

Article I: General Provisions

- A. Purpose: The Bylaws shall be used as a regulatory and informational source, providing specific rules and procedures regarding the constitution and educating the greater Ross community about the standard operating procedures of the MBA Council.
- B. Publication. MBA Council and the MBA Program Office shall provide copies of the constitution and bylaws at any time to members of the community. Copies should also be made available through a website or other easily accessible means.
- C. Handbook. MBA Council may also maintain a handbook of standard operating procedures that give further direction to its members.

Article II: Membership

- A. MBA Council recognizes the following as members:
 - a. Section representatives elected within each section of the MBA Class
 - b. Members of task forces or committees created at the request of the MBA Council President

Article III: Executive Board

- A. Purpose. The Executive Board of MBA Council shall provide support to all MBA Council activities and coordinate interaction among and between Task forces, Committees, Clubs, Section Leadership, students, staff, and faculty at the Ross School of Business.
- B. Board Composition and Duty of Disclosures.
 - a. The officers of the Executive Board shall be composed of the following:
 - i. President
 - ii. Vice President of Operations and Events
 - iii. Vice President of Academics & Ethics
 - iv. Vice President of Clubs
 - v. Vice President of Professional Development
 - vi. Vice President of Diversity, Equity, and Inclusion
 - vii. Vice President of Finance
 - b. Officers shall be required to disclose any academic or code of conduct violations before assuming and during office tenure.
 - c. Officers shall be required to disclose any other memberships, officer positions, and affiliations with other organizations before assuming and during Office Tenure.
- C. Duties of the Executive Board
 - a. Set the goals and oversee the affairs of MBA Council, and represent MBA Council and its constituents to the faculty, staff, and administration.
 - b. Understand and adhere to the Constitution and Bylaws.
 - c. Appoint student task forces as needed.
 - d. Create or dissolve MBA Council Committees and Taskforces. Appoint or remove committee chairs as necessary.

- e. Charter all MBA Clubs and maintain interaction with MBA Club Representation.
 - f. Develop, approve, and maintain MBA Council budgets. Review Club funding requests and determine allocation amounts, if approved.
 - g. Approve amendments and modifications to the MBA Council constitution and operating procedures.
 - h. Conduct bi-weekly meetings during the academic year (September – April).
 - i. Focus on the continuous improvement of MBA Council operations.
- D. Vacancies of Office
- a. Should the President vacate his/her office for any reason, the following order will be followed to determine the next President, provided that person is interested and willing:
 - i. Vice President of Operations and Events
 - ii. Vice President of Academics & Ethics
 - iii. Vice President of Clubs
 - iv. Vice President of Professional Development
 - v. Vice President of Diversity, Equity, and Inclusion
 - vi. Vice President of Finance
 - b. The vacancy created by moving one of the current positions into the Presidency or for any other reason will be filled by the President nominating someone and that person being and approved by the majority of MBA Council Executive Officers.
- E. Duties of the President
- a. Represent the voice of the students to the administration and faculty
 - b. Chair and create agendas for all Executive Board meetings (regular and special)
 - c. Hold meetings with Presidents of other councils (facilitated by MBA Program Office) at least once a semester
 - d. Serve on Boards and Committees within the Business School as needed
 - e. Serve on Boards and Committees within the general University of Michigan as needed
 - f. Meet regularly with the Managing Director of the MBA Program
 - g. Appoint a student to fill any Executive Board vacancy that arises due to removal or resignation of an Officer, with the advice, consent, and approval of the majority of the Executive Board
- F. Duties of the Vice President of Operations and Events
- a. Ensure MBA Council mission, goals, and ongoing activities are communicated to students
 - b. Work with the Program Office to update and maintain MBA Council website
 - c. Manage select events and event committees (Taste of Ross, 100/100, Commencement class photo, parent's commencement reception, and others)
 - d. Take meeting minutes. If unable to take meeting minutes, it is the duty of this office to appoint another officer to take and distribute the meeting minutes
 - e. Work with MBA Program Office on protocol and execution of MBA1 section elections
- G. Duties of the Vice President of Academics & Ethics

