Constitution

I. MISSION STATEMENT

In order to maximize the degree-holder wealth of its graduate students in the College of Business, Graduate Business Association (hereafter the Association) will (1) provide students with assistance in education and career objectives, (2) offer opportunities to network with other member of the Association, faculty and staff of the University, and members of the business community of San Antonio, and (3) strive to support and uphold the goals and high standards of UTSA.

II. MEMBERSHIP

1. All degree-seeking graduate students accepted in the College of Business who are in good standing and pay dues can gain regular membership (hereafter membership). All current members receive lifetime alumni membership upon graduation. No alumni members retain ability to vote but retain ability to be invited to events on the discretion of the current officers and based on financial ability.
2. All members are entitled to vote and are subject to the constitution and bylaws of the Association.
3. The Association will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, age, religion, political affiliation, disability, veteran’s status, sexual orientation, or gender.

III. BOARD OF DIRECTORS

1. The Board of Directors shall include a President, an Executive Vice President, a Vice President of Marketing, a Vice President of Finance, a Vice President of Information Technology, a Vice President of Operations, a Vice President of Business Development, a Vice President Controller, a Vice President of Analysis, and a Vice President of Outreach and Culture. These individuals shall be known as the executive officers of the Association.
2. The term of office is one long academic semester.
3. The ten (10) executive officers shall comprise the Board of Directors of the Association.
4. The Board of Directors shall serve as the policy-making body of this organization.
5. Faculty advisors shall be non-voting members of the Board of Directors.
6. The Association shall also include up to eight (8) directors (non-officer) selected from the general membership by the Board of Directors. These directors shall fill additional responsibilities as needed by the executive officers. These eight (8) directors shall be appointed by the majority vote of the executive officers.

IV. OFFICERS

1. President: shall call, preside and serve as chair at all meetings of the general membership and Board of Directors, be responsible for executing the decisions of the membership and Board of Directors, appoint committee chair(s), is the official spokesperson for the Association, serves as point of contact for other groups, attends functions to promote the Association, completes University paperwork, and maintains registration status.
2. Executive Vice President: shall serve as chair and preside at all meetings of the general membership and Board of Directors in the President’s absence, shall coordinate elections and notify results, assists President at President’s discretion, coordinates elections; oversees functions and programs, plans for future semester of association, provides meeting minutes and functions as organizational historian.
3. Vice President of Marketing: shall design and execute marketing campaigns with the purpose of increasing membership and advertising events; contacts appropriate media to ensure coverage of events; is responsible for all graphic design and organizational branding, merchandise design and ordering; and functions as organizational photographer.

4. Vice President of Information Technology: provides information storage support to other offices, ensures a continuous presence on the internet by maintaining the website current and relevant, and handles other information technology duties as needed.

5. Vice President of Operations: Shall maintain a current membership contact list, and maintains electronic member database including enrollment status.

6. Vice President of Business Development: is the first point of contact for all outside inquiries, pursues leads on contacts for future networking events, develops and executes programs for the personal and professional development of the members, pursues corporate and UTSA sponsorship, coordinates with graduate career services, maintains and keeps current corporate contact database, and pursues organizational participation in business plan competitions.

7. Vice President Controller: directs all financial transactions; maintains the balance sheet including assets, cash receivables, and payables; confirms payment of membership dues; maintains sales tax exemption; keeps track of inventory; and delivers reports every board meeting.

8. Vice President Analysis: analyses website, Facebook, and LinkedIn, and other data and traffic; analyses event attendance; provides Vice President of Finance data to perform strategic analysis; and delivers reports at board meetings.

9. Vice President of Finance: provides projections, estimations of event costs, projects dues intake, monitors working capital & other ratios, handles purchasing and logistics for all events in support of other officers, and provides reports at board meetings.

10. Vice President of Outreach and Culture: functions as first contact for all member inquiries, maintains events calendar, organizes internal networking events, maintains nonprofit relations and pursues volunteering opportunities.

Executive officers are not limited to the duties described above. Though these are their main responsibilities, each executive officer must be willing to assist with other duties as needed such as increasing membership and assisting in the organization of events.

