

# UNDERGRADUATE BUSINESS-TECHNOLOGY CLUB

THE CONSTITUTION, UNC-CHAPEL HILL

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## ARTICLE I: NAME

The name of this organization shall be the “Undergraduate Business-Technology Club”. Throughout the document, the Undergraduate Business-Technology Club will also be referred to as “the Club”.

## ARTICLE II: AFFILIATIONS

The Undergraduate Business-Technology Club has no affiliations with local, state, regional, or national organizations.

The Club is subject to certain requirements put forth by the Kenan-Flagler Business School’s Undergraduate Business Student Association, which vary from year to year.

## ARTICLE III: PURPOSE AND OBJECTIVES

The Undergraduate Business-Technology Club will aid students in preparing for the business-side of the information technology field. By providing students with opportunities to network directly with relevant companies, the Club will ease their transition into the internship and job search.

The intended audience – comprised of Club members as well as non-members – will:

- Gain insight into the fields of business and technology in both formal and informal environments;
- Gain exposure to business and technology companies both big and small through career-oriented networking and information sessions; and,
- Network with peers with Club members from diverse technical backgrounds, via social events.

## ARTICLE IV: MEMBERSHIP AND PARTICIPATION

The membership policy is as follows:

- 1) Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.
- 2) 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, 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.

(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 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.\*

- 3) Active membership shall be those students who pay the club's membership fee on the club's website. Club members may contribute by suggesting events, companies, and session focus areas.
- 4) The Club shall hold at least one general membership meeting per academic year.

*\*Single Gender Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally- and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Office of Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.*

*\*\*Due process must be allowed, as in the right to speak on one's behalf, and right to an appeal. Contact the Carolina Student Legal Services office or your organization's assigned Heel Life Coordinator to ideate about how to structure the due process.*

#### **Removal of Club Members:**

- 1) To remove a member, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization \*\*
- 2) At the discretion of the Executive Board and President, members may be removed for any reason deemed necessary for removal.
- 3) Change of status from registered student status at UNC-CH.

#### **ARTICLE V: ADVISOR**

The Club's advisor should be a member of the faculty or staff from the following departments: the School of Information Science, the Kenan Flagler Business School, or the Department of Computer Science. The chosen advisor should have a vested interest in the fields of business and technology. They should be dedicated to the advancement of the Club and be willing to provide general managerial advice to the members of the Executive Board.

The advisor must be 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.

#### **ARTICLE VI: COACH/MANAGER**

The Club does not have a coach or a manager.

## ARTICLE VII: MEETINGS

The Executive Board shall meet with the Club advisor at least once per semester.

The members of the Executive Board should call Executive Board meetings (hereafter, "meetings") as needed, and should hold meetings more frequently during periods of event implementation. The Executive Board should hold no less than one meeting per semester.

To call a regular meeting, the President and/or Vice President should alert the Executive Board members via email and/or text message. Those organizing the meeting should attempt to include as many Executive Board members as possible, taking into account everyone's schedules. To conduct business and make decisions pertaining to events, at least 50% of the Board should be present at the meeting (this defines the Club's quorum).

Club member-wide events can be scheduled at the discretion of the Executive Board, perhaps in the form of a Fall or Spring Kick-Off.

## ARTICLE VIII: EXECUTIVE BOARD

All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA.

The Executive Board consists of the following officers, whose duties are described below:

### **President:**

- a) Oversee the entire management of the Club, including the formation of the Executive Board.
- b) Oversee all responsibilities and activities of the Executive Board.
- c) Maintain an open line of communication with the Executive Board. It is strongly recommended that the President hold one-on-one meetings with each member of the Executive Board once per academic year (at the very least).
- d) Be the primary point of contact for visiting companies and professionals and uphold a high standard of professionalism when dealing with these entities and individuals.

### **Vice President:**

- a) Assist in overseeing the management of the Club, including the formation of the Executive Board.
- b) Assist in overseeing the responsibilities and activities of the Executive Board.

### **Treasurer:**

- a) Oversee all financial transactions and ensure that money is spent responsibly.
- b) Create and present an annual or semi-annual budget to the Undergraduate Business Student Association and, if deemed appropriate, the UNC Student Congress.
- c) Maintain an open line of communication with the President and Vice President, to ensure financial transparency.

