

MBA Association Constitution

Ratified January 22, 2008

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I. General

- a. Official Name
The organization shall be officially named the MBA Association
- b. Statement of Purpose
The Carlson MBA Association (MBAA) exists to improve the Carlson student experience. The MBAA adds value to the education of Carlson School MBA students through extracurricular community, corporate, organizational, and student activities. It serves as a liaison between MBA students and administration as well as a forum for students to voice concerns about the MBA program.
- c. Organization
As an officially sanctioned University of Minnesota Campus Life Program, the MBA Association shall operate as a non-profit organization, meaning that no individual shall profit as a result of revenue generated by the organization, outside of payroll and/or incentives offered by the organization.
- d. Affiliation
The MBA Association shall not be affiliated with any organizations outside of the University of Minnesota.
- e. Key Objectives of the MBAA
 1. To be the voice of the MBA student body
 2. To be the active link between MBA students, administration, faculty, and the global community
 3. To facilitate learning, involvement, and interaction both inside and outside of class that fosters an active, open, and fun culture
 4. To unite students, school, and community optimizing their interaction to provide a top business education and memorable experiences
- f. Membership and Equal Opportunity Statement
Membership is automatic to all Carlson MBA students without regard to race, religion, color, sex, national origin, age, marital status, or sexual orientation. Members are encouraged to participate in MBA Association activities or events, as well as to develop leadership skills by assisting with the planning and promotion of these activities/events.
The officers and members of the MBA Association shall comply with all University policies and procedures, as well as local, state and federal laws and regulations. This includes, but is not limited to, the Board of Regents Policy on Diversity, Equal Opportunity and Affirmative Action as they relate to group membership and access to programs.

II. Elected MBAA Officers

- a. The MBAA elects 5 officer positions: President, Vice President Academic Affairs, Vice President Internal Relations, Vice President Finance, Vice President External Relations. Each of these officers has specific required duties within the scope of their positions in the MBAA as outlined in the MBAA By-laws.
- b. Elected MBAA officers must be currently enrolled students at the Carlson School of Management, University of Minnesota.

c. Elections

MBAA elections take place in the spring semester, and elected members serve through the following spring until the next MBAA election. Refer to Election Schedule in MBAA bylaws

d. Impeachment

1. Any elected MBAA officer shall be subject to removal by impeachment if one of the following guidelines is met:
 - i. Gross neglect of responsibilities or failure to perform official duties and responsibilities as defined in the MBAA by-laws
 - ii. Serious breach of student code of conduct
 - iii. Misuse of MBAA funds
2. Any elected club leader shall be subject to removal by impeachment if one of the following guidelines is met:
 - i. Serious breach of student code of conduct
 - ii. Misuse of allotted club funds
3. In order to start impeachment proceedings, an elected MBAA officer or club leader must file a motion to impeach in writing or via electronic message, co-signed by a second elected MBAA officer or club leader, to the Vice President of Programming & Internal Relations no later than two weeks prior to the Club Council meeting in which the impeachment proceedings are to occur. Once the motion is submitted, the issue will be the first order of business at the next regularly scheduled Club Council meeting.

The President of the MBAA will preside over the impeachment hearing unless it is the President who is up for impeachment. If this is the case, then the order of succession to chair the meeting will be Vice President Finance, Vice-President Academic Affairs, Vice President Internal Relations, Vice President External Relations, Cohort A Representative, Cohort B Representative, Cohort A International Representative, and then Cohort B International Representative.
4. The impeachment hearing will follow the format proscribed in *Robert's Rules of Order*
5. Discussion will be heard according to *Robert's Rules of Order*, and a roll call vote will be called before the Club Council meeting is ended. Impeachment will occur if 2/3 of all elected MBAA officers and club presidents in attendance vote "yes" to impeachment.
6. If the President is impeached, the Vice-President of Academics will succeed him or her. If the Vice-President of Academics is not able to take over the duties, then the Club Council will elect a new President by majority vote.
7. If any of the elected MBAA Vice Presidents are impeached, then the Club Council will elect a student to fill the position(s) by majority vote.
8. If an elected club leader is impeached, then each club will internally elect a new president.

9. Voters must be present at the meeting in which their votes are being cast.

III. Clubs and Committees

- a. Club and committee officers
 1. Clubs will each internally elect a President.
 2. Committees will be appointed by Executive officers through interest statement submissions and each committee will have one designated point of contact
- b. Clubs and Committees are accountable to the MBAA for appropriate usage of its allotted budget to coordinate with the Vice President Finance and Vice President Internal Relations or other MBAA officers to coordinate activities into the master calendar of event.
- c. Club and committee officers must be currently enrolled students at the Carlson School of Management, University of Minnesota.

