

THE MBA SOCIETY CONSTITUTION

ARTICLE I: NAME

The organization shall be known as the “MBA Society” of the University of British Columbia hereinafter referred to as the “MBAS”.

ARTICLE II: MISSION

To enhance the value of the UBC MBA degree by creating legacy partnerships with local, national, and international business while fostering continual enhancements to the academic and social lives of students.

ARTICLE III: MEMBERSHIP

- A. All students who are registered in full-time (FT MBA) and Professional MBA (PMBA) programs of the Sauder School of Business during the academic year and who have paid their MBAS fee are members of the MBAS.
- B. No other persons may be members of the MBAS.
- C. All members of the MBAS are afforded the same rights to participate in MBAS or MBAS- related activities.
- D. Notwithstanding Article III, Section A, exchange students to the Sauder School of Business shall be deemed to be members of the MBAS except in matters of:
 - a. Elections
 - b. Referenda
 - c. Financial Assistance to External Conferences
 - d. Appointment to the Executive Council

ARTICLE IV: EXECUTIVE COUNCILS

The Executive Councils shall carry out their duties to the best of their ability as directed by the General Council and mission of the MBAS.

- A. The Full-Time Executive Council shall be composed of the following elected members:
 - a. President (Chair)
 - b. Vice President External
 - c. Vice President Internal
 - d. Vice President Finance
 - e. Vice President Communications
 - f. Vice President Academic
 - g. Vice President Events
 - h. Vice President Student Development
- B. Full-time elections are to be held by the first week of October. Part-time elections are to be held during the last weekend of class in April.
- C. Once a new Council has been elected, the outgoing Full-Time Executive Council will organize a handover schedule during which time the new incoming Council will be mentored. The incoming Council will take effect immediately after the handover schedule has been completed. Following this, a mentorship period will extend from October until December, during which responsibilities will be shared:
 - a. Outgoing FT MBAS Council shall:
 - i. Mentor and assist the incoming FT MBAS Council.
 - ii. Work with the incoming FT MBAS Council as required.
 - iii. Execute a handover schedule no later than one week after elections to include: handover meeting with all elected MBAS members and information management plan (handover files and event playbooks).
 - iv. Plan and execute GNAM social event.
 - v. Plan and execute Snowcase.
 - vi. Plan and execute Graduation Gala.
 - vii. Manage the MBAS website and calendar.
 - viii. Be responsible for all other events and initiatives for the outgoing class.
 - b. Incoming FT MBAS Council shall:
 - i. Align internally and establish MBAS routines.
 - ii. Work with the outgoing FT MBAS Council as required.

- iii. Be responsible for all events and initiatives for the incoming class.
- D. The newly elected Council will take office at the end of the handover period as designated by the outgoing Council, which is to be no later than the last day of exams for P2.
- E. The PMBA Executive Council shall be composed of the following elected members:
 - a. President (Senior PMBA Cohort) (Chair)
 - b. President (Junior PMBA Cohort)
 - c. Vice President External (Senior PMBA Cohort)
 - d. Vice President External (Junior PMBA Cohort)
 - e. Vice President Internal (Senior PMBA Cohort)
 - f. Vice President Internal (Junior PMBA Cohort)
 - g. Vice President Events (Senior PMBA Cohort)
 - h. Vice President Events (Junior PMBA Cohort)
 - i. President (FTMBA)
- F. Article XVIII outlines the duties and responsibilities of elected executives and representatives.
- G. The Combined Executive Council shall be composed of all members of the FT MBA and PMBA Executive Councils. The FT MBA President shall act as the Chair of the Combined Executive Council. The objective of the Combined Executive Council is to facilitate and maximize integration of the FTMBA and PMBA student bodies.
- H. Executive Council Meetings:
 - a. Quorum is represented by a two-thirds (2/3) majority of the voting members of an executive council.
 - b. Executive Council Meetings may be called by the Chair at any time.
 - c. The Chair shall convene an Executive Council Meeting if petitioned to do so by a quorum of Executive Council members.
 - d. FT MBA Executive Council Meetings must be convened:
 - i. At least once every two weeks during the academic year (with the exceptions of exam periods, Global Immersion and Holidays)
 - ii. At least once per month between May and August inclusive.
 - e. PMBA Executive Council Meetings must be convened at least once every six weeks.
 - f. Combined Executive Council Meetings may be called upon by the Chair if needed, provided one-weeks' notice.
 - g. All Executive Council Meetings shall be open to all members of the MBAS unless specifically deemed in-camera.
 - h. All Executive Council positions have the right to one vote.
 - i. The Chair may only vote to break a tie, at their discretion.

- j. No Executive Council member shall hold more than one voting position on a respective council.
- I. Powers of The Executive Council:
 - a. Full-Time Executive Councils can with a 2/3 majority vote overturn any motions of Representatives' Council.
 - b. Respective Executive Councils must approve any monetary expenditure up to \$5,000 from their respective budgets.
 - c. Full-Time Executive Council may by 2/3 majority vote remove a Representatives' Council member based on, but not limited to:
 - i. meetings not regularly attended;
 - ii. constitutional duties not fulfilled;
 - iii. agreed tasks not performed in a timely manner;
 - iv. bringing the MBAS or the Sauder School of Business into disrepute.
 - d. Combined Executive Council may recommend to General Council with 2/3 majority vote, the removal of an Executive Council member based on, but not limited to:
 - i. meetings not regularly attended;
 - ii. constitutional duties not fulfilled;
 - iii. agreed tasks not performed in a timely manner;
 - iv. bringing the MBAS or the Sauder School of Business into disrepute.
 - e. Combined Executive Council must review all Requests for Dean's funding before they are brought to the MBA Office for consideration.
- J. All members of Executive Councils shall:
 - a. Attend and report regularly to all Executive Council, Representatives' Council, and General Council Meetings.
 - b. Issue a written warning to any Representatives' Council member who misses more than one Representatives' Council or General Council Meeting per term without notifying the VP Communications.
 - c. Hold no other elected or appointed MBAS position.
 - d. Appoint Chairs to external events and competitions in which the Sauder School of Business participates.
 - e. Do such other things as directed from time to time by General Council, Representatives' Council, or the respective class President.
 - f. Submit a handover report to their successor within the handover schedule and provide ample time for a successful transition to their successor.
 - g. Greet all incoming students during their orientation sessions in the last week of August.
 - h. Live in the Metro Vancouver area.

