**ProductVision**

Official Club Constitution

August 2020

**Article I: Name**

The official name of the club will be “Boston University ProductVision”, also known as “ProductVision”.

**Article II: Aim/Purpose**

The mission of ProductVision at Boston University is to promote awareness of the Product Management field among students at BU and in the surrounding communities in a professional setting by connecting members with networking opportunities, career-building workshops, and experiences with experts in PM.

**Article III: Membership**

1. Any undergraduate or graduate student enrolled in Boston University is eligible to become a member of our organization.
2. Eligible students may become members by attending at least one of our events during the semester. Members should attend at least 40% of the events and meetings per semester.
3. We are committed to promoting a diverse community with emphasis on inclusion across race, gender, age, religion, identity, and experiences.
4. In accordance with University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc.
5. The secretary of our organization will keep the official roster of the student group up-to-date through the CMS solution, MailChimp, or through a Google Drive document.

**Article IV: Meetings**

1. The meetings will be held bi-weekly, with modifications as required. The E-Board will meet once a week, or as necessary. Any E-Board member can call upon a specific meeting.
2. Meetings will be held through Zoom or other video conferencing software for the duration of the COVID-19 Emergency and will resume in-person once University regulations permit.

**Article V: Executive Board Structure**

1. **The executive board will be composed of the following roles and functions:**
   1. **President**

* The President shall be the official representative of the organization; he/she shall also be a non-voting ex-officio member of all committees of the organization.
* The President shall have the power to convene and preside over the meetings of the executive board and the general membership. The president shall prepare the agenda for the meetings of the executive board and the general membership.
* The President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
* The President maintains the authority to hold elections at any point during the academic year to fill an executive board position if a vacancy occurs.
* The President is to help take up any task in the case that the Vice President, Treasurer, or Secretary is unable to complete because of complications or unforeseen circumstances.
* The President shall approve all proposed budgets presented by the Treasurer before they are submitted to the appropriate department for purchasing.
  1. **Vice-President**
* The Vice President shall be required to see that standing committee chairpersons are fulfilling their duties.
* The Vice President shall serve as an advisor to the President.
* The Vice President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
* The Vice President is to help take up any task in the case that the President, Treasurer, or Secretary is unable to complete because of complications or unforeseen circumstances.
* If the President is unable to perform his/her duties, (due to impeachment, leave of absence, or resignation), the Vice President shall assume the position of President.
  1. **Secretary**
     1. Responsible for the organization and logistics of all club activities
        1. Booking Rooms (25Live)
        2. Registering Event (Engage)
        3. Reserving tables at Questrom
        4. Other Organization logistics
     2. E-Board Meetings
        1. Prepare an agenda with the President and other executive members for the regular E-Board meetings
        2. Keep and distribute minutes of each meeting of the E-Board
     3. General Meetings
        1. Work with other executive members to prepare the agenda for general club meetings. Plan for this in advance, for example, for Fall Semester – plan during the summer; for Spring semester – plan during the end of fall/during winter break
        2. These meetings can be used to host speakers, workshops, or other club activities. Meetings will be held bi-weekly, or depending on club needs.
        3. Coordinate with the rest of the board to notify all members about the meetings along with the marketing material
     4. Recordkeeping Duties
        1. Maintain a record of all activities of the organization by preparing a calendar of events by collaborating with other Executive members. Ensure to get this done in advance, for example, for Fall Semester – get most of the events planned for in the Summer and for Spring Semester – get it done during the end of Fall and during winter break.
        2. Maintain a record of all members of the organization. This could be done through Engage or through a spreadsheet document.
     5. Track information regarding training and other SAO and related activities and keep the rest of the club informed to ensure compliance.
  2. **Marketing Chair**
     1. Social Media Responsibilities
        1. Handles the public image of ProductVision through social media platforms, including, but not limited to, Instagram, LinkedIn, and Facebook.
        2. Monitor actively and respond professionally to comments, questions, and concerns posed by current and potentially interested members/partners over various social media platforms.
        3. Maintains and builds relationships with members and professional partners by serving as a liaison between the Executive Board and the public.
     2. Marketing Team
        1. Oversees the Marketing Team, which is composed of the Marketing Chair, the Recruiting Coordinator, ~~and the Outreach Coordinator~~, whose job is to manage the public image of ProductVision.
        2. Develops graphics and marketing materials in collaboration with the Marketing Team for promotional, advertising, and awareness content.
        3. Serves as a main point of contact between the President and other e-board members for marketing and branding related materials.
     3. Posting Calendar
        1. Manages the master calendar of all ProductVision events by coordinating with other E-Board members at least two weeks in advance in regards to any ideas and events to ensure a graphic is prepared.
  3. **Recruiting Coordinator**
     1. Recruitment Processes
        1. Develop recruitment goals, objectives, and strategies in conjunction with the goals and ideals of ProductVision to prospective members interested in the role of Product Management.
        2. Responsible for reaching out to students across various platforms to spread the awareness of the organization, what it stands for, and how they can become involved as an active member.
     2. Marketing Team
        1. Collaborates with the Marketing Team to attract new members.
        2. Coordinates with other members of the Marketing Team in the development process of all marketing materials. The Recruitment Coordinator will be in charge of planning their recruitment-specific materials.
        3. Reports to the Marketing Chair and President for any and all stages of recruitment and general marketing materials before their release.
  4. **~~Outreach Coordinator~~**
     1. ~~Social Media Responsibilities~~
        1. ~~Assists the Marketing Chair in the handling of ProductVision social media platforms and assists in maintaining and promoting the public image of the organization.~~
        2. ~~Leads the creation of content on the ProductVision LinkedIn page.~~
     2. ~~Outreach Responsibilities~~
        1. ~~Fosters new and old relationships with collaborative partners ranging from other clubs, organizations, and departments on campus to professional industries.~~
        2. ~~Serves as a point of contact for all collaborative events and activities with other organizations and assists in the organization of said events.~~
     3. ~~Marketing Team~~
        1. ~~Reports to the Marketing Chair and President for any and all stages of outreach and general marketing materials before their release.~~
  5. **Treasurer**
     1. Responsible for executing accounting procedures and policies through the Student Activities Office
        1. Prepare a semester or annual budget based on club events and activities.
        2. Maintain the club financial records.
        3. Prepare all budget requests for funds.
     2. Internal Financial Responsibilities
        1. Company Sponsorship,
        2. Special events and swag,
        3. Advise members on financial matters.
  6. **Web Developer**
     1. Website Creation and Maintenance
        1. Responsible for the development of the ProductVision website in coordination with the Marketing Team for design ideas and graphic materials.
        2. Collaborates with the Marketing Team and other E-Board members to coordinate the release of new events, updates, and other materials on the website.
        3. In charge of integrating and overseeing MailChimp integration on the website, a calendar for current and prospective members, and “Contact Us” information for viewers.
  7. **Graduate Advisor(s)**
     1. Representative of the Graduate Community
        1. Serves as a liaison between the E-Board and the graduate student and BU alumni community.
     2. Position of Professional Experience
        1. Advises E-Board on the planning and execution of events, workshops, and roadmap.
     3. Outreach Responsibilities
        1. Works closely with the Outreach Coordinator to assist in the outreach and networking with other institutions, industries, and companies.

