

Women in Business at Carolina (Undergraduate) Constitution

Date of Adoption: May 7, 2025

Article I – Name

Section 1: The name of this organization shall be *Women in Business at Carolina* (Undergraduate). Often nicknamed “CWIB.”

Section 2: Affiliation: *Women in Business at Carolina* (Undergraduate) is a student organization under the Kenan-Flagler Business School at UNC-Chapel Hill.

Article II – Purpose

Women in Business at Carolina (Undergraduate), a student organization under Kenan-Flagler Business School, provides undergraduate women with tools, resources, and opportunities to enhance their professional development both at UNC and throughout their careers. The organization also fosters a supportive and inclusive community that encourages leadership, networking, and personal growth.

Article III – Membership

Section 1: Active Members

Only currently enrolled UNC-Chapel Hill students can be active members with the right to vote and hold office in this organization.

Section 2: Associate Members

Associate membership is not a status or role that *Women in Business at Carolina* (Undergraduate) uses.

Section 3: Non-Discrimination Statement

The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

(A) Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information,

national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.

(B) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status or, unless exempt under Title IX, sex.

Section 4: Duties of Members

Members are expected to:

- Attend meetings and sessions to fulfill the required points threshold each year. *Women in Business at Carolina* (Undergraduate) operates under a Spring to Spring calendar for points.
- Participate in at least one committee or event per semester.
- Uphold CWIB's mission and values.

Section 5: Removal of Members

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal. The due process can occur through a special hearing with the Executive Board and formal written request must be made to the Presidents to initiate this process.

Article IV – Officers

Section 1: Positions

The Executive Board shall include:

- Co-Presidents
- Vice President of Finance
- Assistant Vice President of Finance
- Vice President of Mentorship
- Assistant Vice President of Mentorship
- Vice President of Communications
- Assistant Vice President of Communications
- Vice President of Corporate Relations

- Assistant Vice President of Corporate Relations
- Co-Vice Presidents of Professional Development
- Assistant Vice President of Professional Development
- Vice President of Community Service
- Assistant Vice President of Community Service
- Vice Presidents of Recruitment and Logistics

Additional officer positions may be created, combined, or removed by a two-thirds vote of the Executive Board and utilizing Presidents' discretion.

Section 2: Eligibility

All major officers must be (both during appointment and while in office):

- Full-time, registered UNC-Chapel Hill students.
- Have a minimum 2.5 cumulative GPA.
- In good academic standing.
- Active members of *Women in Business at Carolina* (Undergraduate).
- In the case of incoming Co-Presidents, both must have previously served on the CWIB Undergraduate Executive Board.

Section 3: Duties of Officers

Co-Presidents

- Serve as the chief executive officers of CWIB Undergraduate.
- Oversee all organizational activities and ensure alignment with the mission.
- Act as primary representatives to Kenan-Flagler Business School, UNC administration, and external partners.
- Lead Executive Board meetings, set agendas, and facilitate decision-making.
- Oversee annual planning, goal-setting, and strategic initiatives.

Vice President of Finance

- Develop and manage the organization's budget.
- Maintain accurate records of all income and expenses.
- Oversee funding requests, reimbursements, and compliance with UNC financial policies.
- Provide regular financial updates to the Executive Board.

Assistant Vice President of Finance

- Support the VP of Finance in managing the budget and processing transactions.
- Assist with tracking expenses and preparing financial reports.
- Help coordinate fundraising efforts with relevant committees.

Vice President of Mentorship

- Design, manage, and evaluate mentorship programs.
- Recruit mentors and mentees, and oversee the matching process.
- Organize mentorship events and check-ins throughout the year.

Assistant Vice President of Mentorship

- Support the VP of Mentorship with communication to participants.
- Help coordinate events, resources, and program evaluation.

Vice President of Communications

- Develop and manage the organization's communication strategy.
- Oversee newsletters, email updates, and website content.
- Manage public relations and ensure consistent branding.

Assistant Vice President of Communications

- Assist with drafting and distributing communications.
- Help maintain the website, social media accounts, and promotional materials.