ARTICLE V: ALL COUNCILS' MEETINGS

- A. The Representatives' Council will be chaired by the FT MBA President and shall be composed of all members of the FT MBA Executive Council and all elected MBAS positions.
- B. Representatives' Council Meetings:
 - a. Quorum is represented by 50% of the current voting members of Representatives' Council.
 - b. Representatives' Council Meetings may be called by the Chair with 24 hours' notice. Notice of Representatives' Council Meetings must be at a minimum e-mailed to all Representatives' Council members.
 - c. The Chair must call a Representatives' Council Meeting within 48 hours if they are petitioned to do so by a quorum of Representatives' Council members.
 - d. Representatives' Council Meetings are open to all members of the MBAS unless specifically deemed in-camera
 - e. The Chair may only vote to break a tie, at their discretion.
- C. Powers of Representatives' Council:
 - a. Representatives' Council may by a 2/3 majority vote remove a Representatives' Council (but not Executive Council) member based on, but not limited to:
 - i. meetings not regularly attended;
 - ii. constitutional duties not fulfilled;
 - iii. agreed tasks not performed in a timely manner.
 - b. All members of Representatives' Council shall:
 - i. Attend and report regularly to all Representatives' Council and General Council Meetings.
 - ii. Keep accurate written records of their activities and submit a handover report describing their activities for their successors as outlines in the handover schedule.
 - iii. Hold no other elected or appointed MBAS position.
 - iv. Do such other things as directed from time to time by the Executive Council, General Council, or the President.

ARTICLE VI: GENERAL COUNCIL

- A. The General Council shall consist of all students who are current members of the MBAS.
- B. General Council Meetings:
 - a. Should provide many opportunities for and encourage part-time and full-time participation.
 - b. Quorum is represented by 15% of current membership of the MBAS.
 - c. General Council Meetings may be called by the Full-Time President with seven days' notice.
 - d. Notice of General Council Meetings must be sent out via email, seven days prior to the meeting.
 - e. A General Council Meeting must be called within 14 days by the Full-Time President if they are petitioned to do so by 10% of the MBAS membership.
 - f. All current members of the MBAS are entitled to one vote at General Council Meetings.
 - g. All resolutions of General Council must be approved by a 2/3 majority vote.
 - h. Noting it is very difficult to schedule a General Council Meeting convenient for all members / classes to attend, a web vote may be used to pass a resolution. This ensures all classes have the opportunity to be equally represented. Quorum for a vote is 15% and must be approved by 50% majority vote.
 - i. The Chair may only vote to break a tie, at his discretion.
- C. Powers of General Council:
 - a. General Council can with 2/3 majority vote overturn any motions of Representatives' Council and/or Executive Council.
 - b. General Council must approve any unbudgeted monetary expenditure over \$5,000.00.
 - c. General Council can remove a Representatives' Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
 - d. General Council can remove an Executive Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
 - iii. agreed tasks not performed in a timely manner
 - e. A resolution to remove an Executive Council member as stated in paragraph 4 must be included with the notice of the General Meeting, and such notice shall be given to the MBAS membership no less than seven days prior to the General Meeting. The resolution must be forwarded to the Vice-President Communications at least 14 days prior to the

date of the meeting. Such a resolution must either:

- i. be recommended by a 2/3 majority vote of the Executive Council, or;
- ii. be signed by 33% of the MBAS.

ARTICLE VII: COMMITTEES

All members of Representatives' Council may establish a committee to assist them in fulfilling their duties. Appointments to MBAS committees can be made by Executive

Council, Representatives' Council, or General Council by a majority vote. All MBAS members may sit on committees, including Executive Council and Representatives' Council members already holding positions.

Responsibility and Powers

- A. Committees are responsible to make regular reports and provide information to the Executive Council as required.
- B. Decisions within the committee are made by majority vote.
- C. Decisions or recommendations made by committees are not binding and require consultation of the Executive Council prior to implementation.
- D. Committee members are required to be present at committee meetings. After a default in attendance of three (3) meetings, it is at the discretion of the Chair to remove the members' seat on the committee.
- E. The Chair of each committee is responsible to ensure that the objectives of the committee will be achieved in a given period.
- F. Each committee may request a budget of the Executive Council no later than October 30th of each year.
- G. Each committee may apply to the Executive Committee for the use of funds set aside by the Executive Council for the expenses of committees in annual MBAS budgets.

ARTICLE VIII: ELECTIONS AND TURNOVER

Administration of the Elections

- A. Full-time class elections shall be administered by the Full-Time MBAS Vice President Internal as the "Elections Officer".
- B. Part-time class elections shall be administered by the Part-Time MBAS Senior Class President as the "Elections Officer".
- C. The "Elections Officer" shall have supreme authority on all matters relating to elections and should maintain a fair and equitable election process at all times.

- D. Election for the Junior Part-Time Cohort Executive Council shall occur on the last weekend of class in April.
- E. Elections shall be run at the Executive Council's discretion and may be conducted by paper ballots or web vote.
- F. Following the election, incoming and current elected representatives will work in partnership to ensure the smooth transition between administrations. The existing executive role/club president will mentor new members through the months of October and November.
- G. Amendments to the Election Policy must:
 - a) be recommended by a 2/3 majority vote of the Executive Council, and have majority vote by General Council
- H. Complete turnover to the new Executive Council shall be no later than the last day of exams in P2.

