

University of Notre Dame
Mendoza College of Business
MBA Association Bylaws
(Revised February 2020)

Section I. The MBA Association (MBAA)

Article 1.01

The MBAA is responsible for acting as a liaison and representative of all Notre Dame (ND) MBA students and alumni to the university community and the world. The MBAA is responsible for activities, programs, and initiatives for the ND MBA community, including students, students' families, faculty, and administrators. All activities of the MBAA should be conducted with respect for its constituencies, the ND MBA Program, the University of Notre Dame, and the surrounding community and should serve to better promote the ND MBA Program within the mission of the Mendoza Graduate Business Programs.

Section II. MBAA Organizational Structure

MBAA Councils & Class Representation

Article 2.01

The MBAA is generally considered to represent the entire MBA student body and specifically in this document refers to the entire MBAA Council.

Article 2.02

The Executive Council consists of the President, Executive Vice President (EVP), Chief Financial Officer (CFO), Chief Communications Officer (CCO), Chief Veterans Officer (CVO), Chief Diversity Officer (CDO), and Chief International Officer (CIO).

Article 2.03

The MBAA Council includes the entire Executive Council and all elected Vice Presidents. During modules (mod) one, two, and three, the Council will expand to include four representatives of the first-year class.

Article 2.04

The one-year program shall be represented on the MBAA by the EVP, Vice President of Community Outreach, and the Vice President of Student Activities Committee (SAC) (1Y).

Officer & Representative Eligibility

Article 2.05

The President, CFO, and CCO positions will be held by full-time students in the two-year program. The President must be located at the South Bend campus during the fall and spring semesters of his/her term.

Article 2.06

The EVP position will be held by a student in the one-year program.

Article 2.07

The CVO position will be held by the President of the MBA Veterans Club. The CVO will be held by a full-time student enrolled in the two-year program.

Article 2.08

The CIO position will be held by a full-time international student enrolled in the two-year program.

Article 2.09

The CDO position will be held by a full-time student enrolled in the two-year program. The CDO does not have to come from a minority background. The position is open to all students.

Article 2.10

The Vice Presidents (VP) of Clubs, Academic and Student Affairs, Career Development, Faith Development, Alumni Relations, SAC (2Y), Family Life Committee (FLC), Recruitment, and Technology must be full-time students in the two-year program.

Article 2.11

The VPs of Community Outreach, and SAC (1Y), must be full-time students in the one-year program.

Article 2.12

The VP of FLC position will be held by a full-time student enrolled in the two-year program, who is a member of the FLC.

Article 2.13

Four First-Year Class Representatives shall join the MBAA Council during mods one, two and three. Students enrolled in their first-year of the two-year program will hold these positions. These Representatives should supplement the responsibilities of specific VPs, and members of the Executive Council in the MBAA at the President's discretion. These temporary positions shall be eliminated, following general elections in mod three.

Section III. Officer and Representative Responsibilities**Article 3.01**

All students elected to the MBAA are to serve as representatives of their classmates. They are also responsible for assisting in official MBAA activities and efforts.

Officer Responsibilities

Article 3.02

The President shall be elected from the two-year program. S/he shall act as the primary liaison and representative of the MBA student body to program and University administration and the MBA program's various constituencies. S/he is responsible for calling and leading all MBAA meetings and overseeing the execution of MBAA activities and initiatives. S/he shall brief the class at least once per mod on the activities of the MBAA and meet with the Senior Director of Graduate Business Programs on a frequent basis (at least biweekly). S/he shall serve as the graduate student representative to the College of Business Administration Council and will be responsible for convening the Graduate Business Union. S/he shall assume responsibility (and delegation authority) for all other duties that are not outlined in these bylaws.

Article 3.03

The past President shall have the same duties as that of a Class Representative at the request of the newly elected president.

Article 3.04

The EVP shall be elected from the one-year program. S/he and the VP of Technology shall also serve as Election Commissioner in the fall MBAA general elections and referendums, not Summer one-year elections, or appoint someone to serve in that capacity on a case-by-case basis. The EVP will also lead the annual bylaw review, soliciting input from other MBAA Officers, and conducting the approval of the new bylaws. The EVP shall foster collaboration between the one-year MBA students and the MBAA. The EVP will initiate class integration activities throughout Mendoza as well as with the Graduate Student Union (GSU) throughout the academic year. The EVP is the immediate assistant and successor to the President.

