



The Women's Network

Mission: The Women's Network (TWN) was created for ambitious women looking to grow professionally while being lifted by their community. TWN offers opportunities to gain exposure to the professional world, network with high-profile speakers, and meet peers around their campus and the country. TWN meets biweekly (twice a month) and holds speaker meetings, various networking events, resume, internship and LinkedIn workshops, alumni networking receptions, and interactive activity sessions to develop relationships with fellow members. Our workshops and guest speakers help prepare you for your next steps and may open your eyes to paths you haven't even considered.

ARTICLE I - Official Name

The official name of this organization is The Women's Network, otherwise known as TWN. TWN is revolutionizing networking as we know it. We are building a community of intelligent, ambitious women, while simultaneously providing critical resources and connections to help women achieve professional success.

ARTICLE II - Statement of Purpose

The purpose of this organization is to revolutionize networking for collegiate and recently graduated women, create a community of women that celebrates the desire to achieve, and cultivate ambition to prepare the next generation of leaders. We strive to connect women of different backgrounds, fields of study, interest, and passions within universities and nationally. We **celebrate ambition**, a word that is rarely used to describe men. Rather, this word is often used to describe women, most commonly with a negative connotation. At The Women's Network, we strive to remove the negative connotation of women being ambitious and instead celebrate our ambitions and determination to continue to strive towards our goals in life.

ARTICLE III - History

In the spring of 2017, Jamie Vinick—a freshman at Syracuse University—attended a lecture given by a powerful female banking executive; this discussion served as the inspiration for the founding of The Women’s Network. Vinick was interested in learning more about how the speaker was able to successfully rise within the ranks in the traditionally male-dominated field of finance, better understand gender-related biases and challenges, and to seek any advice that could be relevant to the women in the room. She left the event motivated to address the “awkward” and “taboo” issues associated with women in the workplace; however, she could not find a community on campus that celebrated ambition, addressed sensitive topics about gender in the workplace and held important dialogue with trailblazing women in comfortable and inviting environments. Thus, she created one. The official meeting for The Women’s Network at Howard University was held on September 9, 2022. It began with Charter members Marshall Kennedy (Charter President), Aleyana DeBrest (Vice-President), Ashley Hamilton (President of Marketing), Aysia Hilliard (Vice-President of Events), Caitlyn Ettienne (Co Vice-President of Diversity, Equity, and Inclusion), Kelcie Patrick (Co Vice- President of Diversity, Equity, and Inclusion), McKenzie Mitchem (Vice President of Finance), Kaylah Myers (Co Trip Coordinator), Jasmine Davis (Co Trip Coordinator), De’Anyia Bell (Lead Ambassador) and Campus Ambassadors: Maddie Hale, Minla Philips, Mbornie Conteth and Kaylah Holden. The TWN chapter at Howard University is the first HBCU to be a part of this national organization, which has allowed a plethora of doors to be opened for people of color through networking.

ARTICLE IV - Officers

SECTION 1. Executive Board. *The elected board of this chapter shall be: President, Vice-President, Senior Vice-President of Marketing, Junior Vice-President of Marketing, Vice-President of Finance, Vice-President of Events, Vice-President Diversity, Equity, and Inclusion, Trip Coordinator, and Lead Ambassador.*

SECTION 2. Executive Committee. *The Executive Committee shall be composed of the President, Vice-President, Vice-President Diversity, Equity, and Inclusion, Vice-President of Finance, Vice-President of Marketing, Vice-President of Events, Trip Coordinator, Lead Ambassador and Campus Ambassadors.*

SECTION 3. Appointed Officers. *Appointed officers shall be appointed by the President and Vice-President confirmed by a unanimous vote. If there happens not to be a person in the President or Vice-President positions, then the National Board will select appointed officers. Duties of appointed officers will be documented as written chapter policy and must be*

approved prior to the time of appointment.