IV. Financial Matters

- a. Budget Process

The MBAA sponsors student organizations recognized by MBAA to support their activities. The MBAA allocates money based on its strategic goals and mission statement. While the MBAA is a significant sponsor of student activities, it does not assume the role of an exclusive sponsor. The Association follows a strict budget process to ensure fairness and successful implementation. The budget process includes the following steps:

 1. Planning

All student organizations must submit a budget plan for the following fiscal year. The plans must include detailed description of the activities and the amount required to execute specific events. Each description must include a summary of the planned activity and a discussion on how the activity would benefit the student body and the Carlson School of Management. The MBAA reviews the budget plans and assembles a master budget request to be presented to the MBA Student Affairs office for consideration. Upon approval of a budget, the MBAA allocates funds to the student organization based on the most prudent judgment of the elected MBAA officers. The officers consider the following criteria:

 - i. Size (membership) of the student organization
 - ii. Pro-rata approach to all budget request
 - iii. Alignment of the planned activities with the MBAA strategic goals
 - iv. Probability of successful execution of events
- b. Who is eligible to receive MBAA funds?

The MBAA serves as an umbrella organization for MBA student organizations. The MBAA allocates portions of its budget for use by all MBAA-recognized student clubs and committees based on criteria outlined in

the “Budget Process” section of this constitution. To receive funds, the student organizations must meet the following criteria:

1. Must be an MBAA-recognized student organization as defined in the MBAA by-laws
 2. Must submit a budget request during the budgeting time period prior to the fiscal year when funding would be needed
- c. Monitoring and Accessing MBAA funds
1. The MBAA monitors spending throughout the fiscal year, acts as a safe keeper of the allocated funds, and maintains a book based on cash accounting.
 2. Student organizations are expected to spend within the allocated budgets given by the MBAA. Any spending beyond allocated budgets or for items that were not approved through the budget process will be the responsibility of the student organization.
 3. Student organizations access the funds through a “reimbursement request” or a “check request”
- d. Forms that need to be turned in to the Student Union Office (SUO) and GAPSA
- a. The Vice President Finance is responsible for updating and keeping current the MBAA’s budget with respect to the SUO and GAPSA. The Vice President Finance is also responsible for compiling any reports or updates requested by SUO or GAPSA.
- e. Obligations of the MBAA and its recognized student organizations
The MBAA and its recognized student organizations have the following responsibilities and obligations:
1. To spend organization funds appropriately – as planned and approved, in accordance with University policies, and aligned with strategic goals
 2. To execute “reimbursement requests” and “check requests” within a week of receipt
 3. To report periodically to the student body
 4. To avoid delinquencies with external vendors
 5. The MBAA will monitor student organizations for appropriate spending of allocated funds
 6. Student organizations will monitor their own expenses for appropriate spending of allocated funds
- f. Auditing – The MBAA must submit voluntarily to audit by the management of the Carlson School of Management on a quarterly basis.
- g. Operations
1. As covered by the University’s liability, the MBAA will ensure its policies and activities stay in accordance with the liability insurance
 2. The MBAA seeks additional funding through the Graduate and Professional Student Association (GAPSA) on an yearly basis, and will spend funds in accordance with GAPSA and University policies.

VI. Miscellaneous

- a. GAPSA
 - a. The MBAA President will appoint two GAPSA representatives to support the Vice President Finance and serve as the MBA representatives to GAPSA
 - b. Refer to the GAPSA constitution for additional responsibilities.
- c. Student Senate
 - a. The MBAA President will appoint one student senator to serve on the University Student Senate.
 - b. Refer to the Student Senate Constitution for additional responsibilities.

VII. Dissolution of Organization

- a. The organization shall officially be dissolved only if 2/3 of all elected MBAA officers and club presidents in attendance vote “yes” to dissolve. Upon dissolution, any funds remaining shall first be used to cover any outstanding financial obligations of the group to vendors external to the University of Minnesota, secondly to any vendors within the University of Minnesota and the remaining balance, if any, shall transfer in full to the MBA Student Affairs office of the Carlson School of Management within the University of Minnesota.
- b. Voters must be present at the meeting in which their votes are being cast.

VIII. Amendments

- a. Process to amend Constitution
 1. Amendments to the MBAA Constitution must be submitted in writing or electronic text format to the Vice President Internal Relations two weeks prior to the Club Council meeting in which the amendment will be considered.
 2. 2/3 of all elected MBAA officers and club presidents in attendance must vote “yes” to amend the Constitution
 3. Voters must be present at the meeting in which their votes are being cast.
- b. Process to amend by-laws
 1. Amendments to the MBAA By-laws must be submitted in writing or electronic text format to the Vice President Internal Relations two weeks prior to the Club Council meeting in which the amendment will be considered.
 2. 1/2 of all elected MBAA officers and club presidents in attendance must vote “yes” to amend the by-laws.
 3. Voters must be present at the meeting in which their votes are being cast.