Article 3.05

The CFO shall be elected from the two-year program. S/he manages the budget of the MBAA as distributed by the Mendoza College of Business' administration and directs the treasury activity of MBA committees. This includes, but is not limited to, committee and board expenditures, club funding, and reimbursement requests. S/he must submit a budget proposal to the MBAA for the academic year no later than the third week of the fall semester. Prior to submitting the proposed budget for approval by the MBAA, the CFO should review the proposal with GBP administration to align with Mendoza initiatives. The CFO should provide budget status updates following each mod. The CFO must supply committees and clubs with the appropriate information and/or application to receive funding from the MBAA and make recommendations on those requests. S/he is also responsible for monitoring and auditing the financial statements of MBA clubs that receive funding from the MBAA. S/he maintains funding authorization power of the MBAA.

Article 3.06

The CCO shall be elected from the two-year program. S/he is responsible for coordinating communication among the MBA community as well as creating the incoming OY and TY class group chats. This includes, but is not limited to: taking minutes during MBAA meetings, generating online content for the MBA student social media accounts, and communicating MBAA activities and events to the student body on a routine basis. S/he is also responsible for helping the administration assign mass-email privileges to MBAA members and committee heads and for approving/denying mass-email requests sent by non-authorized senders, in accordance with university and MBAA policy. The CCO is further responsible for maintaining attendance lists for MBAA Council meetings, warning Council members who will violate the attendance policy with another missed meeting and informing the Executive Council when any Council member has broken the attendance policy. S/he and the VP of Technology shall also serve as Election Commissioner(s) in the Summer one-year MBAA program elections and referendums or appoint someone to serve in that capacity on a case-by-case basis.

Article 3.07

The CVO shall assume all MBAA responsibilities immediately upon being elected the President of the Veterans Club. S/he is primarily responsible for representing veteran MBA student interests. This includes, but is not limited to, acting as a Veteran's liaison for the administration, student body, and other University-affiliated organizations. The CVO is also responsible for supporting all the activities of the Veterans Club and committees of the MBAA. This representative shall also serve as a project manager for various special needs in the MBA program.

Article 3.08

The CDO shall be elected from the two-year program. S/he is primarily responsible for representing all MBA student interests while acting to create a diverse and inclusive student body experience. This includes, but is not limited to, acting as diversity student liaison for the administration, student body, and other University-affiliated diversity organizations. The CDO is also responsible for supporting activities of diversity student clubs and committees of the MBAA. The CDO will work with Mendoza staff and leaders from the various leaders of MBA diversity organizations (LGBTQ and Allies, Black Graduates in Management, Hispanic Club, MBA Asian Club, Women in Business, etc.) to plan and host events promoting diversity and inclusion.

Article 3.09

The CIO shall be elected from the two-year program. S/he is primarily responsible for representing international MBA student interests. This includes, but is not limited to, acting as an international student liaison for the administration, student body, and other University-affiliated international organizations. The CIO should support the GBP administration and promote events that celebrate major holidays of international cultures within the MBA student body. The CIO is also responsible for supporting all the activities of the international clubs and committees of the MBAA. The CIO also works with the VP of Career Development to plan and execute career-related activities specifically for the international student population.

Representative Responsibilities

Article 3.10

The VP of Clubs shall be elected from the two-year program. S/he is responsible for scheduling the MBAA Clubs Fair which should be held no later than two weeks into mod one, coordination of MBA club activities and events and for ensuring the clubs represent the professional and ethical standards of the MBA Program. S/he shall call and organize all meetings of the Presidents' Roundtable, a discussion group of MBA club presidents, once a mod. S/he shall be responsible for overseeing the Clubs' Bylaws amendment process and their submission to the Student Activity Office (SAO). S/he shall be responsible for coordinating planning efforts for ND Day, coordinating and scheduling of concession stands during home football games and working directly with SAO and Mendoza's student services office.