ARTICLE IX: REFERENDA

- A. A referendum may be authorized at any time by a 2/3 majority vote of the Executive Council.
- B. A referendum may be petitioned by 15% of MBAS membership. The process is as follows:
 - a. A petition for a referendum must be submitted to the President of the MBAS. The petition must include the names and e-mail addresses of the petitioning MBAS members and the specific question they wish put to MBAS members.
 - b. Upon finalization of the petition, the President must hold the referendum within 14 days.
- C. All procedures followed during an election as stated in Article VIII, Section D, govern referenda, with the exception of campaigning.
- D. Both sides of the question may campaign during the campaign period and during polling hours. No campaigning shall occur within 5 meters of any polling station except for one sign, no larger than 11" x 17". The elections officer may also choose to do a web vote.
- E. The Executive Council shall have authority to decide any matter in relation to which the interpretation of this Constitution is in doubt and to make provision for any matter on which this Constitution is silent.
- F. By the power of a vote of two-thirds (2/3) or greater by the meeting of the General Membership of the MBAS or referenda, this Constitution will come into power forthwith.

ARTICLE X: ANNUAL APPOINTEES AND BACKFILLING OPEN POSITIONS

- A. Appointments to lead and participate in a variety of student initiatives will occur over the course of the MBAS mandate. Applications for appointment must be made available and advertised (as per General Meeting advertisement or newsletter) at least one week prior to the application due date. Appointments are to be made by Full-Time or Part- Time Executive Councils per Article IV Section D in an in-camera meeting.
- B. Notwithstanding the above clause, the Executive Council can appoint additional members to Representatives' Council to serve in any capacity, at any time.
- C. In the event that an Executive or Representatives' Council member goes on exchange, transfers from part-time to full-time, resigns, is removed by the Executive Council or Representatives' Council, loses membership in the MBAS, or becomes in any other way unable to fulfill their duties, their vacant position must be filled within a reasonable amount of time and in such a manner as is outlined in Section A.

ARTICLE XI: RECOGNIZED MBAS CLUBS

The Core MBA Clubs and representatives are:

- A. Net Impact Club
- B. Finance Club
- C. Sailing Club
- D. Product and Service Management Club
- E. Innovation and Entrepreneurship Club
- F. Sauder Gives Back Club
- G. Energy and Natural Resources Club
- H. Women in Business Club
- I. Case Competition Club
- J. Beer Club
- K. Golf Club
- L. International Representative
- M. Alumni Representative

Clubs can be added or removed from the MBA core clubs to meet the classes' needs. MBAS Clubs must, as their primary focus, substantially benefit the academic and social lives of MBA students.

- A. A new optional MBAS club may be created at any time by any member of the MBAS. The new club becomes recognized only after a proposal outlining the charter for the new club has been approved by a 2/3 majority vote of the MBAS Representatives' Council. If the club is formed after the budget has been passed per Article XII, they may not be eligible for MBAS funding given the budget has been allocated. Upon creation, the club must select an interim President to serve on the Representatives' Council until such time that a formal election for the club President and other officers can be held.

- B. A presentation must be made to the Executive Council outlining the club and purpose stating whether they would like to be formally classified as a core or optional MBAS club. Final status will be decided by the Executive Council by a two-thirds (2/3) vote.
- C. Approval to become an MBAS club will be granted by the FT MBAS.
- D. A MBAS club is considered to be “Active” in any given year if:
 - a. The club has elected a President to serve on the Representatives Council, and
 - b. Holds at least one meeting per academic period, and
- E. All MBAS clubs can post on the MBAS website, calendar and newsletter as determined by the Vice-President Communications. The VP Communications will provide any additional support deemed necessary by MBAS Executive and/or Representatives’ Council.
- F. All MBA clubs are eligible for funding from the MBAS provided:
 - a. The club is “Active”.
 - b. The club does not solicit external funding (such as sponsorship from the business community) without consent of the Vice-President External.
 - c. The club submits a budget, an annual programming plan outlining club activities and social events for the coming year, and financial statement to the Vice- President Finance no later than October 30th.
 - d. The club President remains a member in good standing of the Representatives’ Council.
- G. On a quarterly basis, the Executive Council will review the club budgets and programming plans. In instances where a club does not use planned budget during the outlined timeframe, the Full-Time President will send notice to the club president and the unused budgeted funds will be redistributed within the MBAS budget.

ARTICLE XII: BUDGET

The MBAS funding from MBA students shall be collected by UBC Enrolment Services with the first tuition payment. Both the full- time and part time budgets will be part of a single account at the Alma Mater Society (AMS). However, the budgets will be considered separate and must meet the following criteria:

- A. The overall responsibility of the MBA Society budget rests with the full time President. The part time Presidents are also responsible for the part time budgets.
- B. The Presidents will work together with the VP Finance to create the FT MBAS budget for the fiscal year of May 1st – April 30th. The combined FT MBA and PMBA budget is to be submitted to the AMS Finance Commission by the last business day of June.
- C. After the election of the new VP Finance in the fall, they will revise the budget and submit the revisions to the AMS for approval before January 1st of the following year.
- D. To determine necessary budget amendments, the VP Internal will request budget proposals from all Representatives’ Council members and the Presidents of recognized MBAS clubs by the end of October.
- E. The Executive Council will present a budget proposal at the first Representatives’ Council Meeting after executive handover but before the end of P2 for review.
- F. The Executive Council will then finalize the revised budget for the next General Council Meeting.