### **Marketing Director:**

- a) Design publicity campaigns to recruit new members and advertise club events.

- b) Work closely with the Webmaster to ensure consistency across all marketing channels.

**Events Director:**

- a) With the help of the entire Executive Board, plan and execute career-oriented events.
- b) Maintain an open line of communication with the Marketing Director in particular, to ensure the marketing campaign accurately reflects event details.

**Membership Director:**

- a) Collaborate with the Executive Board to devise membership strategy.
- b) Regularly update the membership database
- c) Serve as a connection between the executive board and club members

**Communications Director:**

- a) Send weekly Newsletter to club members
- b) Use email, social media, and other platforms to remind members on event information

**Alumni Relations Director:**

- a) Work alongside alumni to host events, managing the alumni network database

If desired, the Executive Board may also add the following roles:

1. Assistant Events Director(s)
2. Assistant Marketing Director(s)
3. Assistant Communications Director(s)

Should there be a vacancy within the Executive Board, Board members should nominate potential candidates who they believe to be suitable for the role. After the candidate(s) is properly vetted, the Executive Board may extend the role to the individual.

Otherwise, the Board should accept applications for the vacant role on a rolling basis.

**Voting:**

The Executive Board shall always seek to work by common agreement, and all attempts to reach a consensus shall be exhausted before putting the question to a vote. A simple majority of 50% of the Executive Board shall constitute a decision. In the event of an even split, a presentation by the different positions shall be made to the Club President, who will serve as the final arbiter.

**ARTICLE IX: ELECTIONS**

The incoming President and Vice President will be chosen by the outgoing President and Vice President. Those candidates who would like to be considered for the role of President or Vice President may self-nominate.

Nominations will also be accepted from others (i.e. those on the Executive Board, Club Members, and so on).

Once instated, the incoming President and Vice President will release applications for the remaining Executive Board roles. Newly- chosen Board members may begin planning their term upon receiving the role, but their term will not officially begin until the end of the Spring semester. Each term will run from the end of the Spring semester to the end of the following Spring semester (one full calendar year).

Only registered UNC-CH undergraduate students who will return to UNC-CH the following academic year are eligible to hold positions on the Executive Board. Executive Board members may not hold more than one role on the Board, but may hold the role for more than one year if thought to be the best candidate.

#### **Removal of Executive Board Members:**

The following conditions should be grounds for removal from the Executive Board:

- 1) To remove an officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization.\*\*
- 2) Change of status from registered student status at UNC-CH.
- 3) Failure to execute the duties outlined in this Constitution, in the unanimous judgment of the other Executive Board Members or the President.

*\*\*Due process must be allowed, as in the right to speak on one's behalf, and right to an appeal. Contact the Carolina Student Legal Services office or your organization's assigned Heel Life Coordinator to ideate about how to structure the due process.*

#### **Replacement of Executive Board Members:**

The replacement of Executive Board members shall be appointed and chosen by the President.

#### **ARTICLE X: COMMITTEES/DIVISION**

Committees may be formed at the discretion of the President and/or the Executive Board.

#### **ARTICLE XI - FUNDS**

The President, Vice President, and Treasurer shall work together to secure sufficient funds each academic year. The treasurer should seek funds annually from the Undergraduate Business Student Association. Should the Board need additional funds, the treasurer should then seek funds from the UNC Student Government (specifically, the Finance Committee of the UNC Student Congress), and investigate alternative sources of funding (including, but not limited to, grocery gift certificates and donations from local vendors).

The treasurer should complete the budget request within one month of assuming the role, barring extreme circumstances.

#### **ARTICLE XII - RATIFICATION**

This Constitution shall be ratified once the Executive Board gives its unanimous approval.

#### **ARTICLE XIII - AMENDMENTS**

The constitution may be amended at any regular business meeting of the organization 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 business meeting.

It will be at the discretion of the Executive Board who will comprise the voting pool.

#### **ARTICLE XV - PARLIAMENTARY PROCEDURES**

It will be at the discretion of the Executive Board to determine any parliamentary rules of order .