Article 3.11

The VP of Recruitment shall be elected from the two-year program who has been active with the Student Ambassador program. S/he is responsible for scheduling Student Ambassador volunteers to welcome prospective students to campus and assisting Admissions with recruiting events like Preview Day and Welcome Weekend. The VP of Recruitment is responsible for coordinating the activities of the Recruitment committee and for forming the committee itself. S/he shall serve as the liaison between Admissions and the MBAA.

Article 3.12

The VP of Academic and Student Affairs shall be elected from the two-year program. S/he is responsible for coordinating MBAA activities with the Academic and Student Affairs committee and for forming the committee itself. Once per semester, the VP of Academic and Student Affairs will oversee the administration of the Dean Woo Leadership Award. The VP of Academic and Student Affairs will oversee all peer mentorship programs within the Mendoza College of Business Graduate programs. S/he shall host the Class Electives Fair at the beginning of mod two and serve as the liaison between the Academic and Student Affairs Committee, the MBA Faculty, GBP Student Services and the MBAA.

Article 3.13

The VP of Alumni shall be elected from the two-year program. S/he is responsible for coordinating MBAA activities with the Alumni development committee and for forming the committee itself and activities related to the MBA class gift. S/he will act as a liaison between the MBAA and the Alumni Relations Offices of both the MBA Program and the University of Notre Dame, to improve alumni relations. The VP of Alumni will also act as the liaison to the Mendoza Graduate Alumni Board.

Article 3.14

The VP of Career Development shall be elected from the two-year program. S/he is responsible for schedule coordination between the student body and Graduate Career Services and for developing and executing programs that will enhance students' career planning. The VP of Career Development also works with the VP of Academic and Student Affairs to oversee career-related mentoring programs within the Mendoza College of Business, and with the CIO

to plan and execute career-related activities specifically for the international student population. S/he shall serve as a liaison between Graduate Career Services and the MBAA. The VP of Career Development will also serve as a liaison to the Corporate Advisory Board.

Article 3.15

The VP of Community Outreach shall be elected from the one-year program. His/her primary responsibility will be to coordinate business-related community outreach and other forms of community service, including the Meals on Wheels volunteers, on behalf of the MBA student body. Furthermore, s/he will advocate for the use of business to address social and environmental problems within the Mendoza community. This work is to be performed in conjunction with Graduate Business Programs Office and University, as a whole. In addition, s/he will work closely with the Net Impact Club in an advisory and support role.

Article 3.16

The VP of Faith Development shall be elected from the two-year program. S/he is responsible for helping to connect graduate business students to the mission of the University of Notre Dame: the pursuit of truth and human dignity in academics and business, informed by Notre Dame's Catholic identity and the life of Christ. The VP of Faith Development is responsible for coordinating the activities of the Faith Development committee and forming the committee itself. The VP of Faith Development also helps students of all faith traditions foster their faith experience at Mendoza by providing resources for growth and worship (both on-campus and in the local community) and opportunities for collegial discussion on the role of faith in business.

Article 3.17

The VP of Technology shall be elected from the two-year program. S/he is responsible for facilitating effective use of technology in the student body. S/he will coordinate with the MBA faculty and staff about changing technology needs and work with Mendoza's Office of Information Technology (OIT) staff to coordinate and supplement proper training for students on relevant ND technology. In addition, s/he shall assist the CCO in Summer one-year elections and the EVP in Fall and Spring general elections.

Article 3.18

The VP of the Family Life Committee (FLC) shall be elected from the two-year program. S/he is responsible for coordinating events and activities that help families living and transitioning to South Bend. This representative will be a member of the FLC.

Article 3.19

There will be three VPs for the Students Activities Committee (SAC), two from the two-year program and one from the one-year program. All officers are expected to work as a team and are responsible for organizing events that foster engagement across the MBA program, and also collaborate with Mendoza specialized Masters programs, and other programs at ND. Each VP of SAC will have a vote in proposals.

