

XAVIER WOMEN'S MBA ASSOCIATION

CHAPTER BYLAWS

ARTICLE I: ORGANIZATIONAL DEFINITION, MISSION, OBJECTIVES, NAME

Section 1. Organizational Definition.

The Xavier Women's MBA Association is a function of the Williams College of Business, Xavier University, supporting the Part-Time, Full-Time, Off Site and Weekend MBA Programs. The Association is not a corporation or legal entity and has no existence separate or apart from the Williams College of Business. These bylaws are enacted for the purpose of providing guidance for operations of the Xavier Women's MBA Association (XWMBAA).

Section 2. Mission.

The association aims to inspire, empower, and unite women by providing a forum for support and professional development.

Section 3. Objectives.

The XWMBAA is committed to growing the association by developing effective relationships with current students, alumni, Xavier administration and the corporate community. Objectives are as follows:

- Provide leadership opportunities for XWMBAA members.
- Support professional growth by providing career enhancement opportunities for current and potential members.
- Create a sense of social responsibility by involving members in serving our local community.
- Foster personal growth by offering opportunities for MBA students and alumni to develop relationships with each other.

Section 4. Name.

The official name of the organization is the "Xavier Women's MBA Association." This name is abbreviated as "XWMBAA."

Section 5. Membership.

The XWMBAA will consist of interested individuals in the Xavier community. Although the association is targeted towards current MBA students and alumni, all Xavier students, alumni, and faculty are welcome to join the organization. Membership is defined as those individuals formally indicating interest in joining the organization via the membership application form. No fees are currently required to be paid by members.

ARTICLE II: ASSOCIATION LEADERSHIP

Section 1. Governing Body.

The governing body of the XWMBAA will be the "Leadership Team." The leadership team will consist of elected Officers and nominated Committee Members and Liaisons, collectively referred to as Board Members. The group will be supported by a faculty advisor. The faculty advisor will be nominated by the officers or appointed by the existing faculty advisor, or as otherwise determined by the Xavier MBA Office.

Faculty Advisor

- Provide oversight and guidance to XWMBAA.
- Serves on the Nominating Committee for the selection of XWMBAA President.
- Liaison with MBA Administration for funding requests, featured speaker selection, etc.
- Promotes the XWMBAA to key individuals and looks for strategic opportunities to further the mission of the organization.

Elected Officer Positions

- President
 - Represents the XWMBAA within the Xavier and Cincinnati business communities.
 - Actively communicates with the faculty advisor and Williams College of Business administration to align organization with university goals and ensure adequate support for the XWMBAA.
 - Ensures the XWMBAA operates in accordance with its mission and objectives.
 - Coordinates creation of strategic goals for the year.
 - Oversees all meetings and activities in conjunction with the officer committee.
 - Ensures that organization is adhering to the rules of the National Women's MBA Association.
- Vice President
 - Consults with President on chapter strategy and goals.
 - Manages all official materials, including bylaws and strategic plans.
 - Performs succession planning to create strong continuity when the President steps down at the end of her term.
 - Maintains attendance records for Leadership Team and corresponding events.
- Events Officers (consists of two Co-Chairs)
 - Responsible for the formation and management of event committees that will be responsible for meeting the needs of all XWMBAA events, and for recruiting members for volunteer opportunities to assist with event execution.
 - Provides leadership group with updates on event planning and committee progress.
 - Researches event opportunities, including costs and location.
 - Stimulates event ideas among the leadership group.
- Communications Officers (consists of two Co-Chairs)
 - Announces group activities to the members (faculty, alumni, current students) through:
 - The portal
 - The XU webpage
 - Emails
 - MBA weekly news
 - Other social networking sites (Linked in, Facebook, etc)
 - Responsible for keeping all communication avenues up to date.
 - Answers member questions regarding events (where to park, etc).
- Membership Officers (consists of two Co-Chairs)
 - Main contact for individuals expressing interest in becoming a member.
 - Monitors membership roster & regularly shares updates with Communication Officer.
 - Promotes the group with the student and alumni communities via networking events, information nights, in-class announcements, and other forms of relevant communication.
 - Plans/coordinates on-campus opportunities to recruit new members.
- Community Relations Officers (consists of two Co-Chairs)
 - Develops relations with the community (Xavier, Cincinnati, Regional) to identify opportunities for giving back to society.
 - Coordinates and develops opportunities for membership to participate in societal activities whether through a monetary or volunteered time/effort contribution.
 - Main contact for members seeking volunteer opportunities within XWMBAA and the community.
 - Main contact for organizations seeking volunteers.

- Professional Development Officers (consists of two Co-Chairs)
 - o Serve as an advocate for the XWMBAA within the business community.
 - o Identify and communicate opportunities for XWMBAA members to become more engaged in the business community via professional organizations and events.
 - o Maintain communication with the National Chapter, coordinate National Conference Attendance, and any opportunities to engage other regional chapters.

Nominated Liaison Positions

Liaison positions are in place to promote the XWMBAA outside of the main campus MBA program.

