

# Constitution of Women in Business Technology at Kelley

## Preamble

The purpose of Women in Business Technology at Kelley is to develop a community of peers seeking to major in technology focused curriculums, looking to gain skills to further their careers, or who have a general interest in learning more about technologies that are shaping the business world.

## Article I: Membership

Any student on the Indiana University Bloomington campus may become a member of Women in Business Technology at Kelley by attending annual membership meetings, attending two mandatory events each year for the organization, and generally participating in programming sponsored by the organization.

Members must always remain professional during meeting times. If any unprofessional or unsafe actions occur between members, or by a single member, a complaint must be made to the Executive Board.

In order to report a formal complaint about a member, attention should be given to the Vice President of Membership. The VP of Membership will then bring up this concern with the rest of the board to attempt to resolve the issue. If a decision could not be made, then the executive board will bring the concern to the advisors who will then make a decision. The three options after a complaint is received by the Executive Board: mediation between the parties, meeting with the member and the officers, or discussion of removal from the organization.

A member can be removed if there is a violation of the Kelley Code of Conduct.

## Article II: University Compliance

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

## Article III: Executive Officers

The officers of Women in Business Technology shall include but not be limited to the President, the Vice President of Outreach, the Vice President of Membership, and the Secretary. The officers shall have the power to create new positions that may be needed to implement the goal and purpose of this Constitution.

Outgoing officers will be available to mentor incoming officers during the remainder of fall semester and throughout the spring semester. This includes answering questions the incoming officer may have, asking for clarification of current initiatives, or including them in the planning of events as necessary.

The roles and responsibilities of each officer are outlined below:

### President

The responsibilities of the Women in Business Technology at Kelley President are as follows:

- Brainstorm events to support Women in Business Technology with fellow officers
- Coordinate with organization sponsors, corporations, and advisors on needs for events held by the organization
- Preside over annual membership meetings

- Lead the organization through changes to both the constitution and mission as necessary over time
- Register the student organization at the beginning of the fall semester

### Vice President of Outreach

The responsibilities of the Women in Business Technology at Kelley Vice President are as follows:

- Preside over executive and membership meetings in the absence of the president
- Brainstorm events to support Women in Business Technology with fellow officers
- Manage Kelley and alumni relations for mentorship program
- Research local community outreach opportunities for club members
- Manage all external relationships with other organizations and businesses

### Vice President of Membership

The responsibilities of the Women in Business Technology at Kelley Vice President are as follows:

- Preside over executive and membership meetings in the absence of the president
- Brainstorm events to support Women in Business Technology with fellow officers
- Survey members of the organization to identify current needs and challenges to be met for Women in Business Technology at Kelley
- Supervise committees that may be formed to support organization initiatives
- Recruiting and cultivating relationships amongst members of the organization

### Secretary

The responsibilities of the Women in Business Technology at Kelley Secretary are as follows:

- Maintain membership lists for the organization
- Take notes during executive meetings of suggested actions and accomplishments
- Maintain records of organization spending
- Maintain records of event participation for members of the organization
- Maintain the calendar and newsletter of upcoming events for the organization

### Resignation/Removal

For the removal process of an executive member, a complaint will be made to the advisor. The advisor and other members of the executive board will resolve the issue by having a discussion with the executive member in question. If needed a majority vote of the remainder of the executive board will be made to remove the executive board. The removal of an executive member is for extreme situations in which the officer has violated the Kelley School of Business Code of Conduct, Indiana University's Code of Conduct, or state/federal laws.

Should an officer wish to resign before her term is completed, she should notify the organization advisor by scheduling a meeting to discuss her departure. If the President of the organization decides to leave, the Vice President or Secretary may elect to move into the position after meeting with the organization advisors to discuss the change. If neither chooses to move into the position after the meeting, a new president will be selected by the remaining officers and organization's advisor through an election.

The replacement of an executive officer position midterm will be determined with an election.