Article 3.20

The First-Year Representatives shall sit on the regular MBAA Council until their positions terminate, following the general elections held in mod three. The current MBAA Council will determine which shadow positions are available for each year. Representative positions are temporary and intended to give the first-year class a voice on the Council until the conclusion of general elections. After these positions terminate, no new class-specific representatives shall be elected, until the following school year.

Article 3.21

All MBAA Officers and Representatives are also responsible for a yearly bylaw review, which will be led by the EVP.

Article 3.22

The order of succession of the MBAA shall be: President, EVP, CFO, CCO, CVO, CDO and CIO. In the event that an Executive Council position other than the Presidency is vacant, a sitting member on the MBAA Council shall serve in that position until a new election is held. An election may be held on the regularly scheduled date or a new election may be called at the discretion of the President. When a VP assumes an Executive Council Officer position, the VP's vacant position will be filled by Executive Council appointment, subject to a vote by the MBAA.

Attendance

Article 3.23

Attendance is required at all official meetings of the MBAA and Executive Council meetings. Excused absences may be granted at the sole discretion of the MBAA President. Any member who has missed two unexcused official meetings shall receive a warning from the CCO. When a third meeting is missed, the member shall be put on probation and any additional absences will mean automatic dismissal from office. Exceptions will only be granted by a unanimous vote of the Executive Council.

Article 3.24

MBAA Council members who wish to participate in prolonged study abroad programs are expected to fulfill their MBAA leadership responsibilities. To be eligible for study abroad programs, MBAA members must:

- Submit a written work plan to the President, detailing how Council responsibilities will be fulfilled, in the member's absence (work remotely, transfer responsibility to a specific colleague, etc);
- Arrange to attend weekly MBAA meetings remotely;
- Receive authorization to travel abroad from two of the following three sources: The MBAA President *and/or* the Senior MBA Program Director *and/or* a 2/3 majority of the MBAA members.

If responsibilities cannot be fulfilled from abroad, the Officer must forego the opportunity to study abroad. No more than three Council members at a time may travel abroad, without obtaining explicit permission from the Senior MBA Program Director. Permission to travel will be granted on a first-come-first-served basis.

Unplanned Succession

Article 3.25

In the event that the President is not able to serve out his/her term, the EVP shall assume the duties of the President for the remainder of the term. The resulting EVP vacancy shall then be filled according to the procedures outlined in Article 3.22.

Article 3.26

In the event that any MBAA Officer is not able to serve out his/her term, the MBAA Executive Council shall fill the position by appointment, subject to a vote by the MBAA Officers.

Section IV. MBAA Elections

Vacancy

Article 3.27

In the event that any MBAA Officer is notified that s/he is put on academic probation during his/her term, that MBAA Officer shall notify the MBAA President within one week.

Article 3.28

In the event that any MBAA position goes unfilled during an election cycle, refer to Article 3.26.

Election Oversight

Article 4.01

All elections shall be the responsibility of the Election Commissioners, with oversight by the Assistant Dean of the MBA Program or a member of the MBA administration staff.

Article 4.02

The EVP, VP of Technology, and CCO shall be the default Election Commissioners for MBAA elections. In a case where the CCO and VP of Technology cannot perform their duties due to a conflict of interest, the President and EVP shall choose a designee from the current MBAA to act as Election Commissioner.

Article 4.03

The Election Commissioner and the incumbent Executive Council of the MBAA should administer election procedures. First-year Representatives may not administer the election procedures.

Election Timing

Article 4.04

Election of the EVP, VP of Community Outreach, and VP of SAC (1Y) (hereafter referred to as “one-year elections”) shall occur after the July 4th holiday and before mod one begins.

Article 4.05

Election of the First-year Representatives shall be held during the second half of mod one between midterms and finals. One-year elections must be finalized prior to holding First-year Representative elections.

Article 4.06

Election of the President, CFO, CCO, CIO, CDO, and VPs of Clubs, Career Development, Technology, Faith Development, Alumni Relations, Recruitment, SAC (2Y), FLC, and Academic and Student Affairs (hereafter referred to collectively as the “General Elections”) shall occur during the second half of mod three sometime between midterms and finals of the students’ first year.