- a. Work with MBA Program Office and core faculty to provide feedback on the academic experience
 - b. Meet regularly with academic section reps
 - c. Coordinate lunches with faculty
 - d. Work with registrar/chair of community values committee, to develop a list of volunteers to hear community values cases (plagiarism, cheating, etc)
- H. Duties of the Vice President of Clubs
- a. Oversee club re-registration process
 - b. Act as an initial point of contact for club leaders regarding questions
 - c. In conjunction with the MBA Program Office, manage the annual Meet the Clubs events in the fall, including the MBA Council table
 - d. Work with the Program Office and clubs to streamline events and conference management
 - e. Coordinate with the Program Office to conduct transition and training sessions with club leaders
 - f. Work with VP of Operations and Events to maintain/update MBA club resources site
- I. Duties of the Vice President of Professional Development
- a. Coordinate with MBA Program Office, Ross Career Services, and Sanger Leadership Center to provide guidance on programming necessary to succeed in the process of getting a job and being successful on the job
 - b. Meet regularly with Professional Development Section Reps
 - c. Meet regularly with CDO Director, Managing Director of MBA Program (or designee) and Sanger Center representative
 - d. Work with RCS and MBA Program Office to procure content for workshops based on student feedback
- J. Duties of the Vice President of Diversity, Equity, and Inclusion
- a. Meet regularly with the MBA Program Office and Director of Diversity and Inclusion to create an inclusive environment at Ross
 - b. Lead diversity week and other events
 - c. Lead the DEI student committee with the Director of Diversity & Inclusion
 - d. Celebrate the cultures, experiences, and achievements of Ross classmates
- K. Duties of the Vice President of Finance
- a. Keep an accurate account of all money received and expended by the MBA Council throughout the year
 - b. Make expenditures with the advice, consent, and approval of the Executive Board
 - c. Develop the MBA Council budget with the advice and approval of the Executive Board at the beginning of each academic year. Submit MBA Council budget to advisor
 - d. Prepare a financial summary statement for each of the MBA Council Executive Board meetings
 - e. Manage the process for Student Club funding requests and disbursements, including the funding request form

Article IV: Finances and Funding

- A. Process. At the beginning of the academic year, the Vice President of Finance is required to present his/her suggested budget for the MBA Council for the upcoming school year. For this budget to be final, it must be voted on and passed by the majority of the Board. It must then be submitted to the MBA Council Advisor.
- B. Club Events and Funding Cycles.
 - a. MBA Council divides its funding budget into two cycles: Fall and Winter.
 - b. MBA Council Recognized Clubs and Ross students who are endorsed by a club are welcome to submit an application for *each* funding cycle and may submit multiple funding applications per cycle as well, provided certain requirements are met.
- C. Clubs should apply early when the event costs can be reasonably estimated.
- D. Clubs must turn in *separate* applications for each cycle.
- E. MBA Council reserves the right to not consider funding requests for events which occurred over a month before the date on the funding request.
- F. Questions regarding the funding process and procedures should be directed to the VP of Finance.
- G. Fall and Winter Cycle Dates. Dates roughly follow the Ross Academic Calendar
 - a. Fall Cycle application period is anytime between 9/1/2017 and 12/1/2017. All reimbursement receipts for the Fall Cycle must be dated no later than 12/31/2017 and turned in by 1/31/2018.
 - b. Winter Cycle application period is anytime between 12/1/2017 and 4/15/2018. All reimbursement receipts for the Winter Cycle must be dated no later than 8/31/2018 and turned in by 9/31/2018.
 - c. If these dates happen to fall on a weekend or holiday, extensions are granted through to the next business day.
- H. Funding Guidelines.
 - a. To be eligible for MBA Council funding, student organizations shall:
 - i. Be officially recognized through the Center for Campus Involvement (CCI/Maize Pages) process.
 - ii. Be officially registered and recognized by MBA Council.
 - iii. Have a valid and active SOAS account.
 - iv. Have submitted a complete funding application
 - b. Consideration for funding shall be based upon the following criteria:
 - i. Breadth: the number of students affected
 - ii. Quality of impact on the MBA Community
 - iii. Efforts to receive funding from other sources
 - iv. Prior use of MBA Council funding allocations
 - v. Sensible timeline
 - vi. Updated CampusGroups Website
 - vii. Adherence to financial disclosure guidelines
 - c. Voting/approving funding requests

