

Women's Business Network

ARTICLE 1 - NAME AND AFFILIATION

Section 1. The official name of this organization is Women's Business Network (referred to as WBN).

Section 2. The WBN organization is not affiliated with any national organization. It is local to TCU's campus

ARTICLE II – PURPOSE AND ACTIVITIES

Section 1. The purpose of Women's Business Network is to enlighten Neeley students on vital skills

necessary to succeed in today's rapidly changing business environment and to develop the potential of young women through networking, mentoring, and community service.

Section 2. Women's Business Network will organize and host networking events, speaker events, and

community service events.

Section 3. Women's Business Network is open to students in good standing in the Neeley School of

Business at Texas Christian University, regardless of class year or specific major.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Women's Business Network will not restrict membership to a student based on their age, race, color,

religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law.

Section 2. Membership Requirements

a. Undergraduate

i. Be enrolled in a minimum of six (6) credit hours each semester of membership;

ii. Have a minimum of a 2.0 cumulative grade point average;

iii. Classification as pre-business, business majors, or business minors enrolled full time at Texas Christian University's Neeley School of Business.

b. Graduate

- i. Be enrolled in a minimum of three (3) credit hours of graduate courses each semester of membership;
- ii. Achieve a minimum 3.0 cumulative grade point average during all semesters in office.

Section 3. Active Membership Requirements

a. Undergraduate and Graduate

- i. Maintain baseline membership requirements.
- ii. Earn at least five participation points each semester (point guidelines and opportunities are outlined at the beginning of each semester by the WBN Executive Board and distributed to members).

Section 4. Membership dues are \$40.00 annually for returning members, plus a one-time \$10.00 new member

fee. Returning members enjoy a lower membership fee to encourage multi-year continued involvement. A member qualifies for the \$10.00 discount only when the proper requirements have been met the subsequent year, as defined by the WBN Executive Board. Therefore, the WBN Executive Board will maintain proper membership involvement records to uphold integrity.

Section 5. Failure to meet the Active Membership Requirements listed above, failure to meet the university's

non-discriminatory clause or anti-hazing policy, or failure to pay member dues will result in removal from Women's Business Network.

ARTICLE IV – OFFICERS

Section 1. Officer Structure

a. President:

- i. Organizes and presides over all meetings
- ii. Is responsible for driving motivation, strategic direction, and culture of the organization
- iii. Helps the Executive Board best achieve objectives efficiently and effectively
- iv. Is responsible for conducting regular internal audits to help facilitate conversation

among the Executive Board on how to position WBN for success

v. Oversees recruitment of new members

vi. Has general charge and supervision of the organization business and power to appoint any standing and special committees upon approval of the Executive Board

b. Vice President of Finance and Administration:

i. Works in collaboration with the Marketing Account Manager to maintain a financial record of all active and non-active members and create a yearly budget/projection

ii. Oversees the cash flow of member dues

iii. Is responsible for maintaining the financial health and balance of the organization iv.

Receives, collects, deposits, and disburses all funds in the name of the organization through the organization's bank account

v. Is responsible for ensuring that all funds are received by an executive-approved payment method and correctly deposited into the final WBN checking account

c. Vice President of Professional Affairs:

i. Coordinates all professional development and external networking events

ii. Will create approximately three professional events per semester

iii. It is expected that they attend every Executive Board meeting

d. Vice President of Digital Marketing:

i. Is in charge of all digital campaigns on WBN social media platforms, such as Instagram and Facebook

ii. Understands which media channels are best fit for the target market being WBN members and prospective members

iii. Is responsible for creating and posting on digital platforms frequently with the intent to increase awareness and attendance of WBN events

iv. Is responsible for digitally documenting events using photography

v. Tracks key performance indicators as a measure of social media engagement

vi. Works in a collaborative environment with the VP of Account Management and the VP of Traditional Marketing

vii. It is expected that they attend every Executive Board meeting

e. Vice President of Traditional Marketing:

i. Is responsible for increasing awareness of WBN's mission and upcoming events

ii. Plans and executes recruitment tabling events

iii. Creates and distributes creative materials to be included in marketing campaigns iv.

Researches, surveys, and orders marketing materials and merchandise on behalf of the organization

v. It is expected that they attend every Executive Board meeting

f. Vice President of Account Management:

i. Coordinates with the VP of Finance and Administration to track the status of active and non-active members

ii. Creates, distributes, and manages the WBN Membership form

iii. Tracks the membership user experience

iv. Is responsible for e-mail management including answering questions, notification of membership status, and upcoming events

v. Maintains a point system that is updated regularly, and is easily accessible for members

vi. Creates and distributes a survey that measures the effectiveness of WBN's previous year's efforts

vii. It is expected that they attend every Executive Board meeting

g. Vice President of Membership Development

i. Provides opportunities for members to network amongst themselves

ii. Plans at least one membership development event per month to establish a networking and mentoring culture among undergraduate members

iii. Will maintain the WBN mentorship program and facilitate any necessary communication/training

iv. It is expected that they attend every Executive Board meeting

h. Vice President of Philanthropic Affairs

- i. Will maintain communications with a local nonprofit organization with the goal of developing a long-term relationship with this organization
- ii. Coordinates monthly philanthropy or service events
- iii. Recruits and leads a service committee that will meet approximately three times a semester for administration or service projects

