

GWIL

GWIL CONSTITUTION
2020-2021

GWIL: Guelph Women in Leadership Organization Constitution

Article I

Section 1 – Name

The official name of the organization shall be Guelph Women in Leadership and/or GWIL (pronounced “gee-will”).

Section 2 – Affiliation

GWIL is affiliated with the Gordon S. Lang School of Business and Economics and therefore, the Lang Students’ Association (LSA). Previously known as the College of Business and Economics Student Association and/or CBESA.

By being affiliated, the GWIL president(s) is required to attend Board of Director (BOD) monthly meetings, provide updates to the team, and represent the business community in a professional manner. GWIL is an affiliate, not an accredited association, so it cannot participate in official voting practices during BOD.

Section 3 – Objective

GWIL was founded in 2013 at the University of Guelph. GWIL was founded with the mission to inspire, empower, and educate students on female empowerment and leadership. Events are open to current University of Guelph undergraduate, masters, and Ph.D students. Events include, but are not limited to, workshops, networking events, mini conferences, and speaker series.

Section 4 – Membership

Membership is based off an interview process conducted by incoming presidents each year during March and April. Eligibility to be a team member is open to current undergraduate University of Guelph students, with a preference for Bachelor of Commerce majors due to our affiliation with the business school. Students of

the Bachelor of Commerce program must make up majority (70-80%) of the delegation, per LSA affiliation rules.

Article II

Section 1 – Executive Officers

Elected terms will last 12 months from April of hired year to the following April. The officers of GWIL shall include:

- a) Co-Presidents **(2)** or President **(1)**
- b) Director of Events
- c) Director of Marketing
- d) Director of Human Resources
- e) Co-Directors **(2)** Director of Corporate Relations **(1)**
- f) Director of Finance
- g) VP of External Communications **(Optional)**

Section 2 – Brief Duties of the Executive Team:

The *Co-Presidents* shall:

- Be the chairpersons of GWIL.
- Represent the members/organization in its relations with other organizations and/or individuals at all official occasions or assign a designate in his/her place.
- Represent the values and vision of the club in their daily school life.
- Be responsible for the actions of both the executive and full team.
- Organize and conduct weekly team meetings during the school semester and put together meeting agendas.
- Conduct executive-only meetings when needed.
- Maintain close communication with Business Career Development Centre and the Dean's Office.
- Provide support to all other officers to ensure the success of

GWIL initiatives.

- Coordinate guest speakers and assist in securing sponsorship from external companies each summer.
- Promote all GWIL events

The *Vice President of External Communications* shall:

- Maintain communication with co-presidents to uphold strategic direction
- Oversees corporate and finance portfolios
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Create weekly meeting minutes and prioritizes agenda items
- Compile executive schedules to establish meeting times
- Maintain open communication channels between organization
- Operate and maintain professional order
- Ensure participation during executive team meetings
- Promote all GWIL events
- Create and distribute newsletter and email promotion
- Assist HR with interviews (when needed)

The *Director of Events* shall:

- Lead and coordinate GWIL events such as the International Women's Day dinner, an Orientation Week event, trivia night, etc.
- Manage and delegate tasks to the Events Manager(s) regularly.
- Create and maintain relationships with current and potential vendors.

- Work with the Director of Marketing and the marketing team to meet promotional objectives.
- Complete logistical forms, such as SRM (Student Risk Management) forms.
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Promote all GWIL events

The Director of *Marketing* shall:

- Provide strategic direction and creative solutions to issues; maintain open communication with executive team on a daily basis.
- Delegate tasks to full team and marketing team (Marketing Manager, Website Manager, Brand Manager) to ensure marketing activities are completed in a timely and high-quality manner.
- Create and delegate major social media marketing content for Facebook, Instagram and Twitter. This includes utilizing graphic design software such as Adobe Photoshop, Illustrator and Canva to create digital and print graphics.
- Support the Events team through creating online registration forms, day-of event materials (signage, name tags, etc.) and by leading all promotional efforts to meet event attendance goals.
- Work cross-functionally with Corporate Relations to design materials for potential sponsors and with Human Resources to support recruitment initiatives.
- Correspond with on-campus partners to improve delivery of marketing messages by utilizing all available channels such as television ads in school buildings, poster hanging, and e-newsletters.