- i. During regular meetings, the executive board will vote on funding requests. Funding requests are approved when the majority of the Board votes in favor for funding the proposal.
 - ii. The board may opt to vote virtually on funding requests under special circumstances
 - d. MBA Council may choose **not** to fund the following:
 - i. Events done solely for club profit, for fundraising or charitable activities
 - ii. Student salaries
- I. Funding Application. A funding application will be made available on the MBA Council website, or by the VP of Clubs, or the VP of Finance.
- J. Appeal Process
 - a. In most cases, all MBA Council allocation decisions are final.
 - b. In special and unique circumstances, MBA Council may choose to review previously made funding allocations on a case by case basis.
 - c. Clubs who would like to appeal a funding decision should contact the VP of Finance and follow the protocol listed below:
 - i. The club who was denied funding should provide, in writing, an interest in appealing the decision within 5 days of being notified by MBA Council that their request was denied.
 - ii. The club should provide, in writing, additional reasons for why the Council should decide to fund the request.
 - iii. At the next meeting, the VP of Finance will present the case to the Board.
 - iv. The VP of Finance will notify the club of the final decision within 48 hours of the Board meeting.

Article V: Student Organization/Club Recognition and Registration

- A. MBA Council Recognition for existing recognized organizations.
 - a. All existing student organizations must re-register with MBA Council annually by April 1. Student organizations must be re-recognized by Center for Campus Involvement via Maize Pages by May 15. Ross student organizations will be notified of their completed approval by June 15 if all the above deadlines have been met.
 - b. To be a MBA Council-recognized organization, the group must fulfill the following:
 - i. Every group must submit a renewal application and a formal constitution for their application to be approved
 - ii. Only organizations currently recognized by the University's Center for Campus Involvement will be considered
 - iii. President must be a Ross student
 - iv. Minimum 2/3rds of the overall board members must be Ross students
 - v. Minimum 2/3rds of the members must be Ross students

- vi. Commitment to select/elect a MBA 1 into a leadership role by October 15
 - vii. Additional information as deemed necessary by the MBA Council VP of Clubs or MBA Council Executive board
- B. MBA Council Recognition of new organizations
- a. To apply for recognition to MBA Council, the organization should apply via the application form on the MBA Council website during the academic year (August 15-May 1). In addition to all requirements mentioned above (b.i-b.vii), the application should include the following:
 - i. Written petition signed by 10 members (7 of which must be Business School students), affirming active membership
 - ii. If deemed necessary, the MBA Council VP of Clubs may require the applicant to meet with presidents of similar clubs to make sure goals do not overlap (MBA Council VP of Clubs will facilitate this process)
 - iii. Once the above steps are fulfilled, the MBA Council will vote on club approval.
 - iv. Club approval is valid for one academic year, and clubs need to apply for re-recognition at the beginning of each academic year.
- C. Appeals process for club recognition (existing or new)
- a. In most cases, all MBA Council decisions regarding club recognition are final
 - b. In special and unique circumstances, MBA Council may choose to review previously made decisions regarding recognition or re-recognition on a case by case basis.
 - c. Clubs who would like to appeal the decision regarding recognition should contact the VP of Clubs to receive the proper protocol.
- D. Benefits of MBA Council Recognition of Student Organizations.
- a. May be featured in the Resource Guide and on the Ross external website
 - b. May have a table at Meet the Clubs
 - c. Is entitled to use of business school space per regulations of the Facilities Office
 - d. Will have free access to an online club management system
 - e. May apply for funds from MBA Council

Article VI: Elections

- A. Timing. Elections shall be held prior to the end of Winter Term A, ideally before Feb 15
- B. Eligibility
- a. All candidates must satisfy the following:
 - i. Be a currently enrolled student in the full-time MBA Program through Winter B of the following year.
 - ii. Be in good academic standing (GPA=>2.0)
 - b. The Vice President for Diversity, Equity, and Inclusion candidates must be existing members of the DEI committee

C. Procedures.

- a. Notice of upcoming Student Elections shall be given to the MBA Student community.
- b. Each Nominee for the Executive Board shall write a statement, no more than 250 words, to the FT MBA student body, outlining why they are seeking office. Statements of the Nominees will be made available to the student body.
- c. Candidates must verify academic standing, and disclose any CVC convictions prior to the nomination process.
- d. Candidates shall provide an application detailing their names, class standing/Degree Program, UM email address, and Office to be campaigning for. If there are numerous offices, the candidate shall list, in order of preference, the offices they desire.