- G. The budget may be passed at that same General Council Meeting, or at a later General Council Meeting.
- H. The full-time budget must be revised and passed before January 1st to be adopted and requires a 2/3 majority vote by the FT MBA and PMBA Executive councils.
- I. Reimbursement requests for monetary expenditures that are included in the approved budget do not require a previous approval of a funding request from the Executive Council before the expense is incurred. The limits of the monetary expenditures to be approved are outlined in Article IV, item F.
- J. Expenditures that are not included in the approved budget require the approval of a funding request before the expense is incurred and the approval of a reimbursement request.
- K. A reimbursement will only be processed when supporting documentation is submitted. Guidelines for appropriate documentation are outlined in the AMS Treasurer's handbook.
 - a. Proper documentation consists of
 - i. One (1) copy of the original receipt (purchase receipt only) or one photocopy of the original receipt.
 - ii. Reimbursement request form.
 - iii. Signatures from all required parties.
 - iv. In the case of no receipt/invoice, a memo signed by two MBA Society executives as well as any supporting evidence (e.g. credit card/bank statement, etc.).
 - b. Receipts can be submitted up to 30 days after date of purchase for reimbursements without penalty. Penalty may include a delay in processing up to a declined reimbursement.
 - c. Requests for reimbursements that are completed inconsistently with the above will not be processed.
- L. Funding and reimbursement requests may be passed during Executive Council meetings by majority vote.
- M. In certain circumstances considered by the President, funding and reimbursement requests may be passed electronically by majority vote. Any requests passed electronically must be recorded in the minutes of the following Executive Council meeting.
- N. Any item that has been explicitly approved and referenced in the budget is not considered a restricted item. The following items will only be reimbursed to individuals as determined by the VP Finance and Full-Time or Part-Time Class president on special conditions
 - i. Cell phone plan, to a maximum \$30 per month.
 - ii. Delegate fees for required conference/event attendance.
 - iii. Anything deemed to be beneficial to the operation of the MBAS Examples include, but are not limited to, project management software and stand-up banners with MBAS branding and logo.
 - iv. Alcohol: only when purchased as a gift to non-student guest speakers/lecturers. Or when purchased to run networking events such as wine and cheese social.
 - v. The following items will only be reimbursed with authorization of the VP Finance and Full-Time or Part-Time President:
 - 1. Gas
 - 2. Parking fees
 - 3. Meals
 - vi. The following items will not be reimbursed under any circumstances:
 - 1. Traffic or parking fines

2. Any fines incurred that otherwise would have been avoidable.
 3. Meeting food/meals.
 4. Gratuity or tips above pre-applied gratuity.
- O. Fiscal year of the MBAS starts on May 1st and runs through to April 30th the following year. All reimbursements for a fiscal year must be given to the VP finance 30 business days before the last day of the fiscal year.
- P. All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- Q. If any unauthorized accounts are discovered (i.e. outside bank accounts), the society will be subject to de-constitution under the discretion of the AMS Student Administrative Commission and Finance Commission. These controls are necessary for the protection of the society against a dishonest signing officer, or for protection against the loss of the society's monetary transaction records. Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. The above rule must be strictly adhered to in order to not jeopardize the status of the AMS as a society.
- R. The sole signing officer of the MBA Society shall be the VP Finance.

ARTICLE XIII: RULES

- A. This constitution shall remain the law governing the conduct and activity of the MBAS.
- B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the MBAS in all cases to which they are applicable and in which they are not inconsistent with this Constitution, or any special rules adopted by the MBAS General membership from time to time.
- C. The Combined Executive Council may by a 2/3 majority resolution create further rules and procedures for the MBAS, provided that such rules are consistent with, and subservient to, this Constitution.
- D. Nothing within this constitution shall be interpreted in such a way as to be inconsistent with the AMS Code of Procedure, Bylaws, or Constitution.

ARTICLE XIV: RECORD OF THE CONSTITUTION

- A. A copy of the Constitution shall be posted on the MBAS website and shall also be available upon request to the President of the MBAS.
- B. In circumstances where there is disagreement between two or more copies of the MBAS Constitution, only the printed copy of the MBAS Constitution, kept by the President of the MBAS, signed and dated by all members of the current Combined Executive Council, shall be considered the official version.

ARTICLE XV: AMENDMENTS TO THE CONSTITUTION

- A. This Constitution may be amended at a General Council Meeting of the MBAS or by web vote of MBAS members. An amendment requires a 2/3 majority resolution where quorum is 15% of membership. Any proposed amendments shall be included with the notice of the General Council Meeting / web vote, and such notice of the General Council Meeting shall be given to the MBAS membership no less than 7 days prior to the voting date. By the power of a vote of 2/3 majority or greater of at least fifteen (15%) of the general membership of the MBAS, this constitution will come into force effective August 15th, 2013. All changes must be immediately forwarded to the AMS Student Administrative Commission for final review and approval.

ARTICLE XVI: EXECUTIVE ORDERS OF THE FULL-TIME PRESIDENT OF THE MBAS

The Full-Time President of the MBAS is sworn to uphold the mission and the Constitution of the MBAS. While the constitution, and indeed the spirit of democracy must limit the lawmaking powers of the president, the framework of our constitution demands that the President be afforded the power to see that our rules are faithfully executed.

- A. In instances of an emergency, where time is a mitigating factor, and where it can be demonstrably justified the Full-Time President shall:
- a. Be endowed with the powers to execute the constitution without approval of the Executive Council, Representatives' Council, or General Council.
 - b. Have the power to suspend a member of the Representatives' Council, until a meeting of the Full-Time Executive Council is convened.
 - c. Appoint a temporary member of Representatives' Council for a period of up to one month until ratification at the next Full-Time Executive Council Meeting. The appointee may be removed under the processes of Article V, or by resignation, only.
- B. If the Full-Time President acts in bad faith or in a manner that defies the spirit or constitution of the MBAS in exercising the Power of Executive Order, the Executive Council may, by a 2/3 majority vote, forever remove the power of Combined Executive Order from the current Full-Time President.

ARTICLE XVII: MOTIONS OF CENSURE AND VOTES OF NO CONFIDENCE

- A. The Combined Executive Council, Representatives' Council, or General Council Meeting may by majority vote pass a Motion of Censure against any elected or appointed officer of the MBAS. Notification of the reasons for the Motion of Censure must be given to the person or persons concerned in writing at least three days before the meeting. A person who is the subject of a

Motion of Censure must be given an opportunity to defend himself or herself verbally at the meeting. Motions of Censure passed shall be publicized to all MBAS members by e-mail.

