Women in Leadership Club  
Bylaws for Governance  
Revised and Adopted 3/7/2013

1) Mission  
   a) Women in Leadership (WiL) is an independent student club operated through the Associated Students of Management (ASM) at the UC Davis Graduate School of Management Daytime Program.  
   b) The goal of Women in Leadership is to serve UC Davis Daytime MBA students and alumni through professional and social activities geared towards the development of future women business leaders.  
   c) Women in Leadership will achieve this goal by:  
      i) Creating leadership opportunities for women  
      ii) Mentoring & networking  
      iii) Gaining insight into challenges facing women in the business sector  
      iv) Supporting & promoting women leaders  
   d) The mission of Women in Leadership is to serve the Graduate School of Management and the Davis community through professional and social activities geared towards the development of future women business leaders.

2) Membership and Dues  
   a) Membership  
      i) Women in Leadership is open to all currently enrolled graduate students and alumni of the UC Davis Graduate School of Management Daytime and Working Professional programs who pay the required one-time membership fee of $15.  
      ii) Membership requirements shall not discriminate on the basis of gender, race, religion, ancestry, national origin, marital status, sexual orientation, age or disability, or on the basis of level or place of education.  
   b) Dues  
      i) The Women in Leadership dues are a one-time payment of $15 for two years, active immediately, and not pro-rated, with the exception of Working Professional students, who may be charged pro-rated fees in accordance with ASM rules and regulations. Changes to the dues will be determined by the President and Director of Finance and are reviewed annually by the Women in Leadership Board.

3) ASM Board Meetings  
   a) Women in Leadership will schedule board meetings on a bi-weekly basis. Sub-committees will meet as needed. Officers of Women in Leadership are required to attend and actively participate in at least 75% of the meetings held during one annual period. Board members are petitioned in advance for agenda items.

4) Voting and Board Decisions  
   a) Women in Leadership will aim for consensus on all actions taken. When consensus is not achieved, decisions will be made by a 2/3 majority vote of the Women in Leadership officers.  
   b) In order for a vote to be taken, the following guidelines must be adhered to:  
      i) Only elected board officers are eligible to vote.
ii) A quorum consists of 2/3 of the board members. A quorum must be present to vote on any motion.

iii) Each person on the board is only entitled to one vote per action.

iv) All decisions are determined by a 2/3 majority vote. Voting can be done with non-Women in Leadership officers present.

5) Women in Leadership Board

a) Women in Leadership officers will lead the chapter to achieve its mission, goals and objectives. As the chapter grows, the leadership team may be expanded and new officer roles may be established to fulfill new goals and objectives.

b) President

i) The President will lead the long-term vision for Women in Leadership and be responsible for ensuring that all Women in Leadership goals are met. The President oversees the leadership team to ensure that the team is achieving its objectives and provides the appropriate support to members. The President will also act as the main communication hub for the leadership team, members, and the outside and academic community. In addition, the President will communicate with the Associated Students of Management on a quarterly basis to provide relevant updates. The President will be responsible for collecting and summarizing activities and accomplishments. This can be a one or two person position.

c) Director of Finance

i) The Vice President of Finance is responsible for managing Women in Leadership membership fees, accounts, overseeing the budget, spearheading fundraising, allocating financial resources for the club’s areas of focus and events, and acting as a liaison with the Associated Students of Management (ASM) regarding financial matters.

d) Director of Marketing & Communications

i) The Vice President of Marketing & Communications is responsible for internal marketing and communication within the UC Davis Graduate School of Management to ensure that faculty, students, and alumni are informed of Women in Leadership current developments and/or events. The VP is also responsible for managing and updating the Women in Leadership website and creating marketing and public relations materials.

e) Director of Events

i) The Vice President of Events works with the board to identify speakers and plan events. The VP organizes event logistics (food, speakers, etc.) and looks for opportunities to co-host events with other clubs. This can be a one or two person position.

6) Election of WiL Board Officers

a) As an officer’s term limit expires or as current officers resign, new officers may be appointed.

i) The election of officers will take place during the second week of Spring Quarter. A transition meeting should be held at the end of Winter Quarter.

b) Women in Leadership will adhere to the following guidelines in the election of officers:
i) Only Women in Leadership members may be eligible to become candidates for officer positions. Candidates may be nominated by current members or self-nominate.

ii) Co-positions must run together. All candidates must submit a brief summary explaining their experience, relevant qualifications, and interest in the officer position to the board in order to be considered for nomination to the ballot.

iii) The Board will review all summaries submitted in an unbiased and objective manner and add those candidates who are reasonably qualified to assume the responsibilities of the officer position to the ballot.

iv) Officers will be determined by a simple majority vote of 1st year Women in Leadership members. In the event of a tie, the final decision will be made by a second simple majority vote made by the board.

v) Only first year Women in Leadership members in good standing are eligible to vote.

vi) Each officer/member is entitled to only one vote per officer position.

vii) Voting may be made by paper ballot, electronic survey ballot, or email ballot.

viii) Voting should be anonymous. In the case of email voting or electronic voting, where the identity of the voter is revealed, the ballots should be counted privately by one person or a small number of election officials.

c) Board Transition Procedures

i) Newly appointed Women in Leadership officers should be brought into the new responsibilities of their officer position through an organized transition program facilitated by the outgoing officers. This process will be determined by the outgoing officers and should include ample assistance and training. Possibilities include a joint meeting of all outgoing and new officers, one-on-one meetings, and a networking event.

7) Term of Office, Replacement of Officers and Removal of Officers

a) Term of Office

i) Officers of Women in Leadership are required to serve a one year term. Term begins following elections in the Spring Quarter until the following Spring elections.

b) Replacement of Officers

i) Candidates should run for a Women in Leadership position only if they are reasonably certain of being able to serve the full term. In the event of any unforeseen circumstances that cause an officer to resign prior to the end of the full term, officers can be replaced if the remaining Women in Leadership officers determine it is necessary. In such a case, a new election may be held to elect a new officer. The Women in Leadership officers may determine procedures and scheduling.

c) Replacement of the President

i) If the President cannot complete the full term of office, the Women in Leadership officers may hold an election for a new President as specified above, or the duties of the office may be passed to another officer, as determined by a simple majority vote of the Women in Leadership officers. The officer serving as the new President may retain the duties of the previous officer position, or a replacement can be elected.

d) Removing an officer

i) An officer may only be removed from office by the unanimous vote of all other officers. This is an extreme situation and must be exercised only if the officer in question has committed a gross dereliction of duty determined to harm Women in Leadership.
8) **Changes to the Bylaws**
   a) Changes can be made through a 2/3 majority vote by the Women in Leadership officers. Recommend bylaws to be revisited annually. Once a change is made, the bylaws may be rewritten. Maintaining a list of changes is not necessary.

9) **Dissolution of the Chapter**
   a) If a situation arises where Women in Leadership needs to be dissolved, all of the chapter assets will be returned to the Associated Students of Management to be used for educational or scholarship purposes, after all debt obligations, if any, have been paid.