

Sacramento Part-Time Women in Leadership Club
Bylaws for Governance

Revised and Adopted 05/06/2020

1) Mission

Women in Leadership (WiL) is an independent student club operated through the Sacramento Part-Time Program of UC Davis Graduate School of Management (GSM). The goal of Women in Leadership is to connect and support GSM's future women leaders through professional, education, and social activities with current members and industry leaders, providing them with the tools and experiences to excel and succeed in their professional careers.

1) Membership

WiL is open to all currently enrolled graduate students of the UC Davis Graduate School of Management Sacramento part-time programs. 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

WiL will hold board meetings twice a month. Officers of Women in Leadership are required to attend and actively participate in at least 75% of the meetings held during one annual period.

3) Voting and Board Decisions

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.

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.

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 and maintaining club goals and standards
- ii) oversee board and board operations
- iii) main line of communication for board, members, and outside organizations
- iv) connect WiL with broader GSM and other on-campus affiliate groups

b) Director of Marketing

The Director of Marketing is responsible for:

- i) managing internal/external communications of all aspects of the organization
- ii) work with events lead on maximizing communication and outreach for all events
- iii) manage WiL webpage and calendar
- iv) create all marketing material

c) Director of Finance

The Director of Finance is responsible for:

- i) managing WiL bank accounts and overseeing the budget
- ii) managing fundraising aspects of the organization
- iii) liaison with GSM for financial matters

d) Director of Events

The Director of Events is responsible for:

- i) leading logistical aspects of one social event per quarter
- ii) organize and coordinate event participants, officials, and administrators for successful execution of events.
- iii) organize and delegate to subcommittees if necessary

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 at the end of Winter Quarter. A transition meeting should be held 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 a part-time Sacramento GSM student 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 Winter Quarter until the following Winter 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.