Responsibilities include:

- Increasing awareness of the XWMBAA within respective programs to recruit additional members.
- Driving increased attendance at XWMBAA events by non-main campus members.
- Hosting events catered towards individuals in these programs.

Liaisons have been established for the following off-site programs:

- Deerfield
- GE
- West Chester

An Undergrad liaison has also been established to focus on undergraduate involvement and recruiting efforts for the MBA program.

Nominated Committee Member Positions

Committee Members are responsible for supporting their respective co-chairs. Committee members will be responsible for driving new initiatives and ensuring adequate resources are available to support XWMBAA activities. The following officers can have committees: Communications, Community Relations, Events, Membership, and Professional Development. The creation of committees will be based on needs and member interest. Up to four members may serve under each chaired position.

Section 2. Appointment of New Officers, Liaisons, and Committee Members.

All members of the leadership team must be incoming/current women XU MBA students or alums. Current students must be in good academic standing.

Existing Officers

Existing officers do not need to run for re-election. Officers may serve in their same position or change to a different position. For each co-chair position, no more than one existing officer on their third year of service may serve in that position. If multiple officers are interested in the same position, the existing leadership team will hold a vote to determine the officer who will serve in said position.

New Officers

The President will request nominations for new officers from XWMBAA membership in April. Nominees will be presented to XWMBAA membership via email for a vote. All members of the XWMBAA are eligible to vote for officers. This vote will account for half of the election process. The other half will come from a vote by the existing leadership team. Prior to voting, the Leadership team will meet with candidates and review their credentials and interest in the position.

Liaisons and Committee Members

Liaisons and committee members will be selected by the current leadership team from nominees not selected for officer positions. Committees shall be formed or dissolved by the leadership team. Committees may be revisited annually.

Advisory Committee

An Advisory Committee will consist of all officers in their final year of service. The advisory committee will serve as a sounding board for the President. Advisors will meet with the President on a periodic basis to guide the progression of the organization. Advisors have no additional voting rights and will serve in their elected capacity as written in the bylaws.

President and Vice President

The President and Vice President will be elected through voting by the Nominating Committee. This committee consists of the former XWMBAA president, current leadership team members, and the faculty advisor. The Vice President must be elected from the existing leadership team. The Vice President is considered the preferred candidate for the President position, but succession into this role is not guaranteed and is at the discretion of the nominating committee. The President and Vice President positions can only be chosen from within the previous membership team – any member serving one year may be nominated for these positions.

Following selection of the new leadership team, all members will be notified of the new team by the outgoing and incoming President.

Section 3. Term of Office.

Elected officers may serve for a maximum of three terms. A term begins June 1st (at the beginning of the Xavier fiscal year) and continues through May of the following year. Nominated liaisons and committee members serving one year terms can serve an additional three years as an elected officer. Total service as a board member may not exceed four years. If officers are appointed at a time other than the start of the new term to replace a vacating elected officer, the time served to finish the year does not count towards their elected service.

Section 4. Vacancies.

Any vacancy in the Leadership Team caused by death, resignation, disqualification, removal, or any other cause may be filled via a nomination and majority vote by the leadership team.

Section 5. Resignation.

Any member of the Leadership Team may resign at any time by giving written notice to the Faculty Advisor. The resignation of a board member shall take effect at the time specified therein, and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Removal of Officers and Committee Members.

Any board member found to be negligent in the fulfillment of their official duties may be removed at any time from office by a majority vote of the Leadership Team. Duties are outlined in Article II, Section I, and are approved by the Leadership Team at the beginning of the school year.

ARTICLE III: MEETINGS

Section 1. Regular Meetings.

Monthly board meetings will be held at the Williams College of Business, unless otherwise indicated. All elected officers are expected to attend board meetings, unless they have indicated prior to the meeting that they have an unavoidable commitment. Committee members and liaisons are encouraged to attend. These meetings will also be open to regular members. The board will meet a minimum of six times per year. All agendas will be posted prior to meetings. Board meeting minutes will be kept and made accessible to XWMBAA members.

All Leadership Team committees are expected to have some form of representation unless by extreme circumstance approved by the President. Expectation is that strategic members will be in attendance at roughly 75% of all advanced schedule meetings unless previously discussed and approved by the President. Failure to

attend meetings without prior approval could result in demotion of responsibilities or request of resignation from seat to join the committee.

Section 2. Special Meetings.

Special meetings for committees or elected officers will be held occasionally throughout the year. Notice of these special meetings shall be communicated to each attendee at least three days prior to the day on which the meeting is to be held. Each notice shall state the time, place, and purpose of the meeting. Committees and special meetings will be held as necessary.

Section 3. Quorum.

A quorum will constitute a majority of all elected officers, including either the President or Vice President.

Section 4. Voting.

Decisions will be ratified by a majority vote of board members present. In the event of a tie, the faculty advisor will have the deciding vote.

ARTICLE IV: AMENDMENTS TO BYLAWS

Section 1. Bylaw Review.

The incoming leadership team will review the bylaws at the beginning of their term.

Section 2. Amendments.

Amendments to these bylaws may be proposed by any voting member of the XWMBAA at the beginning of each XWMBAA year (June). Amendments must be passed by a leadership team quorum.