SECTION 4. Terms of Office. *The standard term of office shall be approximately one calendar year, from the first day of the summer academic term to the last day prior to the start of next summer term. Appointed officers may serve terms of office to be no longer than the standard term of office, as defined at the time of appointment. Campus Ambassadors shall also serve as a non-voting member of the committee and only hold a semester long position. Campus Ambassadors can reapply for the same position the following semester.*

SECTION 5. Consecutive Terms of Office. *Elected officers may succeed themselves only once in the same position, but may hold different offices in succession.*

SECTION 6. Qualifications. *Elected executive board members must all be Active Members in good standing for one full academic year beginning term of office, at the time of election to office, and during their entire term of office. Executive Committee must be Active Members in good standing at the time of appointment and during their entire term of office.*

SECTION 7. Vacancies of Office. *In case of removal or resignation of any chapter officer, or the failure of an officer to remain otherwise qualified for office, the chapter shall elect a replacement to complete the term of office. Said election and subsequent installation shall take place at the first regular chapter meeting following the announcement of the vacancy at a regular chapter meeting. The Chapter President may appoint a member or members to carry out the duties and responsibilities of the office as needed prior to the election and installation of a replacement.*

ARTICLE V - Officer Responsibilities

Section 1. *All officers shall be selected based on their leadership abilities and how well they symbolize TWN's mission. The organization will have the following officers and any new positions may only be added if necessary.*

Section 2. *Those interested in an officer position at TWN must be a current member for an entire year, adhere Howard University's Code of Conduct, exceed in leadership abilities, effectively collaborate with others, and ensure that they can fulfill their duties.*

Section 3. *The current officers and responsibilities are as follows:*

President:

- Overseeing all events and activities
- Coordinating speakers & planning/leading meetings, including creating speaker sheets (we will share examples of past speaker sheets with you)
- Moderating discussions with speakers (you can co-moderate, solo-moderate or choose moderators - up to you!)

- Working closely with org advisor and with University activities office to ensure TWN is a registered organization
- Sending event reminder emails
- Coordinating semester schedule alongside Vice President on Google Calendar ●
- Organizing and leading weekly board meetings that align with everyone's schedules ●
- Weekly check-ins with the Vice President
- Working closely with the VP of Finance, VP of Marketing, VP of Events, and VP of Diversity and Inclusion to ensure chapter growth
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Vice-President:

- Overseeing and following up with board members weekly, ensuring tasks are completed on time
- Working with the President to update the Google Calendar
- Creating attendance codes for meetings & tracking attendance
- Analyzing attendance and reaching out to members who become inactive ● Taking minutes at all board meetings; sending Remind101 texts about upcoming events ●
- Facilitating connections and communications between different teams (i.e. Events Vice Presidents and Marketing, VP of Diversity, Equity and Inclusion with Lead Ambassadors, etc.)
- Ensuring board knows each other well and is a tight-knit community
- Promoting every meeting and various events on Instagram
- Reporting directly to the President
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Vice-President of Finance:

- Responsible for overseeing all financial matters, including fundraising efforts, event budgets, sale of promotional items, and reimbursements
- Must execute at least 3 fundraisers for the semester***
- Must obtain funds for the City Trip from fundraisers, university activities commissions, sponsorships, etc.
- Working with the Trip Coordinator to plan the costs aspect of trip
- Reporting directly to the Vice President
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Vice-President of Marketing:

- Creating at least 3-4 social media posts a week for Instagram
- Creating Instagram stories for event reminders and email recaps
- Creating Instagram highlight featuring all board members and ambassadors
- Analyzing social media trends, post and impression engagement to adjust or capitalize on different marketing strategies
- Follower outreach and answering new member questions through Instagram ●
- Designing promotional items (i.e. apparel - needs to be approved by national team) ●
- Keeping a consistent, aesthetically pleasing feed on Instagram
- Planning content calendars
- Collaborating with event/fundraiser planners to fully communicate event expectations to members
- Overseeing 1 TWN National LinkedIn circle and chapter's LinkedIn group ●
- Following deadlines, ensuring captions align with TWN messaging and are grammatically correct
- Reporting directly to the Vice President
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Vice-President of Events:

- Planning and executing major events including, but not limited to, recruitment events, networking / 'Mocktails' events, social, etc.
- Coordinating the logistics of all events with a schedule to be shared with the President and Vice-President
- Working closely with the Trip Coordinator to help facilitate a trip to the nearest city
- Promoting every meeting and various events on Instagram
- Reporting directly to the Vice President
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Vice-President of Diversity, Equity, and Inclusion

