

SBCC Business & Finance Club

Article I

The name of the organization shall be SBCC Business & Finance Club, hereinafter referred to as Business Club, Business and Finance Club, SBCC Club of Business, or any other variation thereof associated with the core concept of the organization. The name 'Women in Business Club' is expressly excluded as they are a partner organization of Business Club. No other club within SBCC shall adopt a name or variation that may cause confusion or misrepresentation with SBCC Business Club, nor may they establish a club with similar values and mission, as articulated herein or in this constitution, within the laws created by SBCC and the board of directors. This proscription is essential to maintain clarity and integrity within the SBCC community, ensuring that each club maintains a distinct identity and purpose, thereby fostering a more enriching experience for all students.

Article II

Purpose Statement: The Business Club is dedicated to providing students with real-world exposure to the multifaceted realm of business. This will be accomplished through means of speakers, workshops, group activities, discussions, field trips, off-campus networking, and all other educational and beneficial avenues available to the student body. Membership ensures an equal opportunity for all to cultivate essential leadership and communication skills crucial for success in the professional world. Welcoming students from diverse disciplines, we encourage those specializing in business-related subjects to actively participate, as well as any student with a love for business, sharing their expertise in fields encompassing accounting, finance, communications, marketing, economics, management, law, entrepreneurship, and fostering invaluable networking opportunities.

Article III

Authority:

The Club derives its authority directly from the Student Senate and indirectly from the Santa Barbara City College Board of Trustees.

Article IV

Membership:

Membership is open to any enrolled SBCC student who:

1. Students must be enrolled at Santa Barbara City College.
2. Students must have a minimum GPA of 2.5.
3. All prospective members will participate in at least one semester meeting. Membership is required. Active attendance and participation is required by all members to maintain voting power.
4. Business Club does not discriminate against qualified members of Santa Barbara City College on the basis of their religious affiliations, gender, age, sexual orientation, ethnicity, etc.
5. All members must maintain appropriate behavior or subject to removal from club without notice.

Article V

Meetings:

Regular meetings of the Business Club will be determined by the executive board. The club shall meet twice a month unless otherwise determined by the club executive board.

Article VI

Executive Board & Officers: The following roles as outlined in Sections A and B are Elected and hold the position as appointed and hold the office of the Executive Board or Cabinet. The officers listed in Sections C through H shall be appointed by the Executive Board and by equal votes.

The positions outlined in Sections A through C are subject to election or immediate appointment as determined by the club president and entail membership on the Executive Board or Cabinet. The roles specified in Sections C through H will be appointed by the Executive Board through equal votes. Additionally, a member may be removed from the Executive Board or Cabinet if they fail to fulfill their duties and responsibilities, with member votes holding the highest authority in such decisions. Decisions regarding removal require a balanced consensus, with leadership holding 60% of the authority, and member votes accounting for 40%.

Section A: President or Co-Presidents

1. The president(s) must have a declared major in business, accounting, finance, or economics.
2. The president shall be the chief executive officer
3. The president(s), with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
5. The president has the responsibility to create outside connections for the organization, look for opportunities that can benefit the organization and/or its members.
6. Preside over all the meetings. Call special meetings.

Section B: Vice President of Finance and Operations

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president enforces the president's strategies to make sure the organization meets its goals and objectives.
5. Supports president, takes over in his/her absence
6. Coordinate the four committees: community service committee, professional development committee, recruiting/marketing committee, and fundraising committee.
7. Manage the funding.

Section C: Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file for all members which will be sent out after every meeting via email.

3. The secretary shall maintain a complete and accurate account of attendance and membership status with their contact information.
4. The secretary will also have access to WIB's roster to make sure the roster is up to date.
5. Records minutes of all club meetings.

Section D: **Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop monthly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.
5. Keeps financial record.

Section E: **Workshop Leader**

1. The Workshop Leader shall be responsible for planning, organizing, and executing workshops for the Business Club.
2. Identify relevant topics and themes for workshops based on the interests and needs of club members.
3. Coordinate with guest speakers, presenters, or industry professionals to facilitate workshop sessions.
4. Ensure workshops are engaging, informative, and provide valuable learning experiences for participants.
5. Evaluate workshop effectiveness and gather feedback from attendees for continuous improvement.
6. Collaborate with other club officers to integrate workshop activities with broader club objectives and initiatives.

Section F: Outreach Leader

1. The Outreach Leader shall be responsible for establishing and maintaining connections with external organizations, businesses, and communities.
2. Organize outreach events and initiatives to promote the Business Club and its activities within the SBCC community and beyond.
3. Collaborate with other campus clubs and organizations to expand the club's reach and impact.
4. Coordinate outreach efforts to attract new members and engage existing ones in club activities.
5. Report on outreach activities and outcomes to the Executive Board and membership.

Section G: Marketing Officer

1. The Marketing Officer shall oversee all promotional and marketing efforts for the Business Club.
2. Develop marketing strategies to increase awareness of club events, activities, and membership benefits.
3. Create and distribute promotional materials such as flyers, posters, and digital content.
4. Manage the club's social media accounts and website to ensure consistent branding and messaging.
5. Collaborate with other club officers to promote synergy between marketing efforts and club initiatives.

Section H: Public Relations Officer

1. The Public Relations Officer shall be responsible for managing the public image and communication efforts of the Business Club.
2. Develop and implement strategies to promote positive visibility and reputation of the club within the SBCC community and beyond.
3. Cultivate relationships with media outlets, including newspapers, magazines, and online platforms, to secure coverage of club events and activities.

4. Create press releases, media kits, and other communication materials to disseminate information about club initiatives and achievements.
5. Monitor and respond to inquiries, feedback, and concerns from the public, maintaining professionalism and transparency in all interactions.
6. Coordinate with other club officers to ensure consistent messaging and branding across all communication channels.
7. Utilize social media, email newsletters, and other digital platforms to engage with current and prospective members, as well as the broader community.
8. Measure and analyze the effectiveness of PR efforts, adjusting strategies as needed to achieve desired outcomes.
9. Collaborate with the Marketing Officer to align PR activities with overall marketing objectives and strategies.

Section I: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise and experience with the group.
5. The advisor will be a non-voting member of the organization.

Article VII

Elections:

Section A: A quorum will be all members present at the meeting.

Section B: Each member in good standing may vote. Good standing for any member includes being involved in at least 25% of the activities and at least 50% of meeting attendance.

Section C: The term of office shall be for a full semester or until resignation.

Section D: Election of officers shall be held annually. At least two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving the majority vote will be elected.

Section E: Any member who wants to be an officer must be involved in at least 50% of the Business Club activities to be able to run for an officer position. If any current officer is not participating in at least 50% of club meetings and activities a motion will take place regarding their impeachment and new election will be held and taken place as result of the motion.

Section F: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Article VIII

Amendments:

The Constitution shall be amended with the approval of club presidents and club members. The initial amendment, which does not require member voting, may be initiated solely by the club presidents. Subsequently, any proposed constitutional change must achieve a balanced consensus, with members holding 40% of the authority and the Executive Board holding 60%. Proposed amendments must be presented in writing and disseminated to all members no less than fourteen days prior to the scheduled vote. This timeframe is provided to afford members ample opportunity to thoroughly examine and deliberate upon the proposed alterations, ensuring a judicious decision-making process. Additionally, no further changes may be made to the constitution within one year following the first amendment, unless a new president is appointed or removed during the current term. Furthermore, all decisions must obtain the endorsement of all incumbent and active presidents and must also align with the guidance provided by the club advisor.