Vice President of Corporate Relations

- Build and maintain relationships with corporate partners and recruiters.
- Coordinate networking events, company information sessions, and sponsorship opportunities.
- Serve as the main contact for external business relationships.

Assistant Vice President of Corporate Relations

- Support the VP of Corporate Relations with outreach and partner communication.
- Assist in event planning and follow-up with sponsors.

Vice Presidents of Professional Development

- Plan and implement professional development workshops, panels, and skill-building sessions.
- Collaborate with corporate partners and alumni to bring in speakers and resources.
- Ensure programming meets members' career interests and needs.

Assistant Vice President of Professional Development

- Assist in event logistics, promotion, and participant engagement.
- Help collect feedback to improve programming.

Vice President of Community Service

- Lead philanthropic efforts and community outreach initiatives.
- Plan and oversee the annual Jewels of Hope fundraiser.
- Coordinate with the Jewels of Hope Committee and other service partners.

Assistant Vice President of Community Service

- Support the VP of Community Service in planning and executing service events.
- Assist with committee coordination and outreach.

Vice Presidents of Recruitment and Logistics

- Develop and execute recruitment strategies for new members.
- Organize interest meetings, application processes, and onboarding.
- Oversee logistics for major events, including room reservations, catering, and technology setup.

Section 4: Selection Process

- Executive Board positions are filled through an annual application process administered by the current Executive Board and led primarily by the Presidents. This organization does not utilize an election process.
- The incoming Co-President must have previously served on the CWIB Undergraduate Executive Board.
- Vacancies during the year are filled through appointments by the Executive Board.

Section 5: Removal of Officers

Officers may be removed for failure to fulfill duties, misconduct, or violation of membership requirements, following the process in Article III, Section 5. Adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal. The due process can occur through a special hearing with the Executive Board and formal written requests must be made to the Presidents to initiate this process.

Article V – Meetings

- General body meetings will be held at least once per semester during the academic year. Executive board will set the calendar for the semester and launch it within the first few weeks of each new semester. These will often occur through Zoom or at McColl classrooms in the business school.
 - Executive Board meetings will be held at least twice per month or as needed. The executive board will agree upon a recurring weekly time and day that works for the collective's schedule. Officers may request excuses per meeting by contacting the Presidents.
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Article VI – Committees

Standing Committees include:

1. **Jewels of Hope Committee** – Works under the Vice President of Community Service to plan and execute the annual Jewels of Hope fundraiser and other service-related initiatives.

Additional committees may be created as needed.

Article VII – Advisor

The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus faculty or staff member; a UNC retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.

Article VIII – Financial Structure

The Treasurer maintains accurate financial records, complies with UNC financial policies, and ensures transparency. Upon dissolution of the organization if it occurs, remaining funds will be donated to a UNC-affiliated nonprofit aligned with CWIB's mission.

Article IX – Amendments

The constitution may be amended at any regular business meeting by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the meeting.

Women in Business at Carolina (Undergraduate) Bylaws

Article I – Dues

- Dues amounts will be determined annually by the Executive Board.
- Dues must be paid by the deadline set each semester to maintain active membership status.

Article II – Attendance

- Members must attend the necessary amount of meetings to meet the points requirement which are set each calendar year and by the executive board of meetings and workshops each semester.
- Officers are expected to attend all Executive Board meetings unless excused.

Article III – Committees

- Committee chairs (usually VPs) are responsible for setting meeting times and ensuring task completion.
- Committee members must actively contribute to projects and events.

Article IV – Officer Application Timeline

- Applications for Executive Board positions open in the late fall semester.
- Incoming officers receive outgoing officers' transition reports as well as attend one meeting together before transition.

Article V – Events

- *Women in Business at Carolina* (Undergraduate) will host at least one professional development event, one mentorship event, and one community service initiative each semester.
- The Jewels of Hope fundraiser will be held annually, led by the VP of Community Service.

Article VI – Amendments to Bylaws

- Bylaws may be amended by a majority vote of the Executive Board.

Article XIII – Parliamentary Procedures

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the Bylaws, or any special rules of order the organization may adopt.