

MBA COUNCIL BYLAWS (ADDENDUM)

Article I: General Provisions

- A. Purpose**
 - a. 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**
 - a. MBA Council and the MBA Program Office shall provide copies of the constitution and bylaws at any time to members of the community.
 - i. Copies should also be made available through a website or other easily accessible means.
- C. Handbook**
 - a. 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**
 - a. 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** The officers of the Executive Board shall be composed of the following:
 - a. President
 - b. Executive Vice President
 - c. Vice President of Clubs and Experience
 - d. Vice President of International Student Experience
 - e. Vice President of Diversity, Equity, and Inclusion
 - f. Vice President of Finance
 - g. Vice President of Wellness
- C. Officers shall be required to disclose any academic or code of conduct violations before assuming and during office tenure**
- D. Officers shall be required to disclose any other memberships, officer positions, and affiliations with other organizations before assuming and during Office Tenure.**
- E. Duties of the Executive Board**
 - a. Set the goals and oversee the affairs of MBA Council, and represent MBA

- b. Council and its constituents to the faculty, staff, and administration.
- F. Understand and adhere to the Constitution and Bylaws.
- G. Appoint student task forces as needed.
- H. Create or dissolve MBA Council Committees and Task forces.
- I. Appoint or remove committee chairs as necessary.
- J. Charter all MBA Clubs and maintain interaction with MBA Club Representation.
- K. Develop, approve, and maintain MBA Council budgets. Review Club funding requests and determine allocation amounts, if approved.
- L. Approve amendments and modifications to the MBA Council constitution and operating procedures.
- M. Conduct bi-weekly meetings during the academic year (September – April).
- N. Focus on the continuous improvement of MBA Council operations.
- O. Vacancies of Office
 - a. Should the President vacate their office for any reason, the following order will be followed to determine the next President, provided that person is interested and willing:
 - i. Executive Vice President
 - ii. Vice President of Finance
 - iii. Vice President of Clubs and Experience
 - iv. Vice President of International Experience
 - v. Vice President of Diversity, Equity, and Inclusion
 - vi. Vice President of Wellness
 - b. The vacancy created by moving one of the current positions into the Presidency
 - c. 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.
- P. 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
- Q. Duties of the Executive Vice President
 - a. Work with Program Office to lead:
 - i. Key events/event committees (e.g., MBA1 Orientation, MBA2 Re-Orientation, Final 100, Food, Friends and Culture, and others)
 - ii. MBA1 section election process and execution
 - iii. MBA Council website updates

V. Duties of the Vice President of Wellness

- a. **Serve as the Chair of The Comfort Zone and Section Wellness reps**
- b. **Work with Julie Kaplan and Program Office to promote wellness resources (e.g., Canvas Wellness page and all Wellness at Ross initiatives)**
- c. **Plan and execute two Wellness Weeks (Fall/Winter)**
- d. **Work with Program Office to plan well-being programming to meet the needs of FTMBA students**
- e. **Develop sustainable events/programming/curriculum for the MBA program**

Article IV: Finances and Funding

A. Process

- a. **At the beginning of the academic year, the Vice President of Finance is required to present their 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 8/15/2023 and 12/5/2023.**
 - i. **All reimbursement receipts for the Fall Cycle must be dated no later than 12/31/2023 and turned in by 1/5/2024.**
- b. **Winter Cycle application period is anytime between 12/15/2023 and 4/15/2024. All reimbursement receipts for the Winter Cycle must be dated no later than 5/5/2024 and turned in by 5/10/2024.**
- 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**

- d. 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 and Experience 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).
 - b. In addition to all requirements mentioned above (d.i-d.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 and Experience may require the applicant to meet with presidents of similar clubs to make sure goals do not overlap (MBA Council VP of Clubs and Experience will facilitate this process)
 - iii. Once the above steps are fulfilled, the MBA Council will vote on club approval
 - c. 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 and Experience 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

- a. 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)
 - iii. Cannot participate in a study abroad program while serving as an Officer
- b. The President candidates must meet with the current President before the submission deadline for nominations.
- c. 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 FTMBA student body, outlining why they are seeking office.
 - i. Statements of the Nominees will be made available to the student body.
 - ii. Nominees for President will be given the option to create a 30 second video.
- c. Each Nominee for the Executive Board must complete an interview with the current MBA Council President and the Incoming MBA Council President at designated time.
- d. Candidates must verify academic standing, and disclose any CVC convictions prior to the nomination process.
- e. Candidates shall provide an application detailing their names, class standing/Degree Program, UM email address, and Office to be campaigning for.
 - i. If there are numerous positions, the candidate shall list, in order of preference, the positions they desire.

D. Voting and Interviewing

- 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 FTMBA program.
- c. Interviewing for each office will be conducted at minimum by the current MBA Council President and the incoming MBA Council President.
- d. Each candidate will be evaluated on the same rubric and awarded an overall interview score.
- e. The winner of the overall election will be a weighted average of the number of votes and interview score, each measured equally.
- f. In the event of a tie, a runoff election will be held.
- g. 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.
- h. After the votes have been counted and interviews have been completed, the results will be authenticated by three Executive Board members, which will be determined by the President.

