

**North Carolina State University
College of Management**

MBA Student Association Constitution

Revision Date: October 12, 2006

Article I. Name

The name of the organization shall be the NCSU MBA Student Association (MBASA).

Article II. Purpose

Section 1:

The NC State MBA Student Association (MBASA) was formed for the purpose of building a network among MBA students. The MBASA provides a chance for students to interact with fellow students, faculty, business leaders, and the surrounding community. The organization offers a series of activities to address professional and business issues that are not generally included in the formal program but are critical to the overall MBA experience.

Section 2:

The MBASA seeks to enhance the educational experience by:

- Providing social events to unite the student population.
- Bringing together alumni, area business leaders, and MBA students for collaboration.
- Promoting the prestige of the NC State MBA program.
- Creating an opportunity for students to supplement their classroom education.
- Mentoring new MBA students and familiarizing them with the campus and the program.
- Strengthening community ties through outreach activities.

Article III. Membership

Section 1: Eligibility

Membership of the NCSU MBASA shall consist of all dues paying graduate level students enrolled in the College of Management MBA Program. This includes all full-time and part-time students. Membership at this time is optional, and contingent upon receipt of dues. It is the policy of the NCSU MBASA not to discriminate against any individual on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or handicap in membership, services, or activities.

Section 2: Rights and Limitations

Each member shall have the right to cast one vote in elections that are open to the general membership of the MBASA. Each member shall have the right to participate in any activity or join any club sponsored by the MBASA. No member shall have any personal claim on the funds, assets or liabilities of the MBASA, even upon dissolution of this constitution.

Section 3: Elections

Each member will have the right to participate in elections, and hold an elected or appointed office in the association. The positions and their duties are described in this Constitution.

Article IV. The Senate/Executive Board

President

Purpose: Direct the efforts of all the activities of the MBA Student Association in accordance with the Constitution.

Suggested Activities:

- Call meetings of the MBASA.
- Ensure that survey forms are created each year to assess the interests of students.
- Appoint members to leadership positions as necessary to fill needs.
- Preside at all the meetings. Should the President be unable to preside at a meeting, he/she should appoint a member of the Executive Committee to preside and provide direction.
- Represent the interests of the MBASA members in internal and external matters.
- Ensure that the interests of all students are being addressed by the Executive Committee.
- Act as the primary liaison to the NCSU MBA program administration.
- Interview and appoint candidates to be Advisory Board and Club leaders.
- Provide guidance, direction and supervision to the Executive Committee and the Clubs.
- Establish the budget for the year.
- Develop the proposed plan of action for the year the cabinet is in power.
- Ensure the appropriate use of funds. Ensure adequate reporting of financial information to the Executive Committee.

Evaluation Measures: All students who have registered during the term are surveyed to evaluate the President's performance.

Qualifications:

- Member of MBASA
- Teamwork experience
- Communication skills

Time Frame: 2 - 4 hours per week

Suggested positions that may need to be appointed: Work with Vice-President, Student Activities to approve club leaders.

Vice-President: Finance, Technology, and Communications

- Provide guidance, direction and supervision to the Executive Committee and the Clubs.
- Establish the budget for the year.
- Maintain all financial records of the MBASA.
- Appoint members to leadership positions as necessary to fill needs.
- Ensure the appropriate use of funds.
- Collect, disburse and safeguard all Association funds as required by the approved activities of the association.
- Present the current status of funds as required.
- Make a monthly report available of the financial position of the Association to the rest of the board members.
- Supervise and coordinate the activities of any appointed officers.
- Direct fund raising activities.
- Direct corporate sponsorship efforts.
- Maintain the list of Association members.
- Appoint members to leadership positions as necessary to fill needs.
- Supervise internal communications throughout the MBASA organization.
- Supervise and monitor the efforts to continuously update and improve the MBASA website.

Evaluation Measures: All students who have registered during the term are surveyed to evaluate the Vice-President's performance.

Time Frame: 2 - 4 hours per week

Could appoint: a Treasurer

Vice-President: Student Activities, Learning-Professional Activities, and Community Service

- Assume overall responsibility and supervision of the progress of student activity clubs and committees.
- Represent the Executive Committee to the membership in all non-academic, non-career oriented matters.
- Appoint members to leadership positions as necessary to fill needs.
- Provides leadership for all student-related social activities, seminars, professional events, and community service initiatives.

Evaluation Measures: All students who have registered during the term are surveyed to evaluate the Vice-President's performance.