- Fostering and developing relationships with other organizations on campus, including but not limited to the multicultural community and other women-based clubs ● Reaching out to other organizations for partnerships and to advertise our organization on their social media and vice versa
- Developing efforts to recruit new members from various backgrounds and make them feel welcomed into our community
- Ensuring TWN is a safe space for people of all backgrounds where they are represented
- Staying up to date on other campus events aligning with our mission and values ●

- Planning at least 1-2 meetings in collaboration with another multicultural organization
- Leading TWN Equity and Inclusion Cooperative to foster connections and provide a space for marginalized communities to form their own connections within TWN.
- Promoting every meeting and various events on Instagram
- Reporting directly to the Vice President
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Trip Coordinator:

- Polling student interest on companies or industries they would like the opportunity to network with
- Choosing a Friday to visit the nearest city and planning all logistics of the trip (all will be held virtually for the 2022 academic year)
- Ensuring members fill out and return liability waivers (not applicable to 2022 academic year)
- Working closely with VP of Finance to obtain funds, sponsorship, or grants for the trip (not applicable to 2022 academic year)
- Responsible for booking companies, contacting chapter/university alumni, organizing networking opportunities
 - Must plan at least 6 visits to companies/non-profits
- Must coordinate transportation and organize meeting points (not applicable to 2022 academic year)
- Working with the VP of Events to plan
- Promoting every meeting and various events on Instagram
- Working with the rest of the board to spread TWN's message and ensure the success of the chapter

Lead Ambassador:

- Responsible for overseeing recruitment and retention efforts done by the team of Campus Ambassadors
- Acts as a liaison between Exec Board and Campus Ambassadors
- Coordinates and hosts bi-weekly meetings with ambassadors to track their progress, see if they are meeting goals, and strategize ways of increasing membership, boosts team morale
- Ensures Ambassadors are adhering to recruitment and outreach expectations (promoting meetings via Instagram, contacting 2 orgs per month, etc)
- Personally recruits members and records these members on a spreadsheet.

Campus Ambassador:

- Recruit at least 8 new members monthly (Specified recruits), and record these members

- on a spreadsheet
- Recruit an additional 10-15 new members (Difficult to track recruits) which means people who saw your content but did not specify your name on our membership form when signing up
 - Attend 4 mandatory events per semester, such as meeting, events, and activities ● Attend mandatory biweekly meetings with your fellow Campus Ambassadors and your Lead Ambassador
 - Contact 2 other organizations per month to attract new members and to develop relationships
 - Promote every meeting and event on your personal Instagram account

ARTICLE VI - Advisors

Section 1. TWN must have at least one advisor who is a current member of the Howard University Faculty, and should promote and contribute to the values, mission and purpose of the organization. Advisors should support and mentor the Executive Board, as well as foster a nurturing relationship with the General Body.

Section 2. Advisors are responsible for serving as a “liaison between the university and organization interpreting the university’s policies and procedures” as well as being a mediator in instances where conflict resolution is necessary. Above all else, the role of advisors is to serve as a support system for both the Executive Board and the General Body.

Section 3. If an advisor should resign, the Executive Board is responsible for securing a new advisor. During this time, Howard University’s recognition of the organization will be suspended until a new advisor is found. If possible, current advisors should give a two week (or longer) notice of resignation from the organization that will allow the Executive Board ample time to find a replacement, thus avoiding loss of recognition.

ARTICLE VII - Membership

Section 1. Membership: Membership is open to everyone at Howard University, regardless of ability, sexual orientation, gender identity, and gender expression.

Section 2. Membership Requirements: Members should attend at least three meetings per semester and must adhere to the university’s Code of Conduct. In order to become a member, students must fill out TWN’s Membership Sign Up bit.ly/jointwn in its entirety. In an effort to make our organization more accessible to those who we wish to serve, TWN will not require a membership fee at any time.