Section 2. Election and Terms of Officers

a. Minimum Officer qualifications

- a. Must have met the set requirements to classify as “active” during the fall semester
- b. Officer terms extend over three academic semesters. Newly elected officers shall shadow the current Executive Board member for their first spring semester until the annual transition ceremony to be held at the end of each spring semester.
- c. The Executive Board for the following year shall be selected annually during the first two weeks of spring semester in an onboarding process
- d. Prospective Executive Board members will complete an application for their desired position(s), and will complete an interview with the current president and incoming president (another current executive board may be present for this interview, if available). Executive Board positions are open to all active members.
 - a. Members of the Executive Board wishing to retain their Board position in the following school year shall undergo a formal review in lieu of the traditional application process
 - i. For Vice President positions, the current President shall review the past performance of the Vice President in question. This review acts as the basis of the President’s decision to approve or deny the Vice President’s request.
 - ii. For the President, the current President shall present their request for return to both the advisor and the rest of the Executive Board. Said bodies shall conduct a review of the President’s past performance and come to a decision to approve or deny the request.
 - b. To serve as President, it is required that the student has served for at least one full

academic year on the Executive Board as a Vice President.

i. Presidential candidates shall be sworn in with a majority vote by the rest of the Executive Board.

c. When possible, the Executive Board shall maintain at least two members (including the incoming President) with prior experience on the Board as well as an understanding of WBN's history and usual modus operandi.

e. All WBN Executives must attend WBN events held on campus. Authentic excuses may be communicated properly with the President 24 hours in advance of the event. Proper excuses include, but are not limited to class, work, group meetings, etc. The following reprimands are in place to encourage participation among Executives

a. One Unexcused Absence During Term – The President will be required to notify the acknowledgement of the unexcused absence and remind the executive of the following repercussions

b. Two Unexcused Absences During Term – The President will be required to meet with the Executive in person for further discussion and remind the executive of the repercussions of the last unexcused absence

c. Three Unexcused Absences During Term – The President will be required to hold a discussion and vote at the next business meeting to determine whether the Executive will serve on the board, which would be cause for a re-elect of a new official.

ARTICLE V – FACULTY ADVISOR

Section 1. The advisor will be chosen from the Texas Christian University faculty and/or staff. The advisor will be

supportive of the goals and mission of the organization. The advisor understands and agrees to the University

policies regarding the advising of student organizations. This is outlined in the constitution and/or found in the

TCU student handbook. For an advisor to be selected, there needs to be a mutual agreement between the

Executive Board and the chosen advisor

Section 2. Faculty Advisor Responsibilities

- a. Attend at least one event per semester.
- b. Provide continuity as student leadership changes from year to year.
- c. Sign or cosign appropriate university forms as necessary.
- d. Generally, be available to the Executive Board by email or meeting as necessary.

ARTICLE VI – MEETINGS

Section 1. Women’s Business Network will hold regularly scheduled meetings throughout the school year. The

Executive Board should agree upon the place and time for these meetings at the beginning of Fall and Spring semester. There is one formal meeting at the beginning of each semester for the purpose of introducing officers, informing new members, and general information sharing. When necessary, the times for regularly scheduled meetings may be changed by the Executive Board. The president or the Executive Board may call special meetings in the event of emergency. Executive Board meetings will take place weekly, at a time to be decided at the beginning of the semester.

Section 2. All other communication should be online via email, discussion boards, and GroupMe.

ARTICLE VII – AMENDMENTS AND RATIFICATION

Section 1. Constitutional amendments may be proposed at any regular organization meeting.

Section 2. Constitution may be amended by a two-thirds vote of those present and voting at any regular meeting

of the organization or at any special meeting called for that purpose, provided that the proposed amendment shall have been submitted at the previous regular meeting after approval from the organization’s advisors and Executive Board.

ARTICLE VII – HAZING

Section 1. Women’s Business Network commits to upholding the TCU ban on hazing, defined in its Code of

Student Conduct (section 3.2.2), and will take appropriate disciplinary action against groups or individuals found to have violated the Code.

Section 2. Women's Business Network defines hazing as any action taken or situation created, intentionally,

whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive

fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such

activities; late work sessions which interfere with scholastic activities; and any other activities which are not

consistent with the regulations and policies of TCU. Hazing under the statute means any intentional, knowing, or

reckless act occurring on or off the campus of an educational institution, by one (1) person alone or acting with

others, directed against a student, that endangers the mental or physical health or safety of a student for the

purpose of pledging, being initiated into, affiliating with, holding office

in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to

offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

Section 3. Individuals within Women's Business Network as well as the organization itself may be found in

violation. Investigations and/or sanctioning of individual hazing offenses will be conducted in collaboration with

the office of Campus Life. Individuals who have firsthand knowledge of hazing, including those being hazed, are

required by law to report that knowledge to appropriate University officials. Any student who has been hazed or

thinks he/she is going to be hazed should report such actions to the University Hazing Hotline at 817-257-HAZE

(4293), the Office of Student Organizations, Office of Campus Life or the Vice Chancellor for Student Affairs.

President:

Olivia Martin _____ Olivia
Martin _____ 4/19 _____

Printed name Signature Date

Vice President of Finance and Administration:

Katie Lewis _____ Katie
Lewis _____ 4/19 _____

Printed name Signature Date

Vice President of Professional Affairs:

Lauren Kossler _____ Lauren
Kossler _____ 4/19 _____

Printed name Signature Date

Vice President of Digital Marketing:

Kyla Kachmarik _____ Kyla
Kachmarik _____ 4/19 _____

Printed name Signature Date

Vice President of Traditional Marketing:

Brynlee Duline _____ Brynlee
Dulin _____ 4/19 _____

Printed name Signature Date

Vice President of Account Management:

Kendall King _____ Kendall
King _____ 4/19 _____

Printed name Signature Date

Vice President of Membership Development:

Carter Ching _____ Carter
Ching _____ 4/19 _____

Printed name Signature Date

Vice President of Philanthropic Affairs:

Carley Wellen _____ Carley
Wellen _____ 4/19 _____

Printed name Signature Date

Advisor:

Amanda Schram _____ Amanda
Schram _____ 4/19 _____

Printed name Signature Date