1. **Students studying abroad are eligible to serve on the E-Board due to most of the meetings being remote during the COVID-19 Pandemic.**
2. **Students may not hold multiple positions on the E-Board, unless a vacancy arises where a student may be approved to handle the position on an interim basis while a new candidate is found.**

**Article VI: Executive Board Elections**

1. **Executive Board elections**

* Nominations shall be accepted from the floor at a meeting prior to the election. Individuals may be self-nominated or nominated by another member.
* Election shall be by majority vote of at least two thirds (2/3) of the active voting members.
* Elections must be held no later than 2 weeks before the last class of the Spring session. New officers will assume their positions on May 1st.
* Eligible candidates for President and Vice President should only be those who have served the previous academic year E-Board in any position.
* Candidates for the other positions would be eligible to stand in the elections only if they were a member of ProductVision previously.

**Article VII: Industry Advisors**

The industry advisors will work closely with the internal e-board to help layout the club roadmap and event plannings. Industry advisors will consist of Product Managers from various industries who are BU alumni and want to help scale ProductVision and believe in its mission. Industry advisors will also help in figuring out possible company sponsorships that ProductVision could be eligible for.

**Article VIII: Amendments**

**Section 1**

Amendments to this constitution may either be introduced from the floor and submitted to the Secretary in writing at a general body membership meeting; or through a private meeting/correspondence to the Secretary in a manner such that a permanent record of the meeting and proposed amendments is recorded.

**Section 2**

The entire active voting membership shall be notified in writing at least five (5) school days prior to vote on a proposed amendment. If a proposed amendment is deemed to be vitally important to the functioning of the group via a unanimous decision by the E-Board, the active voting membership shall be notified of the amendment as soon as possible, and the vote will be taken at the next general body meeting. The E-Board can make this unanimous decision no more than once a semester.

**Section 3**

A two-thirds (2/3) vote of the active voting membership is necessary for the passage of an amendment.

**Article IX: Policy on Non-Discrimination**

ProductVision is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by the ProductVision policy and/or applicable laws.

ProductVision prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. ProductVision expects that its employees, volunteers, members, and other constituents of the ProductVison, when and where ever those individuals are conducting the ProductVision business or participating in the ProductVision events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

**Definitions:**

Discrimination is defined as treating people differently, either preferentially or with adverse impact, because they have similar characteristics or because they are from specific groups, unless differential treatment is reasonable, essential and directly related to conducting the ProductVision.

Harassment is one form of discrimination. Harassment is defined as conduct that has the purpose or effect of unreasonably interfering with an individual's participation in the ProductVision activities or creating an intimidating, hostile or offensive environment. Harassment occurs when submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's participation in ProductVision activities or used as a basis for decisions affecting that individual’s relationship to the ProductVision.

Bullying is one form of harassment. Bullying consists of waging an ongoing and systematic campaign of interpersonal destruction against an individual or group of individuals that a reasonable person would find hostile, offensive and unrelated to ProductVision’s legitimate business interests on the basis of one of the protected classes above. It tends to be an accumulation of many incidents over a long period of time, including treatment, which persistently provokes, pressures, frightens, intimidates or otherwise discomforts another person.

Retaliation is defined as punitive actions taken against persons for exercising their employee or other rights under the laws in good faith, reporting violations of the laws to the proper authorities (i.e. “whistle-blowing”) and/or participating in administrative or legal proceedings as a plaintiff, complainant, or witness.