Section 3. Revocation: When a General Body member violates the university’s Code of Conduct, action must be taken by the Executive Board to evaluate the best means to resolution. This is to ensure that TWN remains a safe space for all students in adherence to our mission and purpose. When intervention is not possible or likely to yield little to no positive

results, the Executive Board not only has the ability, but the responsibility to revoke membership from General Body members. The process by which memberships are revoked are as follows:

1. A student / member violates Howard University's Code of Conduct.
2. The Executive Board must schedule a meeting in order to discuss the situation, possible resolutions, and determine whether intervention or revocation is necessary. These meetings should be scheduled as soon as possible and are not subject to Article IV Section 3. The meeting, however, will be scheduled before the next scheduled event. The Executive Board must meet a majority vote to remove students from the organization.
3. When revocation is deemed necessary and a majority vote is decided, formal contact must be made with the student via their Howard University issued email address.
4. Once students' memberships are revoked they will no longer be able to attend events specifically for the General Body, and depending on the severity of the offense, former members may not be allowed to attend any events hosted by TWN or rejoin the organization. If a former member should attempt to attend an event where they have been prohibited from, the Executive Board is responsible for pulling said student aside and addressing the matter in a timely and constructive manner.
5. There is currently no appeal process for rulings on Revocation for former General Body members.

Section 4. Members Rights: General Body members have the following rights as they relate to their membership within TWN:

1. To see themselves represented in the context of TWN.
2. The right to propose event ideas and programming to the Executive Board.
3. Feel safe and comfortable expressing themselves within the vicinity of the organization.
4. Access to all events, meetings, and resources provided on behalf of the organization.
5. Speak with Advisors should an Executive Board member violate any rules or boundaries. Any violation of these rights should be reported to the President or Advisors. Further action will be taken by the Executive Board and Advisors.

ARTICLE VIII - Elections

Section 1. TWN will not host general elections for Executive Board positions, as a means to assure the best quality of members on the Executive Board. Instead, members interested in

Executive Board positions must complete an application. Current members of the Executive Board are responsible for creating the application each year and ensuring word of applications gets to the General Body. Former application processes and outlines may be reused if the Executive Board so chooses.

Section 2. The application process should open on a yearly basis and be held in March. The Executive Board is responsible for assuring word of open applications reaches the General Body, whether it be through mass email communication, through GroupMe notification, or any other means possible. Applications should remain open for at least 3 weeks during regular application periods.

Section 3. Applications are open to all TWN General Body members who have been members of the organization for one academic calendar year and are enrolled at Howard University in good academic, financial and judicial standing with the university.

Section 4. The current Executive Board is responsible for reviewing applications as a collective and must come to a majority vote when deciding which member will fill said position.

Section 5. Members who are selected for the Executive Board should be notified as soon as possible, but no later than 2 weeks before the academic calendar year begins.

Section 6. All members of the Executive Board will serve until new Officers are appointed (generally one academic calendar year), but no longer than 12 months. Members of the Executive Board must re-apply for their position if they wish to continue serving on the Executive Board. In these instances, the current Executive Board must come to a majority vote on whether or not the Officer should remain on the Executive Board, and the Officer in question will be barred from voting in their own election. These sessions should be recorded and archived into the TWN Google Drive in order to ensure an accurate record of the decision is kept for review in the future if necessary.

Section 7. If vacancies should arise, the Executive Board is responsible for conducting a second round of applications in order to fill the vacant positions at the beginning of the next academic year (typically in August). This application should remain open until the position is filled, however, the Executive Board should encourage candidates to apply as quickly as possible. The President is responsible for fulfilling the duties of the vacant position till the position is filled, but may allocate the responsibilities among the entire Executive Board.

ARTICLE IX - Nominations

Section 1. Nominations are not necessary for members to apply for the Executive Board, so long as they meet the membership requirements (*Article VII Section 2.*) and meet the requirements for Executive Board positions (*Article VIII Section 3.*) they will be allowed to apply for the Executive Board without nomination.

ARTICLE X - Finances

Section 1. In accordance with *Article VII Section 2* TWN will as of today, not ask members to pay membership dues in an effort to make our organization more accessible to those who we wish to serve, TWN will not require a membership fee at any time.

Section 2. Budget and financial reports should be made available at meetings and available to the Executive Board and Advisors via email or by way of the TWN Google Drive. This is the responsibility of the Vice-President of Finance.

Section 3. The Vice-President of Finance is also responsible for the collection and disbursement of funds in collaboration with the President.

Section 4. Only the President may authorize expenditures but the Vice-President of Finance must oversee the responsible handling of funds and purchases on behalf of the organization.

