

# Women in Business at SBCC

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2022- 2023

## **Article I**

The name of the organization shall be Women in Business SBCC, hereinafter referred to as WIB.

## **Article II**

The club Women in Business has been organized to dedicate and develop a strong network of women to provide opportunities for personal growth and business relationship development by integrating professional insight, integrity, and leadership. We strive to advocate equality for women in the workplace through awareness, activism, education and empowerment.

It shall be the purpose of the Women in Business to :

1. To develop experiences designed to develop skills in business and leadership
2. To serve as a forum for networking through meetings.
3. To promote the growth of knowledge as professionals.
4. To foster interest in empowering fellow students.
5. To provide members with an opportunity to meet accomplished business women.

## **Article III**

( Authority : )

The Club derives its authority directly from the Student Senate and indirectly from the College Board of Trustees.

## **Article IV**

( Membership ) ( Mandatory )

Membership is open to any enrolled SBCC student who:

1. Students must be enrolled at Santa Barbara City College.
2. Students must have a minimum GPA of 2.5.
3. All prospective members will participate in one semester meeting.
4. Women in Business does not discriminate against qualified members of Santa Barbara City College on the basis of their religious affiliations, gender, age, sexual orientation, ethnicity, etc.

## **Article V**

( Meetings : )

Regular meetings of the Club Women in Business will be determined by the membership at its initial meeting day and each semester and reported to the Office of Student Life, room CC-217.

## **Article VI**

( Officers/Executive Board : )

### **Section A: President**

1. The president must have a declared major.
2. The president shall be the chief executive officer
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
5. The president has the responsibility to create outside connections for the organization, look for opportunities that can benefit the organization and/or its members.
6. Preside over all the meetings. Call special meetings

### **Section B: Vice President**

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president enforces the president's strategies to make sure the organization meets its goals and objectives.
5. Supports president, takes over in his/her absence

NOTE\* the vice president has two specific tasks:

- Coordinate the four committees: community service committee, professional development committee, recruiting/marketing committee, and fundraising committee.
- Manage the funding.

### **Section C: Secretary**

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.

2. The secretary will provide a copy of the minutes for each officer and keep a master file for all members which will be sent out after every meeting via email.
3. The secretary shall maintain a complete and accurate account of attendance and membership status with their contact information.
4. The secretary also will have access to WIB's roster to make sure the roster is up to date.
5. Records minutes of all club meetings.

#### **Section D: Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop monthly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.
5. Keeps financial record.

#### **Section E: Advisor**

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise and experience with the group.
5. The advisor will be a non-voting member of the organization.

### **Article VII**

( Elections : )

Section A: A quorum will be all members present at the meeting.

Section B: Each member in good standing may vote.

1. Good standing for any member includes being involved in at least 25% of the activities and at least 50% meeting attendance.

Section C : The term of office shall be for a full semester.

Section D : Election of officers shall be held annually. At least two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving the majority vote will be elected.

Section E : Any member who wants to be an officer must be involved in at least 50% of the WIB activities to be able to run for an officer position. If any current officer is not participating in at least 50% of club meetings and activities a motion will take place regarding their impeachment and new election will be held and taken place as result of the motion.

Section F : Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

### **Article VIII**

(Amendments : )

The Constitution shall be amended upon the approval of (insert percentage here, recommend 60% or higher) \_\_\_\_\_ of the Club members.