

Article I - NAME

Section 1. Title: State the name of the organization.

The name of this organization is the “The Undergraduate International Business Club.”

Article II - PURPOSE

The Undergraduate International Business Club strives to cultivate future global business leaders while fostering an inclusive and diverse business community at UNC. It offers cultural awareness programs and career exploration events for both international students and local students seeking to expand their knowledge and mindset in international business.

Article III - MEMBERSHIP

Section 1. Active Members: Only UNC-Chapel Hill undergraduate students may be active members.

Section 2. Membership Rules of Order: Clearly state any requirements of members, such as general interest, willingness to learn, code of conduct, etc.

To be an active member an individual must:

1. Be an enrolled student or alumni of the University of North Carolina at Chapel Hill.
2. Pay the semester due of \$5 and record on our membership roster
3. Attend at least 3 events each semester
 - a. 1 event must be a culture event
 - b. 1 event must be a career-development event
4. Have a genuine interest in learning about international business and global culture
5. This organization abides by UNC- Non-Discrimination Policy for Student Organizations, which states the following:

Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Commented [MA1]: The Undergraduate International Business Club

A Registered Student Organization (RSO) established at UNC Chapel Hill.

This document has a purpose of providing an overview of Executive Bylaws & Agreement to Commitment for the 2023-2024 school year.

Commented [MA2]: undergraduate students

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 his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.

Section 3. State which qualifications are required for all levels of membership. State what rights and privileges are accorded each level of membership.

To become a member, students must complete the membership form, pay dues, and attend at least three events per semester to maintain their membership. Members gain access to the club's resources and network, as well as the ability to influence the types of events and support offered based on their interests and needs.

Section 4. State what policies or procedures must be followed to remove a member or officer including grounds for removal.

1. Members who fail to attend at least three events per semester without a valid reason will be removed from the active membership list.
2. Any member whose actions threaten the club's existence will be removed from the membership list. This policy applies to both elected officers and general members, who may face impeachment and removal.
3. Members have the right to leave the organization at any time and for any reason.

Section 5. All major officers of the organization are full-time, registered students at The University of North Carolina at Chapel Hill.

Article IV - ADVISOR

Section 1. Confirm that the organization has an advisor who is a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.

The advisor for the organization is Ivonne Chirino-Klevans, a full-time faculty at Kenan-Flagler Business School. This advisor does not have the right to vote.

Article V - MEETINGS

Section 1. Business meetings

1. Business meetings will be held at least once a month. Presidents and Vice Presidents will arrange the time, place, location, etc. All members are expected to attend business meetings.
2. The executive board may arrange meetings before events as needed. Only members who help with organizing the events are expected to attend.

Section 2. Executive Board Meetings: In general terms, state when executive board meetings will be held (e.g. once a week), who arranges the time, place, etc., and any requirements for calling special meetings.

Executive board meetings will be held once every two weeks. Presidents and Vice Presidents will arrange the time, place, location, etc. Part of our full Executive Board is expected to attend as needed.

Article VI: EXECUTIVE BOARD

Section 1. Officers:

This executive board will consist of only active UNC-CH student members. All major officers of the organization are full-time, registered students of The University of North Carolina at Chapel Hill.

Section 2. Duties of Officers:

1. Presidents:
 - a. Has overall responsibility of the well-being of all aspects of the club
 - b. Leads club strategy and event timeline
 - c. Serve as the primary contact of the organization
 - d. Call, schedule, set the agenda for, and chair Executive Committee meetings
 - e. Network and find resources for club events.
2. Vice President of Finance:
 - a. Keep clear and valid financial records for the club

- b. Review, approve, and preside over fundraising proposals and activities
 - c. Pass the Student Congress Treasure's test every year
 - d. Accountable for all funds of the organization
 - e. Keeps the official financial records
 - f. Manages Venmo, PayPal and money-transfers
 - g. Communicate with the Student Activities Funds Office (SAFO)
3. Vice President of Marketing:
- a. Develop effective marketing strategies for the club
 - b. Develops and maintains relationships with potential and existing corporate partners
 - c. Organizes events with firms that are interested in our organization
 - d. Responsible for updating the Society's website and social media accounts
 - e. Creates print resources when necessary (tournament packets, posters, etc.)
 - f. Provide photography and multimedia for the club
4. Vice President of Cultural Operations:
- a. Help with the president in leading and operating the club
 - b. Oversee all meetings with and in the absence of presidents
 - c. Keep and provide accurate records of attendance at all general meetings
 - d. Check qualification for membership
5. Vice President of Career Development:
- a. Build connections with alumni & firms
 - b. Organize and arrange events

Section 3. Election of Officers:

The election will be held at the beginning of each academic year. The length of the office is a full academic year. To be nominated as a candidate, one must be a member of this club for at least one semester. The election will take place with an anonymous vote-counting method. To win the election, one needs at least half of the votes.

Section 4. Removal of Officers:

An officer will be removed immediately if one of the following are violated:

1. Fail to attend the club's business meeting twice per semester without reason
2. Fail to attend the executive board meeting twice per semester without reason
3. Fail to attend the executive board meeting 3 times per semester

4. Fail to meet the deadline of tasks that are set and agreed during meeting without reason
 - a. For the first time of missing deadline, a warning message will be sent.
 - b. For the second time, the officer will be removed without any warning.
 - c. If it is believed that an officer has repeatedly violated his obligations to the IBC through negligence or malevolence, the officer may be removed from office

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Article VII - ELECTIONS

Section 1. State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.

All officers will be selected through election. The co-founders will choose officers and the election will take place in the second year.

Section 2. State the nominating procedures and when they will take place.

Candidates will be nominated by club members one week before the election. To nominate a person, one needs to provide a 100-word reason statement for the nomination.

Section 3. State how the nominees will present their qualifications and how and when elections will be held.

Nominees have the right to decide whether they want to be candidates or not. Before the election, candidates will have 5 minutes to present their qualifications.

Section 4. State procedures necessary in case a runoff is necessary.

If two candidates end up getting the same amount of votes, a runoff will take place. The one who gets more votes will be selected.

Article VIII - FUNDS

The Vice President of Finance shall be responsible for all funds. Funds will be stored in a SAFO account. He or she is responsible for accurate record keeping of all income and expenditures.

Funding will go towards equipment maintenance and replacement, as well as purchase of additional equipment/materials as the executive board deems fit.

Article IX - RATIFICATION

The Constitution and related documents will be reviewed on a yearly basis by the Executive Board. The Constitution will be updated to reflect changes in direction and ideology as needed. The Executive Board is responsible for notifying all current members about any changes that have been made to the Constitution and/or related documents. If disputes arise over the contents of the Constitution and/or related documents, members are encouraged to discuss their concerns with the Executive Board.