- Demonstrate a growth mindset by continually seeking new opportunities and channels to promote Guelph Women in Leadership's initiatives and increase online following.
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Promote all GWIL events

The *Director of Human Resources* shall:

- Coordinate all recruitment efforts, including the creation and administration of applications, interviews, offers, and onboarding.
- Support the co-presidents with ad-hoc projects and provide guidance and mediation in strategic discussions.
- Act as a responsible, trustworthy and fair mediator when conflicts within the team arise.
- Act as a trustworthy member of the team for everyone to feel comfortable speaking to when issues arise.
- Meet one-on-one with team members to discuss their personal and professional development goals and plans for the future; provide advice and recommendations to assist in their goals.
- Create and maintain a positive team culture through team socials, team member recognition, positive relationships, and transparency.
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Promote all GWIL events

The *Director of Corporate Relations* shall:

- Lead the team in gaining new sponsorships/partnerships, as well as maintaining current relationships with current sponsors and partners.
- Assess potential sponsors and partners to determine if their values align with GWIL's values.
- Communicate effectively with potential sponsors to convey the unique value proposition of GWIL.
- Keep record of sponsorship money and update the co-presidents and executive team on sponsorship funds.
- Send out emails to sponsors and attendees for events, ensuring that they understand how we plan to use their sponsorship.
- Help create the Corporate Committee sponsorship package and keep the committee updated on who GWIL is in contact with.
- Sending thank you emails to all sponsors/ reps/speakers for events and write speeches/thank-yous for the day of.
- Manage the Corporate Relations Manager to make sure their transition is easy when they are reaching out to sponsors, and delegate tasks to the manager as needed.
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Attend biweekly Corporate Committee meetings.
- Promote all GWIL events

The *Director of Finance* shall:

- Work with the co-presidents and other executives to create budgets for the year and for individual events and initiatives.

- Maintain receipts from team members (screenshots, keep on file, date and time stamp, etc.) online and in paper; ensure that team members are reimbursed as required.
- Update the team on the organization's financial health and any financial issues.
- Attend weekly team meetings and occasional executive team meetings, prepared to deliver updates and engage in team discussions.
- Promote all GWIL events

Article III

Section 1 - Governing Authority

The governing authority of GWIL shall be vested in the GWIL executive team. This shall be composed of Co-Presidents, VP of External Communications, Director of Events, Director of Marketing, Director of Human Resources, Directors of Corporate Relations, and Director of Finance.

The Co-President shall decide on the date and time of weekly meetings that work best for the majority of the team a month before each semester begins. The Human Resources Manager, VP of External Communications or the Co-Presidents will share the role of capturing meeting minutes in a typed document and uploading at least 2 days after each meeting takes place. Meetings will be scheduled on a weekly basis with cancellations occurring as needed (holidays, exams, etc.)

Section 2 – General Meetings

GWIL shall hold full team meetings on a weekly basis at the University of Guelph campus. Meeting minutes will be captured and uploaded for the team to review 2 days after each meeting.

Cancellations will occur as needed, as well as the addition of extra planning meetings.

Meetings shall last for approximately sixty minutes in a roundtable style with each portfolio director and manager providing updates. Time for questions/concerns, announcements, new business updates, and Kudos recognition will be allotted.

All members are required to participate unless they have class scheduled at the same time. Members that have part-time or full-time jobs should take the necessary steps to book off meeting days. In the event that this cannot happen, members are strongly advised to arrange catch-up phone calls with Presidents and review meeting minutes for that week on their own time. If an emergency or sickness comes up, a member is advised to inform the Director of Human Resources and the Co-Presidents at least 2 hours before the meeting.

Section 3 – Responsibilities of the Executive Team

The executive officers are encouraged to provide an update of their portfolio's work during every meeting to maintain the progress of ongoing activities. When directors are away, managers will be asked to provide updates in their place.

Section 4 – Attendance & Absences

All team members are required to attend GWIL meetings and events. Meetings and events can only be missed if there is a valid reason (i.e. academic class conflict, personal emergency, etc.).

A three-strike policy is in place for unexcused absences from any meetings and events. After each unexcused absence, a strike is used.

Strike 1: In Person or Written Warning – in-person

discussion or email from Director of HR (Co-Presidents copied) explaining the strike policy and warning of the expectations of GWIL members.

Strike 2: Written Warning – email from Director of HR (Co-Presidents copied) explaining the reason for the second strike and the next steps.

Strike 3: Disciplinary Meeting – sit-down meeting with the Director of HR and/or Presidents to address absences and discuss consequences of continued unexcused absences.

Article V

Section 1 - Fees

Members are **not** required to pay a fee for membership in GWIL.

Section 2 – Finances

Financial reports will be made available to all executives and Lang School of Business and Economics' staff members upon request. The current financial standing will be provided prior to major financial decisions being voted upon. A budget shall be maintained by the Director of Finance on Excel.

Article VII

Section 1 – Signing Contracts

The Director of Finance and the Co-Presidents will hold joint signing authority when the organization enters into a contract and engages in banking transactions. The current banking institution is Scotiabank on Edinburgh/Kortright.

Article VIII – Mandates

This constitution may be amended only through the following procedure:

- Adoption by a two-thirds (2/3) vote of the GWIL Executive.

Date last amended: March 30th, 2020