Article 4.07

The election for President shall be held separately from the other positions so that students who run for the position of President but are not elected may run for an alternate MBAA position. The election for President will occur one week before all of the other general election positions.

Candidate Eligibility

Article 4.08

Eligible candidates for general elections shall be members of the two-year class unless specified otherwise above, who are in their first year of study and who are in good academic standing, as determined by the MBA Program Office. With the exception of Presidential candidates, candidates for MBAA Officer positions may run for only one position in the election. Eligible candidates for any MBAA position shall run individually.

Article 4.09

Eligible candidates for one-year positions (EVP, VP of Community Outreach, VP of SAC (1Y)) shall be members of the one-year class, who are in good academic standing, as determined by the MBA Program Office. Candidates for one-year program Officer positions may run for only one position in the election.

Article 4.10

Eligible candidates for First-year Representatives shall be members of the two-year program, who are in their first year of study, and who are in good academic standing, as determined by the MBA Program Office.

Nominations

Article 4.12

The Election Commissioner shall call for nominations no later than two weeks prior to an election and will continue to accept nominations until at least one week before an election.

Article 4.13

Candidates may be self-nominated or nominated by a peer.

Article 4.14

If nominated by a peer, the candidate must be informed by the Election Commissioner of his/her nomination, such that the peer's identity remains confidential.

Article 4.15

If nominated by a peer, the candidate may either accept or decline the nomination.

Article 4.16

Candidates shall inform the Election Commissioner of their intention to run for election in written format.

Article 4.17

Once all nominations have been processed, the Election Commissioner shall publicize the full list of candidates to the student body one week before the election.

Article 4.18

All students enrolled full-time in the MBA program, regardless of class year, may cast one vote for each position on the Executive Council and regular MBA Council with the exception of the following positions: CIO, CVO, VP of FLC, First-year Representatives, EVP, VP of Community Outreach and SAC (1Y), which are subject to the following exceptions.

Article 4.19

Only full-time, one-year program students are eligible to vote in one-year elections.

Article 4.20

Only students who are not citizens of the United States are eligible to vote for the Chief International Officer.

Article 4.21

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Article 4.22

Only full-time, two-year students who are in their first year of study are eligible to vote for First-Year Representatives.

Article 4.23

In the election of the First-Year Class Representatives, each voter may cast ballots for as many seats as there are to be elected for a position (i.e. one vote each per First-Year Class Representative position).

Article 4.24

All students shall have one vote in any student referendums brought before the program.

Article 4.25

Eligible voters in the ND MBA study abroad program(s) shall be afforded the opportunity to vote in elections through the same electronic format available to all other students and shall receive the same correspondence sent to all students regarding the elections.

Article 4.26

Only students who are members of the Veterans Club are eligible to vote for the Chief Veterans Officer.

Campaigning

Article 4.27

Candidates must submit a written platform to the Election Commissioner, by a predetermined deadline, set by the Election Commissioner. The platform shall be typed, minimum 12-point font, single spaced, no longer than one-page, and use 1" margins. The platforms of each candidate shall be disseminated to the entire student body via email, InsideND, and/or any other method the Election Commissioner deems viable (e.g., whiteboards, plasma television) by no later than Monday, 6:00 p.m. the week of the elections.

Article 4.28

Absolutely no form of campaigning (i.e. flyers/signs/posters, parties, physical presence at a voting table, etc.) is permitted, other than word of mouth, written platforms as referenced above, and the campaign speech. Additionally, no digital media shall be used to campaign or announce candidacy, including but not limited to website posts/design, blogs, emails, or social media. These campaign rules allow all candidates to have an equal voice and opportunity with the student body.

Article 4.29

The Election Commissioner is charged with informing candidates about these campaigning restrictions immediately upon receiving their intent to run. It shall be the responsibility of the Election Commissioner to disseminate or delegate the dissemination of information to candidates and their constituents to the appropriate degree of campaigning that shall take place.

Article 4.30

The incumbent President, the EVP, and additional Election Commissioners may convene a special meeting to discuss removal of any candidate who violates campaigning restrictions. Any attempt to circumvent the campaign rules may be construed as 'cheating' and brought to the attention of the administration for further action. This act is at the discretion of the President, EVP, and additional Election Commissioners and should be used in only the most egregious cases.

