



## **SIPA Women in Leadership (WIL) Constitution**

**Mission Statement:** SIPA Women in Leadership's mission is to prepare its members for success and leadership in all sectors and professional endeavors. We aim to bring awareness to the barriers women face as leaders today and the importance of having women serve in decision-making positions, with the overall goal of achieving gender equality.

### **Article I: Purpose**

SIPA Women in Leadership (WIL) is an organization at Columbia University's School of International and Public Affairs (SIPA). Its membership consists of graduate students, alumni, administrators, friends, allies, and mentors. SIPA Women in Leadership's mission is to prepare women for success and leadership in all sectors and professional endeavors; WIL achieves this mission through events, discussions, lectures, networking events, and skills-based workshops.

### **Article II: Membership**

1. Any student at SIPA is eligible to become a member of WIL.
2. Membership is managed through Campus Groups. Any student who subscribes to WIL's Campus Groups page is considered a member of WIL and will receive official correspondence on behalf of the organization.
3. WIL does not discriminate based on any characteristic listed in Columbia University's Nondiscrimination Statement.
4. There are no monetary dues.

### **Article III: Officers**

1. The Executive Board must have a minimum of three officers: President, Vice President and Treasurer. The current Executive Board's positions and responsibilities are:
  - a. **President**
    - i. Plans and leads all WIL board and general membership meetings
    - ii. Represents WIL through consistent communication with potential speakers, SIPA's Office of Student Affairs (OSA), School of International and Public Affairs Student Association (SIPASA), and SIPA student groups
    - iii. Serves as a direct liaison with OSA and SIPASA on student group logistics
    - iv. Attends all SIPASA and OSA events for student group leaders
    - v. Oversees the general activity of the WIL board
    - vi. Assists with organizing, facilitating, and managing all WIL events

- vii. Helps to plan collaborative networking events with other SIPA student groups
- viii. Facilitates the Fall Executive Board elections

**b. Vice President**

- i. Supports the President and Executive Board in organizing and planning meetings, activities, and events
- ii. Assists the President in leading all board and general membership meetings
- iii. Represents the organization through consistent communication with potential speakers, OSA, SIPASA, and SIPA student groups
- iv. Acts as an additional liaison between WIL, OSA and SIPASA
- v. Attends OSA and SIPASA events for student group leaders
- vi. Helps to plan collaborative networking events with other SIPA student groups

**c. Treasurer**

- i. Attends all WIL board and general membership meetings
- ii. Attends all WIL events
- iii. Works closely with President/VP on budgetary and financial updates
- iv. Maintains finances for the organization and performs administrative functions
- v. Provides a clear timeline of expenses for WIL events
- vi. Liaises between SIPA Accounting, the SIPASA Treasurer, OSA, and partner student groups
- vii. Attends all OSA and SIPA student group leader meetings
- viii. Prepares a budget for the Fall semester in partnership with the WIL board

**d. Director of Events**

- i. Attends all WIL board and general membership meetings;
- ii. Attends all WIL events
- iii. Plans, organizes, and facilitates all necessary features for events, with the help of the Board
- iv. Maintains communication with prospective guest speakers along with President/VP
- v. Coordinates co-sponsorship of other students' organizations events, with other Events' Directors
- vi. Works closely with the Director of Communications in coordinating the promotion of the events.

**e. Communications Chair**

- i. Attends all WIL board and general membership meetings
- ii. Attends all WIL events
- iii. Prepares and sends a weekly newsletter to all WIL members highlighting organizational updates via Campus Groups
- iv. Manages WIL's social media accounts (i.e., Facebook)
- v. Promotes ongoing activities through a constant communication with all WIL members
- vi. Oversees all WIL's public communication, including graphics, flyers, etc.

2. WIL board members will act jointly regarding select communication activities including:
  - a. Recording meeting minutes
  - b. Preparing organizational email correspondence, notices, event reminders, publicity posts, etc.
  - c. Assisting with managing WIL's social media accounts
  - d. Advertising WIL events and distributing communications material
  - e. Maintaining contact with SIPA student groups for collaborative events
3. WIL board members may change the name of its board positions at any time with an amendment to this Constitution. Likewise, new board members may be added to fulfill duties, such as communications, if deemed necessary, with a consequent Constitution amendment.
4. All members of the WIL board must be full-time students at SIPA.
5. Removal: A board member's letter of resignation or removal must be approved by the vote of more than half of the other board members.

### **Article III: Elections**

1. Elections of WIL board members shall occur annually, in the Fall term.
2. Any member of this organization is eligible to run for any position.
3. Positions are won by simple majority.
4. The term of office runs for one calendar year, January 1 – December 31.
5. Campaigning for elections is allowed, complying with the following points:
  - 5.1. Candidates are not allowed to utilize food, drinks or souvenirs for campaigning, in any way.
  - 5.2. Candidates are only allowed to spend on printing related costs, which can amount to \$50 per candidate as a limit.
  - 5.3. Candidates should not engage in any way of negative campaign against any other candidate during the campaign period.
  - 5.4. Elections' campaign should only last one week, during the dates set by the current Board.
  - 5.5. Candidates are allowed to run in slates, but are voted for individually.
6. WIL current board members are not allowed – in any case – to endorse any candidate for an incoming board.

### **Article IV: Meetings**

1. Board meetings
  - a. Board meetings shall be held weekly at a time and day agreed upon all current board members.
  - b. The President shall set the weekly agenda and preside over each board meeting. The Vice President shall preside over the meeting in the case of an absence.
  - c. All decisions shall be made by a majority vote of all members present.
  - d. Quorum for a meeting shall be more than half of the board members.

- e. WIL board members can extend an invitation to attend its meetings to non-board members, including faculty advisors, any Columbia student or professor and WIL general body members.
2. General body meetings
    - a. General body meetings shall be held at least two times per semester. They can be stand-alone meetings or may be cosponsored events.
    - b. The board will advertise meetings through diverse communication channels, including Campus Groups, Facebook, and flyers.

## **Article V: Finances**

1. Fiscal timeline
  - a. The fiscal year for WIL is January 1 – December 31.
  - b. Budget allocations are made at the beginning of the semester, based on the results of the bi-annual budget presentation to SIPASA.
2. Budget
  - a. The President and Treasurer are responsible for creating and presenting to SIPASA the semester budgets in February and September and will adhere to the requirements set out by the SIPA budget committee.
  - b. All members of the board are responsible for being informed on the budget, and for its follow up.
  - c. The Treasurer will track the budget and update expenses.
3. Expenses and reimbursement
  - a. The Treasurer will be responsible for approving all expenses under the SIPA Women in Leadership name, using discretion to manage the allocated funds.
  - b. The Treasurer will be consulted before a funding commitment is made for a co-sponsored event. The decision to co-fund an event will be decided upon by the Treasurer and President.
  - c. Board members may be reimbursed for approved expenses in accordance with the guidelines and procedures laid out in the SIPA Student Groups Handbook.

## **Article VI: Amendments**

1. Any WIL member may propose amendments.
2. Amendments shall be passed by simple majority of the board members.
3. Quorum for a constitution amendment proposal shall be more than half of WIL board members.
4. The proposed changes should be sent to all board members, to their academic email accounts.
5. Amendment approval by board members must be expressed in written form.