**Illinois State University**

**MBA Association**

**Mission**

To create a diverse and supportive community to enhance the academic, professional, & social development of MBA students

**Goals**

1. To assist MBA students in attaining career objectives.
2. To promote the MBA program and the College of Business at Illinois State University.
3. To cultivate a relationship between students, alumni, and faculty that will foster teamwork, mutual benefit through the free exchange of ideas and information, and personal growth.
4. To cultivate a relationship between the MBA Association and the local community, including the business sector.

**Membership**

* To be eligible for membership, potential members must either:
  + Be accepted to the MBA program at Illinois State University and registered for classes, or
  + Be an alumnus of a graduate program of the College of Business at Illinois State University, or
  + Be a member of the faculty or administration of the College of Business at Illinois State University.
* Membership in the MBA Association will not be denied on the basis of gender, race, nationality, color, religion, or marital status.
* To be a member in good standing, a member must not be in arrears in the payment of any financial obligation to the association.

**Membership Fees**

* Membership is $40/year or $25/semester.
* New members who pay the yearly price will be eligible for a “welcome gift”.
* Membership during the summer shall be free to members of the spring semester and to members who pre-pay for the following fall semester.
* Board members may be entitled to a discounted membership price approved by the board
* Membership shall be free to all alumni who graduate as a member of the MBA Association but membership must be renewed once per year.
* Membership to faculty and administrators shall be free.
* Non-members may be charged in order to attend certain events

**Duties of Officers**

All officers

* All officers are required to attend ALL executive board meetings, general meetings, and MBA associations’ events.
* All officers must maintain good standing in the university and the association.
* Members who coordinate events should work with the director of communications to publicize events.

President

* Plan/coordinate events for each semester.
* Oversee the activities of the MBA Association.
* Establish/maintain relationship with the Dean of the College of Business and the Director of the MBA program.
* Call special meetings as needed
* Ensure the image/conduct of the MBA Association.
* Lead executive board meetings and general meetings.
* Establish/maintain a relationship with campus organizations including, but not limited to:
  + College of Business Executive Council (COBEC)
* Keep the executive council abreast of university events and changes in university policy affecting the MBA students.

Vice-President

* Act as the President in the absence of the president.
* Take tasks as assigned by the president when other members are out.

Treasurer

* Maintain accurate records of financial transactions, assets, and liabilities.
* Provide financial analysis and advice to the executive council.
* Collect membership dues and report any delinquent members to the executive council.
* Ensure the timely payment of any financial obligations of the association.

Secretary

* Record minutes of meetings.
* Maintain a record of members (including employer, education, status in program, status in association, and outside interests.)
* Maintain the historical log of the MBA Association.

Director of Communications

* Maintain the MBA Association website.
* Maintain the social pages including Facebook and LinkedIn
* Responsible for informing members/students/faculty of MBA Association events

Director of Social Programs

* Develop/coordinate events that promote interaction between students, faculty, and administrators.

Director of Career Services

* Develop/coordinate events that promote professional and/or academic development.

Director of fundraising

* Develop/coordinate events to raise funds for the MBA Association.
* Develop/coordinate events to raise funds for charities or community organizations.

**Meetings**

1. The Presidents shall be responsible for preparing the prioritizing an agenda for each meeting.
2. Anyone wishing to discuss a topic at a meeting shall notify the President at least three days prior to the meeting for inclusion on the agenda.
3. The agenda shall be distributed to members no later than 24 hours before the meeting.
4. The executive board shall meet at least once every two weeks during spring and fall semester, and monthly during the summer.
5. General meetings shall be held monthly during spring and fall semesters.
6. Issues requiring a vote must be passed by a simple majority of members present, as long as a quorum exists.
7. A quorum shall consist of five members of the executive council.
8. The secretary shall be responsible for recording minutes for each meeting.
   1. The minutes shall include topics discussed, decisions made, decisions tabled, members present, and votes on decisions.
   2. The secretary shall be responsible for summarizing the minutes and distributing them to members at least three days prior to the next meeting.

**Rules of Order**

1. Call to order
2. Approval of minutes of last meeting
3. Old Business
4. Committee/Officer Reports
5. Discussion of new business for each topic:
   1. The President summarizes the decision to be made,
   2. Asks for input/ideas (members have agenda ahead of time to prepare thoughts),
   3. President summarizes discussion,
   4. Asks for motion to vote on the decision or to table the decision,
   5. Vote shall be by show of hands except on sensitive issues.
   6. Next order of business.
6. Discussion of topics for next meeting.
7. Adjournment.

**Historical log**

The following items shall be compiled in order to maintain accurate records for ourselves as well as our successors:

* An agenda for each meeting.
* Minutes of each meeting.
* Monthly bank statements.
* Monthly financial statements.
* Budgets for each semester.
* Officer reports.
* A summary of each event including a budget.
* A list of members for each semester.
* A calendar of events.
* Officers who are authorized to sign checks.
* Members authorized to make copies at PIP.

**Committees**

1. Committees shall be established as needed by the Executive Board.
2. Committee chairs shall be appointed by the Executive Council.
3. Recruitment of staff for each committee shall be the responsibility of the Committee chair.

**Elections**

1. Candidates
   1. Candidates for office must be a member of the MBA Association or pay to be a member upon being elected office.
   2. Candidates for office must be enrolled in the University, registered for classes, and in good academic standing.
   3. Candidates must have at least one semester remaining before graduation.
   4. Candidates nominated for office of the president and vice president must be current members of the board.
2. Nomination Process
   1. Candidates can be nominated by self-nomination or by MBA students.
   2. Nomination process will be held electronically.
   3. Eligibility of the nominees shall be verified by the Executive Board
3. Voting Process
   1. All MBA students shall be notified of the date of elections.
   2. All MBA students can vote on the elected.
   3. Voting process can be held electronically or through a general election meeting upon executive board’s discretion
   4. If voting process is held in a general election meeting, each candidate shall be given 5 minutes to present their ideas/positions.
   5. If voting process is held in a general election meeting, after presentations, members will be allowed to ask candidates questions concerning the offices.
   6. Ballots shall be tallied in the presence of the Executive Board.
   7. The candidates receiving the most votes for a position shall be declared the winner.
   8. In the case of a tie, the outgoing member shall declare the winner by a drawing of names.
4. General
   1. Vacant positions shall be filled by appointment of the Executive Board.
   2. The *Office of Student Life* shall be notified of changes in the Executive Board.
   3. Elections shall be held whenever necessary.

**Impeachment process**

1. Officers who fail to fulfill their duties may be placed on probation.
2. Officers may be placed on probation with unanimous support of the executive board (person on probation excluded from voting)
3. If no improvement is shown within one month, the officer may be removed from office.
4. Impeachment must be approved by the executive board.
5. Failure to fulfill duties includes, but is not limited to:

* Excessive absences from MBA Association meetings or events.
* Misappropriation of funds.
* Failure to pay dues.
* Failure to complete assigned tasks.

**Resignation from office**

1. Officers may resign from office by notifying the executive board.
2. Notification must be at least one week prior to the effective date of resignation.

**Amendment of the by-laws**

1. The by-laws may be repealed, modified, or amended by a 2/3 vote of the association members.
2. If no objections are raised after the by-laws have been posted for a month, no vote is necessary.