

# **MBA Association By-Laws**

Ratified: January 22, 2008

- I. MBAA Leadership Job Descriptions
  - A. President
  - B. Vice-President Finance
  - C. Vice-President Academic Affairs
  - D. Vice-President Internal Relations
  - E. Vice-President External Relations
  - F. First-Year Cohort Representatives
- II. MBAA Club and Committees
  - A. Club Descriptions
  - B. Committee Descriptions
- III. Meetings and Events
  - A. General Assembly, Club Council, Town Hall, etc.
  - B. Club Meeting Schedules
- IV. Useful Documents
  - A. Previous Budgets
  - B. Election Schedules

## **I. MBAA Officer Descriptions**

All officers of the MBAA are expected to participate in regular meetings with the MBA Student Affairs Office and GBCC, meetings with the Assistant Dean of MBA Programs, monthly club council meetings, and monthly general assemblies.

### **A. MBAA President**

1. Sets the strategies for the year, and allocates resources and support for the other officers, committees and clubs so that they can be successful in their plans. Oversees all MBAA operations
2. Oversees all Vice-Presidents.
3. Works in conjunction with the MBAA officers to plan and lead MBAA assemblies and club council meetings.
4. Organizes a summit of MBAA officers and club presidents each spring. This summit is used to build team and leadership skills, but, more importantly, sets priorities and strategies for the coming year.
5. Acts as a liaison to other Carlson academic programs and other schools, such as Law and Public Policy.
6. Acts as the initial contact point for student body organizations of other programs and schools.
7. Involved in the budget process with the Vice-President Finance to the extent that they approve budget requests, and pitch them to the administration, as well as communicating the progress of the budget over the school year to the administration in quarterly budget reviews. Responsible with Vice-President Finance for holding clubs accountable for budgetary spending.
8. Serves as the voice of the student body to the administration and faculty.
9. Supports Alumni Board and Dean's Office.
10. Listens to the needs of the student body, and in many cases sets plans for action to address those issues, or addresses the appropriate committee to complete the tasks.
11. Maintains MBAA budget account if the Vice-President Finance is unable to perform this duty.

### **B. Vice-President Finance**

1. Appears in lieu of the President if he/she cannot appear at functions listed above.
2. Responsible for the budgetary matters of the MBAA.
3. Works closely with the other officers to define strategic goals and to support their successful execution. This includes ongoing dialogue with all student leaders to understand the needs of all affiliated groups, preparing effective budget requests and presenting to the administration of the school, and monitoring and reporting to both school management and the student body.
4. Responsible for maintaining all operations of the MBAA, which include the checkbook and checking account maintenance, registering and insuring the organization, collecting receipts and

- making payments and preparing quarterly spending reports.  
Ensures clubs and committees stay within their allotted budgets
5. Maintains a (add info on CUFs accounts)
  6. Responsible for making sure that the MBAA is registered at all times as a “Campus Life Program” within the SUO. The registration includes an equal opportunity form. The registration must be kept current with all relevant information, including the names of the elected officers

#### C. Vice-President Academic Affairs

1. Serves on the Academic Review Committee headed by the Associate Dean.
2. Oversees Honor Code- GBCC and Info Session Conduct
3. Coordinates and oversees the Target Speaker Series. Works with the clubs to see that the event is executed in line with the overall strategy of the program. Coordinates any other MBAA speaker event.
4. External education events (i.e. field trips to visit business leaders or companies)
5. Oversees student interest in case competitions

#### D. Vice-President Internal Relations

1. Handles the coordination of all MBAA meetings and room reservations
2. Organizes the MBAA’s involvement in 1st year orientation in August, UpClose admissions event in spring, as well as the appointment process for the 1st year cohort reps in the fall semester.
3. Oversees the election process for the MBAA officers and all committees.
4. Responsible for coordinating Graduation Gala
5. Responsible for recognition efforts within the FT MBA program.
6. Responsible for creation and management of semester club meeting schedule on UMCal with consultation on event coordination from club leaders, the MBA Student Affairs office, the GBCC, and other event leaders (Elite 8, Corporate Reception)
7. Works with International Affairs Committee and Social Committee.