V. FACULTY ADVISOR

1. One or more faculty advisors for the Association shall be selected by the Board of Directors at its last spring meeting of the academic year.

2. The advisor shall serve for two-year terms, renewable indefinitely by the Board of Directors.

VII. ELECTIONS

1. The Board of Directors for the succeeding academic semester shall be nominated and elected by popular vote at the end of each semester and assume office immediately.

2. All currently enrolled members in good standing are eligible to serve as officers.

3. The President must have served at least one semester as an officer to be eligible. The Executive Vice President is slated to be the President of the forthcoming semester by default, but if the executive vice president does not run, the position will then be open to other officers.

4. Prior to the time of election, ballot names shall be allowed by popular submission.
5. Election shall be by a simple majority of the members voting. If there is no contention for positions, the Executive Vice President slated to be President of the forthcoming semester may cast one ballot to elect the Board of Directors as a whole.

6. Candidates to fill vacancies in any office shall be proposed by the Board of Directors and voted upon at the next general membership meeting of the Association.

VI. CONSTITUTIONAL AMENDMENTS

1. Amendments to the constitution of the Association may be made only through the following process:
   a. Amendments shall be proposed by the Board of Directors or any member at a general membership meeting and/or via email/online. The proposed amendment must be communicated to all members via a general communication medium at least 30 days prior to a general meeting before the amendment vote takes place. General comments, discussion, and clarifying questions may take place through electronic media with all members.
   b. If approved by a majority vote of members it shall become effective immediately.

2. All voting on constitutional amendments shall be done by secret written ballot, with oversight from the Executive Vice President, the Vice President of Operations, and the Vice President of IT.

BYLAWS TO THE CONSTITUTION OF THE MBA ASSOCIATION

MEETINGS

1. At least three (3) regular meetings of the general membership shall be held during each of the fall and spring semesters during the academic year at a time and place selected by the Board of Directors. Ten (10) members shall constitute a quorum for conducting business.

2. Special meetings may be called at any time by the President or by a majority vote of the Board of Directors.

3. The Board of Directors shall meet at least six (6) times a year between regular meetings of the general membership, and as directed by the President or as needed to enact the business of the Association. Sixty percent (60%) of the Board of Directors members shall constitute a quorum for conducting business, or the consent of the missing officers. Procedure for decision making: decisions will be reached by a simple majority.

IMPEACHMENT OF OFFICERS OR DIRECTORS

1. An officer may be removed from office only according to the following guidelines:
   a. A formal petition for removal stating specific reasons and signed by not less than twenty (20) members shall be presented at a general meeting of the Association.
   b. If the petition is accepted for consideration by a two-thirds majority of the members present and voting, the petition shall be presented to the Board of Directors.
   c. The Board of Directors shall provide a copy of the petition to the officer and request a written response within one week.
   d. Within seven (7) days from receipt of this response or fourteen (14) days from the request for response, the Board of Directors shall convene to consider the matter of removal from office.
   e. The Board of Directors shall present the petition for removal and its recommendation at the next general meetings. The petitioner and the officer shall each be given a maximum five (5) minutes to address the
membership. This will be followed by a reasonable time for discussion, after which the members present shall vote to remove or keep the officer.

f. A two-thirds majority of the members present and voting shall be necessary to remove an officer.

2. The Board of Directors may remove and replace by majority vote any non-officer director who has missed three board meetings.

GENERAL PROVISIONS

1. Checks drawn on Association accounts shall be signed by the Treasurer plus the President or other designated officer, for amounts over $100.00.

2. Annual dues shall be established by the Board of Directors at its last Spring meeting of the academic year.

3. Robert’s Rules of Order shall be the authoritative guideline for conducting general meetings.

DISBURSEMENT OF ORGANIZATION ASSETS

If the Association becomes defunct, funds held in the off campus bank account will be donated to the Office of Graduate Studies and Research.

BYLAWS AMENDMENTS

1. Proposed amendments to these bylaws shall be presented in writing to the Board of Directors or via email.

2. If accepted by a majority of the members the amendment(s) shall go into effect immediately.