority vote of total members is required to ratify an amendment.