ARTICLE XI - Meetings

Section 1. TWN Members should meet once a month throughout the academic year if time permits. Programs should include General Body meetings as well as Studio Meetings.

Studio

meetings give space for members to create and express themselves using the mediums of their choosing.

Section 2. Organizational decisions such as programming times and dates should be made by the Executive Board with input and collaboration from the General Body.

Section 3. It is the responsibility of the current Executive Board to determine when and where programming will be conducted, as well as giving the General Body ample time to plan accordingly. The Executive Board should always strive to create programming times and locations that are accessible to all or a majority of General Body members.

Section 4. Executive Board meetings will be held on a weekly basis if time permits.

Section 5. Emergency Meetings should be called at least 24 hours in advance, but can be called at any time. If members cannot make themselves available to Emergency Meetings that are called less than 24 hours in advance, however, the Executive Board members who did not attend can not be punished for their absence.

Section 6. During normal Executive Board meetings, any and all Executive Board members are eligible to vote on matters.

Section 7. All important club decisions should be made with the Executive Board during scheduled meetings and if possible, decisions should be discussed with the General Body.

Section 8. At least 60% of the Executive Board must be present in order for voting to commence at meetings. In cases where the General Body must vote on matters, there is no quorum for voting to commence.

ARTICLE XII - Amendments

Section 1. Amendment proposals must be made out and emailed to the current President's and Advisors' Howard University issued email account. The President has the responsibility of bringing the proposal to the Executive Board.

Section 2. In cases where amendments to the Constitution and Bylaws are necessary, proposed changes must be approved by the Executive Board and Advisor.

Section 3. The Executive Board must host a meeting to discuss the proposed changes and must come to a 2/3 majority vote in order for the Amendment to pass and move on to get approval from the Advisor.

Section 4. Once approval for the Amendment is granted by the Executive Board, the Advisor must then decide on the amendment. Once the amendment is passed, the Executive Board must make news of the proposed Amendment to the General Body.

Section 5. The President must create a new document of the Constitution and Bylaws with the new Amendment and current academic year included, as the original/prior Constitution and Bylaws document must never be altered.

Section 7. Every year the Constitution and Bylaws must be reviewed by the current Executive Board and Advisors. They may copy the prior Constitution and Bylaws Document but must change the academic year and cannot change anything else.

Section 8. All revisions to the Constitution and Bylaws must be forwarded to the Office of Campus Life for final approval.

ARTICLE XIII - Affiliations

Section 1. If outside organizations wish to partner or affiliate with TWN, they must first undergo a review process and approval from the Executive Board and Advisors.

Section 2. Organizations must first adhere and emulate TWN's mission and purpose to be considered for affiliation. The affiliate organization must, in some way, contribute to the betterment of TWN and its members.

Section 3. The President must first consult with advisors on whether or not to proceed forth with the outside organization. Together they must reach a majority vote, thereafter the President may proceed with affirming affiliation with the outside organization. The President is then responsible for bringing a proposal of Affiliation to the Executive Board, and a 2/3 majority vote must be reached in order to affirm affiliation.

Section 4. Once affiliation is established, changes to the Constitution and Bylaws are necessary, specifically as it relates to *Article III* and *Article XIII*, and changes to the Constitution and Bylaws must follow the same procedures under *Article XII*. Affiliations must be clearly stated in *Article XIII*, as well as the process for the continued affiliation.

ARTICLE XIV - Ratification

Section 1. In order to ratify a new Constitution and Bylaws, all procedures under *Article XII* must be followed. In addition, **articles I and III** can **not** be modified. Once the President has drafted the new Constitution and Bylaws, the new document must be sent to the Executive Board and Advisors for review where another round of voting will commence. All Advisors and Executive Board Members must vote to ratify the new Constitution and Bylaws, however, not all General Body members must vote although it is and should be highly encouraged. Voting must be available for at least 24 hours, and must reach a 2/3 majority vote for the new Constitution and Bylaws to go into effect.

ARTICLE XV - Parliamentary Procedures

Section 1. For parliamentary use, The Women's Network National Chapter will govern all matters not provided in the Constitution and Bylaws. A copy of The Women's Network National Chapter contact information can be found in TWN's Google Drive and should be made readily available for all members.