D. Voting

- a. Voting shall be conducted using an electronic system. The MBA Program Office will work with the MBA Council Exec Board to coordinate the voting process.
- b. Voting for each office will be done by students currently enrolled in the FT MBA program.
- c. The winner of each election will be the one that receives the most votes.
- d. In the event of a tie, a runoff election will be held
- e. In the event that no one runs for a position, the incoming MBA Council President shall appoint a member of the student body to fill the vacant office with the advice, consent, and approval of the majority of the incoming Executive Board.
- f. After the votes have been counted, the results will be authenticated by three Executive Board members, which will be determined by the President. The election results will also be authenticated by the MBA Council Advisor.
- g. All candidates, winning and losing, will be contacted and told the results in a manner determined by the MBA Council President.
- h. A list of the new Executive Board members will be sent to the student body after all candidates have been contacted.
- i. Detailed election results will be made available upon request to any member of the community.

E. Campaigning.

- a. Any form of campaigning shall abide by the policies and regulations prescribed by Ross facilities.
- b. Email campaigning via iMPact panel emails shall be prohibited (for reasons of spam).
- c. Candidates may not conduct any public campaigning until a week prior to the election. Any publicized campaigning can only show support for a candidate and cannot say anything negative about other candidates running.

F. Transition

- a. The transition period is subject to discussion between the outgoing and incoming MBA Council Presidents and shall occur no later than March 15.
- b. Until the formal transfer of responsibility, the President- elect will become a non- voting member of the MBA Council Executive Board. It will be the

President's responsibility to invite the President- elect to all activities attended by other Executive Board members.

- c. At the conclusion of the term of office, the MBA Council Executive Board is responsible for the following:
 - i. Passing all minutes, financial records and other documents onto the new Board.
 - ii. Meeting with the new MBA Council Executive Board to review lessons learned and best practices.

Article VII: Enforcement of Officers

- A. Removal Reasons. All Executive Board officers may be removed from Office if the Officer exhibits unsatisfactory job performance or conduct unbecoming.
 - a. Unsatisfactory Performance. Such a standard will be met if a majority of Executive Board members deem that an officer exhibits actions including, but not limited to, continued and unjustifiable absence from meetings and other MBA Council events where business is conducted or continued failure to perform the duties of his/her office in a timely manner.
 - b. Conduct Unbecoming. Such a standard will be met if a majority of Executive Board members deem that an officer exhibits actions including, but not limited to, proven violations of the Ross Academic Honor Code and/or Code of Student Conduct, proven misrepresentation of facts or self during the MBA Council election process, not adhering to the rules and regulations set forth in the Constitution and bylaws or material misrepresentations of fact or self in conducting his/her office.
- B. Removal Reporting Procedures. Any individual Officer or group of Officers may raise evidence for, and questions of, Officer Removal to the Managing Director of the MBA program. A Dean's Office representative or the chair of the Community Values Committee (CVC) may also be asked to join this meeting at the discretion of the Managing Director of the MBA Program.
- C. Investigations of MBA Council officers will be conducted using one of the following as determined by the MBA Council Advisor, MBA Council President (if appropriate), and a Dean's Office representative:
 - a. Ross Code of Conduct
 - b. Student Activities and Leadership Rights and Responsibilities for Club officers (Central Student Government Student Council Justice Board)

Article VIII: Advisor

- A. The Managing Director of the FT MBA Program or his/her designee shall serve as the advisor of the MBA Council, with the purpose of advising the Council, while acting as a liaison between the Council and the School's leadership.

- B. He/she shall play a vital role in the continuity of MBA Council by serving as a bridge during Council transitions, and advising the Council on administrative and campus wide procedures and policies.
- C. If situations arise where voting results in a tie, the advisor may be asked to provide insights and advice on the topic. The advisor will not have a vote. The Board will need to discuss and re-vote until a majority is reached.

Article IX: Amendments to Bylaws

At the end of each term, anyone on the executive board may bring forth an amendment to the bylaws using the following procedure:

- A. Present the amendment and its rationale in writing to the entire board.
- B. The proposed amendment will be discussed within a month at either a special meeting or a regular board meeting.
- C. The amendment will be voted on within 3 days of meeting. The amendment needs 6 out of 7 votes to pass.