- B. Motions of Censure may be based on, but not limited to, the following reasons:
 - a. Meetings not regularly attended;
 - b. Constitutional duties not fulfilled;
 - c. Agreed tasks not performed in a timely manner;
 - d. Bringing the MBAS or the Sauder School of Business into disrepute.
- C. Subject to the procedures outlined in Article IX, Sections B, C, and D, MBAS members may petition a Vote of No Confidence against any elected or appointed officer of the MBAS. Notwithstanding Article IX Section B, the wording of a Vote of No Confidence does not require acceptance by the President and shall read as follows: “The Sauder School of Business MBA Society has no confidence in [person’s name] in [his/her] capacity as [name of MBAS office or offices]”.
- D. The petition for a Vote of No Confidence may be based on any reason. No reason is needed to be given by the petitioners.
- E. An elected or appointed officer of the MBAS against whom a Vote of No Confidence is passed must resign the named office immediately.
- F. An elected MBAS member may not petition a Vote of No Confidence against an elected or appointed officer of the MBAS under the following circumstances:
 - a. within 90 days of the MBAS officer’s election or appointment to the named office or offices;
 - b. within 90 days of an unsuccessful Vote of No Confidence against the MBAS officer.

ARTICLE XVIII: DUTIES & RESPONSIBILITIES OF ELECTED EXECUTIVE & REPRESENTATIVES

Executive Council Members – Full-Time

- A. The President shall:
 - a. Be enrolled in the full-time MBA program.
 - b. Uphold and exemplify the Vision and Values of the student body.
 - c. Uphold traditions and cultivate a student culture consistent with the MBA Society’s Vision and Values.
 - d. Not participate in the exchange program.
 - e. Represent the interests of all members of the MBAS and maintain equality with respect to benefits and activities provided by the MBAS.
 - f. Represent the MBAS to external communities, the MBA office, and faculty.
 - g. Build strong connections with various school bodies, including the Dean’s Office, MBA Office, and Alumni Office.
 - h. Work with other executive members to bridge the gap between full-time and part-time MBA students and to unite the two programs into a succinct community through the MBAS.

- i. Prepare and distribute agenda and any related materials for each executive meeting 48 hours prior to meeting.
 - j. Chair Executive Council, Representatives' Council, and General Council meetings.
 - k. Reserve the right to designate another member Chair.
 - l. Work with VP Finance to draft budgets for activities and items purchased.
 - m. Work with VP External and External Representatives to attend networking events during school periods.
 - n. Work with AMS executives to maintain departmental club status.
 - o. Hold weekly Office Hours during school periods.
 - p. Hold elections as required in a timely and fair manner.
 - q. Supervise and direct the duties of Executive Council and Representatives' Council members.
 - r. Promote the Sauder School of Business reputation and establish a positive image in the external business community.
 - s. Manage the transition of duties to incoming Council members.
 - t. Be responsible for creating and updating the MBAS Continuity Plan in conjunction with MBAS Executives.
 - u. Be the custodian of traditions and artefacts
 - i. Ensure all traditional events are planned.
 - ii. Ensure all artefacts are created/made available.
 - iii. Ensure traditions and artefacts reflect MBAS values.
 - iv. Propose new traditions and artefacts.
 - v. Ensure detailed documentation, "How to" documents, for all traditions and artefacts are created and maintained.
 - v. Work with the VP Internal to ensure artefacts are visible and/or accessible in the Sauder Community.
 - w. Promote Vision and Values:
 - i. Ensure all MBAS members are aware of our Vision statement and Values.
 - ii. Facilitate discussion of the Vision and Values with the new classes.
 - iii. Ensuring that the Vision statement and Values are promoted and displayed at all MBAS events/meetings and on the MBAS website.
 - iv. Document all new Vision and Values initiatives.
 - v. Consult with Sauder Community members encouraging them to support the Vision and Values.
- B. The Vice-President Academic shall:
- a. Be enrolled in the full-time MBA program.
 - b. Uphold and exemplify the Vision and Values of the student body.
 - c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
 - d. Promote the development of the MBA academic program, liaising as appropriate with the Dean, Assistant Deans, faculty, and MBA Office.

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- e. Attend faculty caucus and other faculty run meetings and provide student input as required.
- f. Liaise regularly with the MBA Office regarding courses and career tracks.
- g. Maintain relations between the MBAS and faculty.
- h. Undertake academic surveys, such as pertaining to appointment, promotions, and tenure as appropriate.
- i. Provide input to the MBA Office in selection of students for events and initiatives.
- j. Take student concerns with regards to faculty, classes, grading/assignments, and exams, gather facts about issues, and act as a liaison between the students and the MBA Office/faculty/Dean.
- k. Execute the Buddy Program during the summer, pairing 1st year students with 2nd year buddies.
- l. Be available to provide advice to classmates in regard to academic issues (from helping to navigate course enrollment to helping to navigate a disagreement between a student and the RHL office).
- m. Co-chair the case competition selection committee with the Case Competition Representative and VP Student Development and communicate information about business case competitions in an efficient manner to the student body (all MBA classes part-time and full-time).

C. The Vice-President Communications shall:

- a. Be enrolled in the full-time MBA program.
- b. Uphold and exemplify the Vision and Values of the student body.
- c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- d. Be responsible for communication within the MBAS.
- e. Circulate weekly MBAS newsletter/e-Letter to all MBAS membership. Alternatively send informational emails, and moderate UBC MBA Facebook page posting updates.
- f. Be responsible for taking or appointing responsibility for taking all meeting minutes and posting all minutes on the MBAS website.
- g. Be responsible for communication of MBAS related information from the MBAS Councils, to the MBAS Membership, Business Careers Centre, MBA Office and Dean's Office.
- h. Work closely with the VP Events.
- i. Administer the MBAS website (with the help of the Website Manager) to ensure that content is maintained and up-to-date.