Time Frame: 2 - 4 hours per week

Cabinet: To be appointed by President and two Vice-Presidents (these positions generally require 2-4 hours per week)

Coordinator of Communications: PR, Calendar, Newsletter

- Plan and implement communication with students, faculty and the university about the MBASA
- Schedule and publicize events with the help of the Events Committee, update the MBASA online calendar
- Help create content and perform editorial functions to deliver the MBASA newsletter

Coordinator of Communications: Newsletter Executive Editor

- Help create content and perform editorial functions to deliver the MBASA newsletter

Coordinator of Communications: Newsletter, Tech (IT)

- Help create content and perform editorial functions to deliver the MBASA newsletter
- Maintain the technology and tools provided through the MBASA website
- Update the MBASA website with current information

Professional Event Chair:

- Interface with business professionals, faculty, and students to organize and manage educational and professional activities

Social Event Chair:

- Plan and manage casual networking events for MBAs, Alumni, and Business professionals
- Athletic: Organize intramural teams, plan NCSU athletic events, and coordinate local athletic events
- International: Identify social and professional opportunities to support our international students

Community Service Event Chair:

- Interact with local organizations to identify and serve the needs of the community

International Events Chair

- Coordinate programs and activities of interest to international students and the entire MBASA population.

Fund Raising and Membership Chair

- Responsible for the planning, coordination, and execution of all fund-raising initiatives for the organization.
- Work with the President and Vice-Presidents to estimate the needs of the organization and to set appropriate fund raising goals.
- Manage membership activities and recruitment efforts.

University Graduate Student Association Representative (x2)

- Attend UGSA meetings to represent the MBASA
- Serve on UGSA committee
- Report to MBASA on UGSA actions

Part-Time Student Representative

- Represent the interests of part-time students in the planning of organization events.
- Communicate the initiatives of the organization to the part-time student members.
- Responsible for increasing part-time student membership in the organization and increasing part-time student participation in events.

Club Leaders

- Responsible for the proper reporting of allocation of budget to the President, Vice-Presidents, and Finance Officer.
- Duties will vary with each club.

Article V. Meetings

The MBASA shall meet at times and places determined and announced by the President or a member of the executive committee under the President's direction. These meetings will be held as often as the activities of the MBASA warrant, but shall not number fewer than two in each of the fall and spring semesters.

If at least five (5) members of the MBASA request in writing a business meeting, the President or the executive committee shall hold one within ten (10) days, including weekends. Official business can be transacted at any business meeting, but must be submitted in writing to an MBASA official at least five (5) days prior to the meeting in order to be considered for a binding vote. The executive committee can hold emergency meetings of the MBASA at any time.

Article VI. Elections

Section 1: General

All students who have registered during the term in which the office is to be held and have paid MBASA dues are eligible to vote and hold office. The standard term of office shall be one year. The term will run from the election date in the first year to the next officer election in the

second year. The general election process will be conducted at the end of the fall semester (usually November). Members will vote for President and two Vice-Presidents. These newly elected officials will then be responsible for interviewing candidates in August to be Advisory Board and Club leaders.

Section 2: Nominations

The Vice-Presidents will hold elections and will announce a period of not less than five (5) days to receive nominations for the general election positions (President, VP and VP). Upon completion of the nomination period, all nominees will be notified and the list of nominees will be posted. Nominated candidates then have 48 hours to officially decline the nomination if they do not wish their name to stand for election. Following the nomination period, a final list of candidates will be posted. All communication will include appropriate bulletin and white boards, and email communication to the entire student body.

Section 3: Election Procedure

Each candidate will submit a one-page policy/position paper to be made available for review by all students prior to elections. These papers will be due to the Vice-Presidents, by 5 PM three (3) days following the close of nominations. The policy/position papers will be electronically distributed to all eligible voters by 5 PM the following day. The vote shall commence within 72 hours of the posting of the papers. The election will take place electronically and be conducted by the outgoing Vice-Presidents. All eligible members of the MBASA will cast their votes through electronic ballot. Ballots must include the names of all nominees for all of the positions. Voters should vote for all positions simultaneously, but do not have to vote for every position for the ballot to be legal.

Section 4: Election Results

Election is achieved through a simple majority of all the votes cast. There is no requirement for a minimum number of votes to be cast. Should no candidate receive a majority of votes on the first ballot, a run-off election will be held the following day. The top two candidates shall be on the subsequent ballot providing their total vote is a minimum of two-thirds of the votes cast for that position. Should their total vote be less than two-thirds of the votes cast, the third leading candidate shall be included in the run-off. No more than three candidates will appear on the ballot. Should the run-off fail to produce a majority vote, a third round will be held the following day with the top two candidates appearing on the ballot.

Section 5: Transfer of Power

The newly elected officers will take office within two school weeks of their election. The retiring officers will communicate all relevant information and transfer all relevant materials to the newly elected Executive Committee and Advisory Board Chairs assuming their position. Each officer has responsibility for briefing all new officers on their duties. Retiring officers will continue to serve as advisors until mid-March.

Section 6: Removal

Any officer of the Association may be removed from office for just cause by a quorum vote of active Association members present at any scheduled business meeting. Any officer will be immediately removed from office if he/she is removed from graduate status on school records. If the President is removed from office or resigns the position, the Vice-Presidents shall assume the presidency, and the Executive Committee shall hold a new election to fill the position of Vice-President. If any other member of the Executive Committee, Officer, or member of the Advisory Board is removed from office or resigns the position, the Executive Committee shall hold an election to select a replacement.

