

**Women in Leadership Club**  
**Bylaws for Governance**  
Revised and Adopted 05/09/2019

**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 (GSM). The goal of Women in Leadership is to convene, connect, support, and develop GSM's future women leaders and equip them with the tools to succeed through professional, educational, and social activities.
- b) WiL will achieve this goal by:
  - i) Developing leadership competencies and creating leadership opportunities for women;
  - ii) Cultivating a spirit of collaboration and sharing success;
  - iii) Organizing events aimed at mentoring & networking;
  - iv) Striving to challenge the status quo;
  - v) Gaining insight into and educating GSM women on professional challenges faced; and
  - vi) Organizing discussions to help GSM women reflect on their own goals and status as they strive to move higher in their organizations.

**1) Membership and Dues**

- a) Membership
  - i) WiL is open to all currently enrolled graduate students of the UC Davis Graduate School of Management full-time and part-time programs.
  - ii) All WiL members must be ASM members. Non-ASM members shall pay dues in accordance with the ASM by-laws.
  - iii) Membership requirements shall not discriminate on the basis of gender, race, religion, ancestry, national origin, marital status, sexual orientation, age or disability.

**2) WiL Board Meetings**

- a) WiL will schedule board meetings on a bi-weekly basis. Sub-committees, that support the WiL board, will meet as needed.
- b) Officers of Women in Leadership are required to attend and actively participate in at least 75% of the meetings held during one annual period.
- c) The agenda for meetings shall be finalized and uploaded one day prior to the meeting date. Any specific items to be discussed and voted on, shall be petitioned in advance prior to the meeting commencement.

**3) Voting and Board Decisions**

- a) WiL will aim for consensus on all actions taken. When consensus is not achieved, decisions will be made by a 3/4 majority vote of the WiL 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 3/4 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 3/4 majority vote. Voting can be done with non- WiL officers present.

#### **4) WiL Leadership Team**

WiL board officers will lead the chapter to achieve its mission, goals, and objectives. As the chapter grows, the leadership team (including board and sub-committees) may be expanded and new officer roles may be established to fulfill new goals and objectives. The new officer roles in WiL board must be approved by ASM board.

##### **a) President(s) and Vice President(s)**

The President(s) and Vice President(s) are responsible for:

- i) leading the long-term vision for WiL;
- ii) ensuring that all Women in Leadership goals are met;
- iii) overseeing the leadership team to ensure that the team is achieving its objectives and provides the appropriate support to members;
- iv) acting as the main communication hub for the leadership team, members, and the outside and academic community;
- v) communicating with the ASM on a quarterly basis to provide relevant updates; and
- vi) collecting and summarizing activities and accomplishments.

##### **b) Director of Marketing**

The Director of Marketing is responsible for:

- i) internal and external marketing and communication within or outside the GSM to ensure that faculty, students, and alumni are informed of WiL current developments and/or events; and
- ii) managing and updating the WiL webpage and creating marketing and public relations materials.

##### **c) Director of Finance**

The Director of Finance is responsible for:

- i) managing WiL bank accounts and overseeing the budget;
- ii) spearheading fundraising with the Sub-Committee for specific events and allocating financial resources for the club's areas of focus and events; and
- iii) acting as a liaison with the ASM regarding financial matters.

##### **d) Director of Alumni Relations and Career Development**

The Director of Alumni Relations and Career Development is responsible for:

- i) connecting the WiL members to the GSM alumni community;
- ii) assisting the Sub-Committee for Events with the alumni sponsorship and involvement in WiL events; and

- iii) organizing events aimed at career development.

#### **e) Sub-Committees for Events**

The Sub-committees for Events shall be responsible for:

- i) supporting WiL in planning, organizing, and cooperating with stakeholders in WiL activities and events;
- ii) working with the WiL board to plan and ensure smooth execution of events and club activities;
- iii) organizing event logistics (food, speakers, etc.); and
- iv) looking for opportunities to co-host events with other clubs.

#### **Election of WiL Board Officers**

- a) As an officer's term limit expires or as current officers resign, new officers may be elected or appointed. The election of officers will take place during the end of Winter Quarter. A transition meeting should be held at the beginning of the first week of Spring Quarter.
- b) WiL will adhere to the following guidelines in the election of officers:
  - i) Only WiL members may be eligible to become candidates for officer positions. Candidates may be nominated by current members or self-nominate.
  - ii) 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.

#### **Board Nominees**

- a) Anyone wishing to nominate themselves for a position on the WiL board for the next year must be an ASM member, a WiL club member and have attended at least one WiL event or meeting each quarter of enrollment.
- b) Those interested in board positions are encouraged to arrange their own meetings to discuss their interest and the board makeup, and are encouraged to use previous board structures as a model for what positions make up the leadership team.
- c) In the event that there is more than 1 person interested in a single position, the current board will notify all nominees that there will be an election. The board has the discretion to determine if more than one person can hold a specific position.

#### **Board Transition Procedures**

- 1) Newly appointed WiL 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.

### **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.

### **Changes to the Bylaws**

- a) Changes can be made through a 3/4 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.

### **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.