D. The Vice-President External shall:

- a. Be enrolled in the full-time MBA program.
- b. Uphold and exemplify the Vision and Values of the student body.
- c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- d. Act as the main student liaison to the Business Career Centre (BCC)

- i. Meet with the BCC team every 2 weeks to discuss upcoming events, issues from either sides, and provide student input on upcoming initiatives and events
 - ii. Be a Sauder ambassador and support career success practices amongst the student body, soliciting feedback from the students and communicating BCC initiatives to the students
 - iii. Coordinate class contribution to CPD schedule development and act as regular volunteer for BCC special events.
 - iv. Assist students in preparing for internships and permanent jobs.
 - v. Work closely with VP External to create career opportunities in the external community.
 - vi. Encourage students to reach out to their career advisors and take full advantage of BCC resources
- e. Act as the official MBAS contact for the business community and other Universities.
- f. Work with MBAS Executives to create artifacts through sponsorship (i.e. MBAS Diary/Agenda books).
- g. Coordinate sponsorship effort for MBAS initiatives.
- h. Create/update MBAS sponsorship package.
- i. Create/update MBAS sponsorship plan to help fund major events.
- j. Work with Club Presidents and Representatives to encourage sponsorship of club initiatives.
- k. Oversee all external communications of the MBAS, including formal requests for sponsorship from the business community.
- l. Assist clubs with guest speakers and inform MBA class of relevant events in community.
- m. Encourage and coordinate class participation in volunteer programs and promote class involvement with the external community.
- n. Participate in organizing external networking events, liaising as appropriate with the Alumni Representative, Business Careers Centre Representative, and MBA Office.
- o. Lead the External Representatives' Committee.
- p. Ensure that the MBAS is representing the Sauder School of Business appropriately.
- q. Conduct external networking-related surveys as appropriate.
- r. Initiate and direct community charity initiatives.
- s. Support and attend school and community events representing the MBA Society.

E. The Vice-President Internal shall:

- a. Be enrolled in the full-time MBA program.
- b. Uphold and exemplify the Vision and Values of the student body
- c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- d. Facilitate town halls and MBAS Executive meeting and events.
- e. Coordinate the production of the Full-Time class gifts including the end of the program gift to the school.
- f. Administer graduation photos for the Full-Time class – Emails should be sent out in March. Consult with the Senior Part-Time VP Internal about the graduation photos for the part-time class.

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- g. Coordinate the purchase of legacy items.
- h. Oversee MBAS student areas including decor and upkeep.
- i. Oversee MBAS owned equipment.
- j. Assist student initiatives that may benefit the class.
- k. Sit on the Graduate Student Society (GSS) council as the MBA Society representative.
- l. Organize and execute the MBA Society Full-Time elections with current executive.
- m. Provide support and assistance for the MBA Society Part-Time elections.
- n. Support other student initiatives, such as a Yearbook for the full-time class, a Trek or other student events
- o. Be the custodian of branding including:
 - i. Be a resource for students looking to branded merchandise requests.
 - ii. Ensure students know about and have access to Sauder merchandise.
 - iii. Build and maintain a relationship with the Sauder marketing department.
 - iv. Support and attend school and community events representing the MBA Society.
- p. Not participate in Exchange Program
- q. In the event of the incapacitation or removal of the MBAS FT President, the FT VP Internal shall assume the roles and responsibilities as FT President until such time as MBAS elections can be held to fill the FT President position

F. The Vice-President Finance shall:

- a. Be enrolled in the full-time MBA program.
- b. Uphold and exemplify the Vision and Values of the student body.
- c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- d. Be familiar with and abide by the AMS Treasurer's Handbook.
- e. Act as the Treasurer to the AMS for the MBAS by:
 - i. Ensuring all funding/reimbursement form information is complete
 - ii. Providing sign-off on funding/reimbursement requests.
 - iii. Listing, distributing and presenting MBAS funding/reimbursement requests at Executive Council meetings for approval.
 - iv. Maintaining and updating budget balances by:
 - 1. Recording each cheque written.
 - 2. Recording each statement received.
 - 3. Ensuring no overspending
 - v. Reallocating budget as needed during the period.
 - vi. Balancing final budget with incoming VP Finance.
- f. Liaise with the UBC Central Finance office, GSS, AMS, and MBA Office to facilitate the transfer of student fees.
 - i. For FT MBA: Tuition is collected by UBC Central Finance in September. Fees are expected to be paid to the MBAS in October.
 - ii. For P MBA: Tuition is collected by UBC Central Finance in February. Fees are expected to be paid to the MBAS in March.

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- g. Create and submit the MBAS budget to the MBA Society General Council upon consultation with the Executive Council.
 - h. Audit and approve all individual Representatives' Council budgets and Club President's budget with consultation with the Executive Council.
 - i. Publish income statements when required by the Society with no less than one per academic term.
 - j. Ensure proper auditing procedures are followed.
 - k. Provide sign-off on funding/reimbursement requests for Dean's Office requests.
- G. The Vice-President Events shall:
- a. Be enrolled in the full-time MBA program.
 - b. Uphold and exemplify the Vision and Values of the student body.
 - c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
 - d. Plan and coordinate all current and new MBAS traditional events (any and all of which are optional and are to be selected based on their ability to meet financial and logistical capabilities).
 - i. Forget Integrated Foundations party
 - ii. December Gala
 - iii. Welcome Back After Summer Party/Boat Cruise
 - iv. Net Impact Conference
 - v. Snowcase
 - vi. Alumni Hockey Tournament
 - vii. UBC MBA Sailing Regatta
 - e. Organize and communicate regular social events for Full-Time MBA Classes.
 - f. Work with Part-Time VP Events to organize and communicate regular social events for all MBA Classes through an MBA events calendar, maintained online.
 - g. Follow up with Club Presidents to ensure events are consistently being planned.
 - h. Support the MBAS event logistics.
 - i. Support student initiatives that benefit the class.
 - j. Support the logistics of club and MBAS events such as room booking, form and banner design, parking passes, and guest speaker gifts.
 - k. Support and provide assistance to Representatives and Club Presidents, including:
 - i. At the end of the Integrated Foundation, organize an opportunity for the current class to join clubs
 - ii. Organize the annual Clubs Day event in the fall for the new, incoming class
 - l. Support club presidents with logistics for events and meetings.
 - m. Support the logistics of events such as registration, catering, form and banner designs, and guest speaker gifts.
 - n. Inform current MBA students of events in the local business community.
 - o. Not participate in exchange program
- H. The Vice President Student Development shall:

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- a. Be enrolled in the full-time MBA program.
- b. Uphold and exemplify the Vision and Values of the student body.
- c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- d. Organize and support the creation of non-academic student development activities such as: mentorship and buddy programs.
- e. Co-chair the case competition selection committee with the VP Academic and communicate information about business case competitions in an efficient manner to the student body (all MBA classes: both part-time and full-time).
- f. Support and provide assistance to the Sauder MBA Games team by doing the following:
 - i. Work closely with the MBA Games Student Representatives, Sauder Faculty, MBA Office, and Dean's Office to ensure that Sauder fields a strong, diverse team.
 - ii. Help team captains to organize appropriate support, such as coaching, practice, and/or mock situations.
- g. Act as a liaison between the student body and the MBAS Executive with regards to student initiatives, ensuring that they are brought to a vote when necessary.
- h. Act as a liaison between the MBA executive and the MBA Office in regard to non-academic student development opportunities and student led initiatives.

Executive Council Members – PMBA

- I. The President (Senior or Junior PMBA Cohort) shall:
 - a. Be the elected President of the Senior or Junior cohort of the PT MBA program.
 - b. Uphold and exemplify the Vision and Values of the student body.
 - c. Uphold traditions and cultivate a student culture consistent with the Vision and Values.
 - d. The Senior Cohort President will fulfill the responsibilities of the full-time President if the President is unavailable.
 - e. Work with the other part-time Cohort President and full-time President to bridge the gap between the respective PT and FT cohorts and to unite the programs into a succinct community.
 - f. Support the full-time President, and cohort Vice-Presidents in their duties.
 - g. Represent the part-time program and cohort to the MBAS, the Dean's Office, the MBA Office, and university faculty.
 - h. Act as the official cohort contact for the business community and other Universities.
 - i. Build strong connections with various university bodies including the Dean's Office, the MBA Office, the Business Career Centre, and the Alumni Office.
 - j. Work with the cohort Vice-Presidents to draft a cohort budget for events and activities.
 - k. Work with the cohort Vice-Presidents to organize and communicate networking, speaker and social events.
 - l. Communicate with and act as a liaison to former part-time Presidents for the purpose of maintained alumni involvement in the governance and ongoing restructuring of the MBAS.
 - m. Coordinate MBAS involvement in the orientation of the incoming classes.

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- n. Provide mentorship and assistance to the FT MBA and Junior PMBA Cohort Executives and ensure a complete and seamless transition of MBAS roles and responsibilities to the incoming classes.

I. The Vice-President External (Senior or Junior PMBA Cohort) shall:

- a) Be enrolled in the part-time MBA program in the Senior and Junior cohorts, respectively.
- b) In all responsibilities, the Senior part-time VP External will lead and mentor the Junior part-time VP External.
- c) Uphold and exemplify the Vision and Values of the student body.
- d) Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- e) Establish and build contact for MBAS within the business community and other Universities.
- f) Oversee and support the part-time MBA Executive Team in all external communications pertaining to the part-time Cohorts including formal requests for sponsorship from the business community.
- g) Encourage and participate in volunteer programs and promote community involvement.
- h) Participate in organizing external networking events for their respective part-time MBA classes, liaising as appropriate with the rest of the part-time MBA Executive team, the general MBA Society Executive Team, Business Careers Centre Representative, and MBA Office.
- i) Ensure that their respective part-time MBA Classes are representing the Sauder School of Business appropriately.
- j) Inform MBAS members of relevant events in the business community.
- k) Conduct external networking-related surveys as appropriate.

J. The Vice-President Internal (Senior or Junior PMBA Cohort) shall:

- a) Be enrolled in the PMBA program in the Senior and Junior cohorts, respectively.
- b) In all responsibilities, the Senior part-time VP Internal will lead and mentor the Junior part-time VP Internal.
- c) Uphold and exemplify the Vision and Values of the student body.
- d) Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- e) Represent part-time students interests to the MBA Office (MBAO)
 - i. Work with MBAO to address student concerns regarding instructor assignment/scheduling/performance
 - ii. Champion part-time student “customer service” concerns regarding facilities, catering, technology, feedback.
- f) Be the custodian of branding
 - i. Be a resource for students looking to branded merchandise requests.
 - ii. Ensure students know about and have access to Sauder merchandise.
 - iii. Build and maintain a relationship with the Sauder marketing department.
- g) Coordinate internal affairs of MBA Society, including:

- i. Organize and execute the MBA Society Part-Time elections with current executive.
 - ii. Administer the production of business cards for the part-time class.
 - iii. Administer graduation photos for the part-time class (coordinate with the Full-Time VP Internal).
 - iv. Administer the part-time class gift at the end of the program.
 - v. Support other student initiatives, such as a Yearbook for the part-time class, a Trek or other student events.
 - vi. Support and participate in student events, such as Orientation weekend for the incoming class.
- h) Support and provide assistance to club presidents, including:
 - i. Make part-time student body aware of opportunities to join the student clubs.
 - ii. Invite Club Presidents to introduce their clubs to the part-time cohort.
 - iii. Support club presidents with logistics for events and meetings.
- i) Attend school and community events representing the MBA Society.
- j) Administer gifts for guest speakers, core instructors, and student recognition through Sauder marketing, MBAO and external sources.
- k) Work with VP Academic role to communicate with Part-Time classes.
- l) The Senior VP Internal will be the GSS Representative for MBA Part-Time Classes.
- m) Be the GSS Representative for MBA Part-Time Classes.