Election Procedures

Article 4.31

The election process shall occur as follows:

1. After nominations have been processed (see above articles 4.12 - 4.17), the Election Commissioner shall notify the entire body of eligible voters about the candidates running for each position via email, and any other format deemed appropriate, no later than one week prior to the election.
2. Speeches shall be given at a candidate forum to be held on a weeknight during the election week. (Please refer to "Campaigning" for rules governing speeches and campaigns.)
3. Following the candidate forum, voting shall occur, according to the procedures outlined in this document (Please refer to "Voter Eligibility and Voting Procedure" for rules governing eligible voters and the voting process).
4. Upon conclusion of the voting process, candidates shall be notified of the results. After candidates have been notified, the election results will be announced to all students.

Voting Procedures

Article 4.32

Voting shall be administered by the Election Commissioner or a member of the incumbent MBAA, in the event the Commissioner is unable to perform this duty.

Article 4.33

Voting shall take place electronically, beginning immediately after the candidate forum. Voting for the MBAA President shall remain open for at least 48 hours. Voting for the remaining general Officer positions shall remain open for at least 48 hours following the general Officer candidate forum.

Article 4.34

To monitor that each individual vote only once, the administration shall provide a unique link and/or collect student emails to ensure that students vote only once. Confidentiality shall be maintained, and student records will not be attached to any votes cast.

*Tied Elections and Run-Off Procedure***Article 4.35**

If a tie results, a run-off election (maximum of two run-offs) shall be held between the top two vote receivers for that office. The run-off election shall be held within one week of the initial election.

Article 4.36

If a second tie occurs: The two candidates shall reiterate their positions at a special candidate forum to be held during the same week as the first run-off. Voting for the second run-off shall occur the next day.

Article 4.37

If a third tie occurs: The existing regular MBA Council and the MBA Executive Council (including both the newly elected and the former members) shall vote to decide the winner.

*One-year Election Considerations***Article 4.38**

The one-year position elections shall follow the same rules as those of the general MBA elections regarding general election, voting, and campaigning.

Article 4.39

If the CCO and VP of Technology will not remain in the South Bend area during the Summer, all or a portion of the one-year Election Commissioner responsibilities should be delegated to a member of the MBA Council who is still present at the University of Notre Dame or to a member of the administrative staff in the MBA Program Office.

Article 4.40

No other exceptions shall apply unless added as an amendment by the MBAA

*Post-Election Officer Transition***Article 4.41**

Two-year representatives' (non-Executive Council) terms of office begin immediately after verification of their election by the Election Commissioners following general elections. The President, CFO, CCO, CVO, CDO and CIO's terms of office shall begin at an induction ceremony to be held no later than two regularly scheduled meetings after the elections are

finalized. Immediately following the verification of elections and during the two-meeting transition phase, all newly elected MBAA and outgoing MBAA shall have full voting privilege.

The first meeting following the announcement of election results will be facilitated by the outgoing MBAA and observed by the newly elected MBAA. Following this meeting, any necessary documents and folders will be passed to the new officers and the outgoing officers shall provide any pertinent information and advice to the incoming officers. All folders and documents will be updated prior to this meeting.

The second meeting, following the announcement of the election results, will be facilitated by the newly elected MBAA and observed by the outgoing MBAA officers. This will complete the induction phase. Thereafter, the past President has the opportunity to serve on the Council in his/her new capacity, if requested by the newly elected President, until graduation day of the year in which the presidency is relinquished.

Article 4.42

One-year representatives' terms of office begin immediately upon verification of their election by the Election Commissioner and end on graduation day. Newly elected one-year representatives shall receive necessary documents and folders from recently graduated one-year representatives and/or current MBAA representatives from the two-year class and will begin attending regular MBAA meetings during mod one.

General Election Coordination with MBAA Clubs

Article 4.43

MBAA clubs will identify the timing and process of their leadership transition, which are at the discretion of club leadership, communicate the process to the VP of Clubs and conduct their leadership/elections prior to the end of mod three.