#### E. Vice-President External Relations

1. Along with MBAA President, serves on the Alumni Advisory Board, which meets 3-4 times per year with the Carlson School Alumni Relations office to discuss current issues and initiatives within Carlson.
2. Responsible for coordination of annual class gift
3. Oversee annual Corporate Reception
4. Oversee Charity Auction

5. Oversee Community Relations Committee

F. MBAA First-Year cohort Representatives

1. There are three positions: Domestic Student Cohort A Representative, Domestic Student Cohort B Representative, and International Cohort A Representative A & International Cohort B Representative
2. Cohort and International representatives meet regularly with the MBAA officers and program administrators to voice the ideas and concerns of the first-year students.
3. Representatives are responsible for serving as a liaison between the first-year students and the administration.

**II. MBAA Clubs and Committees**

A. Club Descriptions

1. Minnesota Marketing Network - Provides an opportunity to gain skills, knowledge, and experience necessary to enter into the field of marketing.
2. High-Tech Club – Provides business connections with local companies for MBA students interested in technology in business.
3. Graduate Volunteer Consultants - Brings community conscious graduate students together with non-profit organizations to provide professional quality business consulting services.
4. Consulting Club - Provides exposure to the consulting industry, firms, and functions for those interested in marketing, strategy, operations, finance, and technology/systems.
5. Finance Club - Fosters an education of careers and required skills in the corporate finance and financial services fields.
6. GLOBE (International Business Club) - Promotes the knowledge of International Management and multicultural awareness among all Carlson Students.
7. National Association of Women MBAs - NAWMBA seeks to “reach forward, reach back, and reach out” by building opportunities for women commensurate with Carlson’s national reputation.
8. Innoventures - Seeks to provide innovation in business while learning how entrepreneurship and venturing overlap with all areas of business (Venture Capital, Corporate Development, and Start-Ups).
9. Compass- GLBT students & Allies alliance
10. Asian Business Student Association
11. Black Graduate Business Student Alliance
12. Hispanic Resources Student Group (pending formation)
13. Net Impact - A network of emerging business leaders committed to using the power of business to create a better world with 9,000 members, and 100 chapters worldwide.
14. Operations and Supply Chain Management Club - Provides education about and exposure to operations and supply chain industries, firms, and functions.

15. Toastmasters - Builds communication and interpersonal skills voted most important by MBA recruiters. The club also teaches you to think on your feet with impromptu speaking, which is great practice for interviews.

#### B. Committee Descriptions

1. GAPSAs: 3 Positions including the Vice President Finance – two GAPSAs Representatives (attends GAPSAs assemblies) and at least one attends the University Senate meetings. The Graduate and Professional Student Association (GAPSAs) is a forum to communicate and cooperate in promoting academic, social, professional and economic aims.
2. Academic Review Committee: 1 position – Reporting to the Vice-President Academic Affairs. The Academic Committee is charged with reviewing the CSOM curriculum (undergraduate and graduate issues), teacher evaluations, and helping uphold the Honor Code. The Vice-President Academic Affairs is automatically appointed to this position. While one student heads this committee, other students may be involved in activities

##### Goals and objectives:

- a. Present the Honor Code to incoming first-year class during orientation.
  - b. With MBA Student Affairs office, review and help resolve any academic indiscretions throughout the school year.
  - c. Be a liaison to the faculty to help determine academic-appropriate study and testing materials (i.e. laptop policy, etc.)
  - d. Attend the Carlson Curriculum Committee meetings where you have the authority to vote on curriculum issues as the representative voice of the MBA student body.
  - e. Work with the clubs to push curriculum changes through the departments, through other administrative red-tape, and finally through the Curriculum Committee process.
3. Technology Committee – 1 position – Reporting to the Vice-President Academic Affairs, The Technology Committee is responsible for being the student voice for all technology related issues. This committee works closely with OIT and is responsible for ensuring that student technical questions/concerns are addressed in a timely and effective manner. While one student heads this committee, other students may be involved in activities.
  4. International Affairs Committee: 1 position – Reporting to the Vice-President Internal Affairs, The International Affairs Committee is the primary link between international students and the MBA Student Affairs Office, the faculty, the GBCC, and student clubs/committees. While one student heads this committee, other students may be involved in activities
    - a. Objectives:

1. Build international awareness in the Carlson community
  2. Increase the visibility of international students in the MBA Program
  3. Enrich the experience of international MBA students
  4. Improve services provided by Carlson for international students
  5. Provide support to incoming international students to ease their relocation and transition to Minnesota
5. Social Committee – 1 position - The Social Committee plans and carries out social events that build and strengthen the community among Full-Time MBA students. Must ensure activities fall within the limits of the University’s liability coverage. While one student heads this committee, other students may be involved in planning and activities.
  6. Communications Committee: 1 position – Reporting to the Vice-President Internal Relations, The Communications Committee is responsible for making light of the Carlson experience. This is done by producing the satirical No Value Added newsletter. The committee is also responsible for organizing the annual MBA Follies comedy theatrical event in the spring. While one student heads this committee, other students may be involved in activities.
  7. Community Affairs Committee: 1 position – Reporting to the Vice-President External Relations, The Committee Vision: The Community Affairs Committee will serve as a way for Carlson students to further build their leadership skills through volunteer opportunities within the Twin Cities' community. While one student heads this committee, other students may be involved in activities.  
 Committee Mission: The Community Affairs Committee will align its activities with the Carlson MBA Program to:
    - a. Charity Auction (responsible for planning and executing this event including planning starting the year before to work with out going leaders in setting a plan for future years)
    - b. Promote social responsibility and community awareness
    - c. Develop Carlson MBA students as future community leaders as well as future business leaders
    - d. Encourage Carlson MBA students to set examples of social responsibility in their future organizations
  8. Corporate Relations Committee Chairs: 1 Position – Reporting to the Vice-President External Relations, The Corporate Affairs Committee will chair the three branches of corporate relations:
    - a. Corporate Reception (responsible for planning and executing this event including planning over the summer since the reception is held in September)
    - b. National Recruiting (work with the GBCC on ongoing efforts to increase Carlson’s recruiting base)

- c. Company Liaisons (work with the Alumni Association to establish formal communication channels between the school and key companies).

### **III. Meetings and Events**

#### **A. General Assembly, Club Council, Town Hall, etc.**

1. The MBAA will hold a General Assembly meeting at least once per month. This meeting will be open to all MBA students and will include an open forum portion where students will be able to voice concerns.
2. The MBAA will hold a monthly Club Council meeting for club leaders to discuss pertinent issues.
3. The MBAA will schedule Town Hall meetings with administrators each semester. The purpose of these meetings is to give MBA students the opportunity to ask questions of top administrators regarding important student issues.
4. MBAA leadership will schedule regular meetings with the MBA Student Affairs office, GBCC, Alumni Relations, etc, to discuss relevant issues.

#### **B. Club Meeting Schedules**

1. Club meetings will take place at least once per month according to the schedule set by the Vice-President Internal Relations.
2. Club presidents must consult with the Vice-President Internal Relations if they wish to swap meeting days/times with their respective clubs.

### **VI. Useful Documents**

#### **A. Previous Budgets**

#### **B. Election Schedule**

##### **MBAA Officer and Committee Election Schedule (Spring Semester 2008)**

- 1/30 Presidential speeches and Elections for President, VP-Finance (second week of semester);
- 1/31 Elections end 4:00 PM
- 2/13 VP Speeches and elections (fourth week of semester)
- 2/14 Elections end 4:00 PM
- 2/14 elections survey should allow individuals to submit committee interest statements
- 3/1 all committees formed by VPs through submitted interest statements

##### **Timeline**

- 3/1 all clubs under new administration

- President of club is only recognized voting MBAA member from each club
- 3/10 MBAA budget decided
  - Exec and committees (Committees will not participate in budget review)
- 3/31 MBAA clubs budget allocation determined (two weeks after Spring break)
  - Process should take place by MBAA Exec concluding this day
- 4/15 Calendar for fall determined
  - 2008/09 Calendar announced at May General Assembly
- 9/1 Elections for First Year GAPSA and Cohort reps (One domestic, one Intl per cohort)