K. The Vice-President Events (Senior or Junior PMBA Cohort) shall:

- a) Be enrolled in the Part-time MBA program in the Senior and Junior cohorts, respectively.
- b) In all responsibilities, the Senior part-time VP Events will lead and mentor the Junior part-time VP Events.
- c) Uphold and exemplify the Vision and Values of the student body.
- d) Uphold traditions and cultivate a student culture consistent with the Vision and Values.
- e) Participate in organizing and communicating networking and speaker events, liaising as appropriate with the MBAS through the President.
- f) Organize and communicate social events, liaising as appropriate with the MBAS through the President.
- g) Support the logistics of cohort events such as registration, catering, form and banner designs, and guest speaker gifts.
- h) Collaborate with VP External and VP Internal to communicate pertinent events and activities to the respective cohort and, when applicable, to other PT cohorts through the MBAS.

Representative Council Members:

L. Club Presidents

- a) Attend MBAS Representative Meetings.
- b) Attend club days.
- c) Recruit club membership from all MBA classes.
- d) Organize club events (meetings, field trips, speakers, etc.).

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- e) Facilitate interactions between business / industry people and associations and students.
- f) Create comprehensive hand-off document for the next club president which includes the following information:
- g) A description of your position.
 - i. A description of the club.
 - ii. Contact information for key internal / external people.
 - iii. Your contact information.
 - iv. A description of all events held including: name, objective of event, location, scheduling, length, preparation required, contact information, initiators name, level of success, suggestions for improvement, sources of funding.
 - v. Suggested source of support / funding.
 - vi. Suggestions for future events.
 - vii. Propose club budget to VP Finance by October 30th.
 - viii. Propose events calendar to VP Finance by October 30th.
 - ix. Highlights including what worked well, areas for improvement, suggestions, and what you would do differently.
 - x. Be a resource for future club presidents.

N. International Representative

- a) Be the primary point of contact for all international MBA students, always available to handle questions, issues, concerns.
- b) Be the primary point of contact for all incoming exchange students, always available to handle questions, issues, concerns.
- c) Work closely with the VP External to welcome the incoming exchange students to Sauder and ensure a mutually beneficial experience for all parties.
- d) Facilitate a general learning and appreciation of the different cultures we have in the class, both on an academic and a social level.
- e) Encourage the participation of international students in the “Canadian experience”, regardless of whether they intend to stay in Canada after graduation.
- f) Continuously look for ways to enrich the Sauder MBA by leveraging the tremendous diversity we have in our class.
- g) Work with VP Events to plan and coordinate cultural events.

O. Alumni Representative

- a) Act as bridge, facilitating communications as a student liaison between UBC Alumni Relations Office, Sauder External Relations and MBA classes.
- b) Create and promote events with Alumni outside of UBC and Sauder formal offices.
- c) Ensure all current MBA students register on the Alumni Web Portal prior to graduation.
- d) Organize events for the class that build and strengthen relationships within the Alumni network.

P. Sports Representative

- a) Encourage MBAS members to engage in physical activity.
- b) Organize various sports teams to participate in both Vancouver and UBC leagues.
- c) Aid in registration in August, December, and April.

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- d) Aid in ordering of uniforms.
- e) Organize fun sporting competitions such as foosball, pool, and ping pong leagues.
- f) Liaise with various other MBA schools to organize sports trips
- g) Organize tournaments for MBAS teams.
- h) Act as liaison with UBC Recreation (Intramurals) to ensure that the MBA classes are able to participate in UBC Recreation events.
- i) Facilitate the formation of teams to participate in various UBC Recreation and external Vancouver events such as:
 - i. UBC Rec Softball tournament (September)
 - ii. Day of the Longboat at UBC (September)
 - iii. Vancouver / Victoria Half and Full Marathon (June / October)
 - iv. Storm the Wall at UBC (March)
 - v. Sun Run (April)
 - vi. UBC Triathlon / Duathlon (April)
 - vii. Dragon Boat Festival (June)
- j) Support the efforts of students who form their own MBA sports teams and events.
- k) Submit a budget request to the VP Finance by October 30th.

Q. MBA Games Representative

- a) Collaborate with the Case Committee Representative, the Core Faculty, and the MBA office to select a strong, diverse team that will produce the best results, while appropriately representing the Robert H. Lee Graduate School.
- b) Plan and complete filming of the Lip Dub/Promotional video for submission.
- c) Ensure the Sauder brand is appropriately represented at the MBA Games at all times.
- d) Work with the Case Committee representative to ensure case competition teams receive coaching before the games & facilitate practices for teams competing in the athletic events.
- e) Organize tasteful and spirited team cheers for Sauder at the event.
- f) Aid in team registration and ordering of team uniforms.
- g) Submit a request for funding to the VP Finance by Nov 30th.

R. Case Committee Representative

- a) Encourage MBAS Members to participate in Academic Competitions.
- b) Collaborate with the members of the case competition selection committee to select students to compete in both Canadian and International Case Competitions.
- c) Facilitate coaching of MBAS competitors with Sauder Case.
- d) Competition Coaches, as recommended by the MBA Office.
- e) Work with the MBA Games Representative to select strong, diverse, and competitive team members for the academic competition.
- f) Support the efforts of students who form their own competition teams
- g) Submit a list of competitions the MBAS members will compete in with an approximate budget request to the VP Finance by October 30th.

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ARTICLE XIX: AMS MEMBERSHIP

A. If mandated by a 2/3 majority represented by a quorum of 15% from each of the current full-time and part-time MBAS membership classes, the continuation of the MBAS's membership to the AMS of UBC can be put to a vote in which the same

2/3 majority from 15% of each of the current full-time and part-time classes is required to cancel the MBAS' membership to the AMS of UBC. After the vote, three months' notice is required according to the Memorandum of Understanding between the GSS and the AMS to advise the AMS of withdrawal of membership.

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SIGNATURES:

Full-Time Executive:

President Date

Vice President External Date

Vice President Internal Date

Vice President Finance Date

Vice President Communications Date

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Vice President Academic Date

Vice President Events Date

Vice President Student Development Date

Part-Time Executive:

President, Senior Cohort

President, Junior Cohort

Vice President External, Senior Cohort

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Vice President External, Junior Cohort

Vice President Internal, Senior Cohort

Vice President Internal, Junior Cohort

Vice President Events, Junior Cohort