Article 4.44

MBAA club elections should be staggered and coordinated by the VP of Clubs and Club Presidents.

Section V. MBAA Funds

Article 5.01

The CFO shall maintain all financial records of the organization and report at each meeting the status of those funds. A budget shall also be established and/or revised by the third week of the fall semester and approved by a recorded vote of the MBAA Council.

Article 5.02

Any funding requests not approved during the budget process shall be presented by the CFO to the Council for approval.

Article 5.03

Receipts for all expenditures will be necessary for the reimbursement of any purchase and for the appropriate disclosure of any MBAA activity. Receipts must be submitted for reimbursement to travel.nd.edu, SAO, or Office of Student Services within 60 days of the date the expense was incurred. Reimbursement requests for items beyond 60 days shall be paid at the discretion of the CFO.

Article 5.04

MBAA Committees may be awarded funds for general and specific activities and programs, based on a budget for that committee. Additional funds may be requested by the chair(s) of the committee, at any MBAA Council meeting. All requests should be presented to the MBAA CFO, before consideration by the Council.

Article 5.05

The MBAA may award start-up funding for new clubs. All requests should be presented to the MBAA CFO, before consideration by the Council.

Article 5.06

All MBAA funds left over at the end of the University of Notre Dame fiscal year shall remain in the MBAA account and be added to the MBAA general fund for the following fiscal year.

Article 5.07

Any MBA committee, club, student group, or individual student may request funds for general and specific activities and programs. Funds may be requested through filling out a 'Request For MBAA Funds' form and presenting it to the CFO. This form must be submitted a minimum of two-weeks prior to the proposed event. Requests received within the two-week window will be considered at the discretion of the CFO. The submission of a funding request for consideration by the Council is at the discretion of the CFO. The requesting parties may be required to present their proposal to the Council in person. Approval of funding requests is through a simple majority vote by the Council. The Council and/or the CFO maintain(s) both the authority and responsibility to audit the requesting party/parties at any time to ensure that the funds have been used for their intended purpose. The Council and CFO reserve the right to deny reimbursement or remand funds if they are not put towards their intended use.

Section VI. MBAA Council Meetings

Article 6.01

Meetings of the MBAA Council shall be held at least once a month throughout the academic year (with the exception of those not on campus during the summer).

Article 6.02

The President or his/her designee shall chair all meetings of the Executive Council and the MBAA Council.

Article 6.03

All MBAA meetings are closed to the public. Once a mod, club presidents will be invited to attend an MBAA Council meeting, in order to maintain open communication with the Council. Persons who wish to present an idea or issue before the Council must submit his/her name and topic to the President at least 24 hours before the meeting. Matters presented to the President after that time shall be included at his/her discretion. Robert's Rules of Order (or some version thereof) shall be followed in the Council meetings.

Article 6.04

Voting privileges are extended to all Officers (except the President), all Representatives, all First-year Representatives, and the past president (in the Spring semester). The President shall only cast a vote in the case of a tie. Any voting member may cast a vote of "abstention" on any matter. If a member will be absent during a vote, s/he may vote in absentia, in which case a signed proxy statement may be given to any other member of the Council (including the President) who will be present during a vote.

Article 6.05

Official voting shall only be considered valid when a quorum is present. Quorum is defined as 2/3 of the MBAA Council..

Section VII. MBAA Clubs

Article 7.01

All MBA clubs must register with the MBAA and the University of Notre Dame SAO before the end of the Spring semester, to be considered active in the following school year. This includes submission of the amended bylaws and updating the officers on SAO 360.

Article 7.02

All clubs must coordinate the scheduling of activities through the VP of Clubs, the MBA Program office and the SAO.

Formation of New Clubs

Article 7.03

All new MBA clubs must meet the minimum eligibility criteria and should be approved by the MBAA and Student Services. Post approval, the bylaws for the club need to be framed and submitted to the SAO and VP of Clubs (MBAA). The MBAA shall hold the club liable to abiding the bylaws and maintaining good standing.