## Article IV: Elections

The process of the selection for Officers of Women in Business Technology at Kelley is as follows:

1. Preferred applicants are sophomores and juniors and must be highly motivated and active members for at least 1 semester.
2. Applications will be open in October for a week to the entire organization for positions and made available on the internal Canvas group page.
3. Two to three applicants will be chosen for each position to be interviewed in the following week. Applicants are chosen by a minimum of 3 votes from the Executive Board for each position. Interviews will be conducted with the advisor, president, and current officer holding the position.
4. The whole process will be completed within four weeks. The rest of the fall semester will be a transition period between outgoing and incoming officers.

Officers will be selected to lead the organization based on the calendar year. They will take office January 1 through December 31.

Officers may only serve in a role for one calendar year. If she so desires, a former officer may apply for a different position within the organization the following calendar year.

## Article V: Advisor

Advisors must be faculty or staff of the Kelley School of Business. Advisors will remain in the role until they are no longer able to support the needs of the organization with time, resources, and advice. More than one advisor may support the organization to provide a breadth of support to both officers and members.

Advisors will attend officer meetings and annual membership meetings. Advisors will assist in scheduling events, reserving space for events, and making introductions to support on campus when necessary.

Advisors are not responsible for maintaining the daily operations of the organization but are available for questions when they arise.

Advisors must always remain professional during meeting times. If any unprofessional or unsafe actions occur between members, or exec members, a complaint must be made to the Executive Board.

In order to report a formal complaint about an advisor, attention should be given to the Vice President of Membership. The VP of Membership will then bring up this concern with the rest of the board to attempt to resolve the issue. If a decision could not be made, then the board will bring the concern to the advisors who will then decide. The three options after a complaint is received by the Executive Board: mediation between the parties, meeting with the advisor and the officers, or discussion of removal for the executive board.

For the new advisor search process, the Chair of ODT within the Kelley School of Business will be contacted to discuss which faculty members will be potential candidates. The current executive board will then reach out to the recommended faculty members. There will be a majority vote among executive members for the new faculty member to become official. The members of the organization will be notified by email of the change in faculty advisors.

## Article VI: Meetings

Two large membership meetings will be required each year: once in the fall and once in the spring. These meetings are open to all those interested in participating in Women in Business Technology at Kelley. These meetings will serve to inform members of the mission of the organization, upcoming events, elicit ideas for future programming, and generally network with peers. Attendance at these meetings is required to maintain membership in the organization. If a person is unable to attend this meeting, they must receive the information from an officer.

There will also be several events made available for general members to attend. If a member fails to show up twice for an event they signed up for, a warning email will be sent to notify them of their absence and potential consequences. There is no consequence for general members not attending events. Members in regular attendance for all events and meetings may be given additional invitations to special events.

The Executive Board will also hold bi-monthly mandatory meetings to discuss future and current plans for the organization. These meetings will be held at the beginning and end of each month, and Advisors will be invited to attend these meetings.

All attendance will be recorded by the Secretary of the organization. It may be done using a tool of her choice but should ultimately be electronically recorded for future reference.

## 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 persona as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## Article VIII: Dues and Budgets

There are no dues required to join the organization. The budget will be formed annually during the month of November contingent on available funds. Annual budgets will be presented for approval to ODT. All funds will come from donors, and any awarded grants. Regarding expenditures over \$300, the executive board will consult faculty/staff advisors for approval. For expenditures under \$300, the president must approve purchases.

## Article IX: Finances

Finances for the organization will be overseen by the student officers and faculty/staff advisors. Funds for the organization will be managed through a Checking Account. Women in Business Technology will be maintaining the checking account in accordance with the Student Life and Learning office policies and procedures along with the procedures of the Department of Operations and Decision Technologies within the Kelley School of Business.

If the organization dissolves, funds will be taken over by the Department of Operations and Decision Technologies within the Kelley School of Business to be used for student programming.

## 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

Should an amendment to this constitution be required, all members of the organization will be notified via email. Voting will take place online with a specific deadline. A simple majority in favor of the amendment of all votes received will be required to pass the amendment.

#### Article XII: Nondiscrimination Clause

Our organization does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. If a student identifies as male, it is greatly encouraged that they are involved with Men as Allies.

#### Article XIII: Programs Involving Children

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.