Section 7: Advisory Board

Appointed positions to the Advisory Board shall be open to all members in good standing of the MBASA and the availability of appointments and procedure for appointment must be publicized in an appropriate manner well in advance of the appointment. No member will be appointed to an Advisory Board position without a stringent interview selection process conducted by the President and Vice-Presidents.

Appointments will be made at the beginning of the fall semester, and the term will be one year. The staggering of the Advisory Board term with the Elected Officers term is designed to provide greater continuity to the ongoing initiatives of the organization.

Any Advisory Board member who wishes to resign from his or her position must do so in writing to the President of the organization one month prior to the departure. The Advisory Board member will be expected to assist the President in filling the vacant role and making sure that any existing plans and activities are executed without interruption.

Article VII. Amendments

Section 1:

Amendments to this constitution shall be submitted to the members of the MBASA Executive Board for approval. Proposed amendments to this Constitution shall be adopted upon approval by two thirds of the Executive Board. Adopted amendments must be published to membership of the MBASA within one month of adoption.

Article VIII. Bylaws

Section 1:

This Constitution enables the MBASA Executive Board to determine a set of Bylaws under which it desires to conduct its affairs. Bylaws may be amended by a two-thirds vote of the Executive Board. All members shall have the power to initiate or repeal any Bylaw provision.

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College of Management**

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Revision Date: November 17, 2003

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Section 2:

The MBASA seeks to enhance the educational experience by:

- Providing social events to unite the student population.
- Bringing together alumni, area business leaders, and MBA students for collaboration.
- Promoting the prestige of the NC State MBA program.
- Creating an opportunity for students to supplement their classroom education.
- Mentoring new MBA students and familiarizing them with the campus and the program.
- Strengthening community ties through outreach activities.

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President

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Suggested Activities:

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- Appoint members to leadership positions as necessary to fill needs.
- Preside at all the meetings. Should the President be unable to preside at a meeting, he/she should appoint a member of the Executive Committee to preside and provide direction.
- Represent the interests of the MBASA members in internal and external matters.
- Ensure that the interests of all students are being addressed by the Executive Committee.
- Act as the primary liaison to the NCSU MBA program administration.
- Interview and appoint candidates to be Advisory Board and Club leaders.
- Provide guidance, direction and supervision to the Executive Committee and the Clubs.
- Establish the budget for the year.
- Develop the proposed plan of action for the year the cabinet is in power.
- Ensure the appropriate use of funds. Ensure adequate reporting of financial information to the Executive Committee.

Evaluation Measures: All students who have registered during the term are surveyed to evaluate the President's performance.

Qualifications:

- Member of MBASA
- Teamwork experience
- Communication skills

Time Frame: 2 - 4 hours per week

Suggested positions that may need to be appointed: Work with Vice-President, Student Activities to approve club leaders.

Vice-President: Finance, Technology, and Communications

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- Supervise internal communications throughout the MBASA organization.
- Supervise and monitor the efforts to continuously update and improve the MBASA website.

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Time Frame: 2 - 4 hours per week

Cabinet: To be appointed by President and two Vice-Presidents

Coordinator of Communications:

- Facilitate internal communications throughout the larger MBASA organization.
- Serve as the keeper of MBA program activities official calendar.
- Provide appropriate and timely information to all students on MBASA club initiatives.

Coordinator of Social Events:

- Serve as the organizer of all student-related social functions.
- Coordinate with the President and Vice-Presidents at least a days worth of activities at incoming students orientation.
- Coordinate with persons wanting to put together an MBASA sports team.

Coordinator of Learning-Professional Activities:

- Serve as the organizer of all seminars and professional events.
- Work with Fund Raising Officer to acquire funding/grants for events.

Coordinator of Community Service

- Serve as the organizer of community service initiatives.
- Coordinate mentoring services for first year incoming students.

International Students Coordinator

- Coordinate programs and activities of interest to international students and the entire MBASA population.

Fund Raising Officer

- Responsible for the planning, coordination, and execution of all fund-raising initiatives for the organization.
- Work with the President and Vice-Presidents to estimate the needs of the organization and to set appropriate fund raising goals.
- Responsible for organizing a class gift from the graduating members of the organization.

Part-Time Student Representative

- Represent the interests of part-time students in the planning of organization events.
- Communicate the initiatives of the organization to the part-time student members.
- Responsible for increasing part-time student membership in the organization and increasing part-time student participation in events.

Technology Officer

- Work with the NCSU technology staff to continuously update and monitor our webpage.
- Responsible for disseminating information and new technology issues at NCSU to all students as they occur.

Club Leaders

- Responsible for the proper reporting of allocation of budget to the President, Vice-Presidents, and Finance Officer.
- Duties will vary with each club.

Article V. Meetings

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