Article 7.04

For any new club to be considered active or any new club to be created, it should meet the below mentioned criteria:

1. A faculty advisor
2. A statement outlining the benefits of the club to the MBA student body and the MBA program and
3. A club business plan outlining objectives, organizational structure and procedures for choosing club leadership, financial needs, and scope of activities.
4. Have at least one meeting or event per mod. The meeting may be a social gathering with all club members.

Maintaining Good Standing

Article 7.05

Inactive clubs are deemed as those which have conducted no less than one meeting or activities/events or social gathering in the course of one mod or are considered inactive by their faculty advisor. For the first time, a warning shall be issued to the leadership board by the MBAA Council who may place inactive clubs on probation for subsequent failure. In a probationary period, all MBAA funding of the club shall be frozen and the Council may call for and conduct new club leadership elections. If a club is cumulatively inactive for more than three mods within a two-year period, the Club's Bylaw and funding privileges will be revoked by the MBAA. After a bylaw revocation, if the MBA students still have a need for the Club, they must submit a new club proposal as outlined in Article 7.04. All funds previously held by inactive clubs will be turned over to the MBAA. The VP of Clubs shall be responsible for bringing any inactive clubs to the MBAA Council's attention.

Article 7.06

If a club is to be put on probation, due to the faculty advisor's opinion that the club is inactive, then the MBAA Council must obtain that advisor's opinion in writing.

Article 7.07

All existing clubs are required to track number of attendees and names of attendees on a regular basis and share with the MBAA or student services when required.

MBAA Club Bylaws

Article 7.08

All clubs need to review and submit the updated bylaws to the VP of Clubs. All bylaws need to be reviewed and turned in 30 regular school days post the election of the new officers of the club or the cut-off date decided by the VP of Clubs and Student Services (whichever latter). This should be of utmost priority. Any late bylaw submission will not be entertained and the club shall not be recognized by the MBAA for that particular academic year. This is in accordance with University SAO policy.

MBAA Club Finances

Article 7.09

Clubs will not be primarily financed by the MBAA. Any club funding will be at the discretion of the MBAA and subject to the funding request being passed.

Article 7.10

After a new club is approved and registered, members will have the opportunity to apply for MBAA club start-up funds to the VP of Clubs and MBAA CFO. In special circumstances, the MBAA Council may provide some funding for the new club before, based on recommendations by the MBAA CFO and VP of Clubs.

Article 7.11

Existing clubs may apply for MBAA club funds and must include the following in the proposal: estimated cost, purpose of the funds, how the funds will provide value to the MBA program, estimated number of participants, and other options considered for the funds. Clubs shall submit the proposal to the VP of Clubs and only require approval from the MBAA CFO unless funding exceeds Club Support budget allocation. Requests must be submitted a minimum of two-weeks prior to the proposed event. Requests received within the two-week window will be considered at the discretion of the CFO. If funding exceeds Club support budget allocation, then the Council must approve the request. Clubs that do not make an effort in a fundraising event to raise funds will not be considered for funding for a full semester, unless otherwise approved by vote of the MBAA.

Article 7.12

Following an event funded by MBAA, clubs must submit reimbursement requests through travel.nd.edu, to SAO, or to Student Services to receive funding transfer from the MBAA account to the club account (see article 5.03).

Article 7.13

If MBAA club funding for a specific purpose is not used for that purpose, by the end of the school year in which it was awarded, the funds shall be remanded to the MBAA CFO and placed back in the MBAA account. The only exception to this rule is if the program or activity has been formally scheduled for a new date in a subsequent semester. Even if some of the funding was used for the purpose in which it was intended and was canceled through no fault of the club, the funds remaining shall still be remanded to the CFO.

Article 7.14

Clubs may not have an external checking account, per University of Notre Dame Policy.

Article 7.15

When MBAA funds are awarded to clubs in a given school year, the MBAA CFO maintains both the authority and responsibility to audit the club finances at any time during that school year to ensure that the funds have been used for the purpose for which they were intended. Audits will be reported to the MBAA Council and shall be available to the public upon request.

Article 7.16

Clubs are required to collect their membership dues only through the online student shop portal managed by SAO. In the event the shop is not set-up, the clubs are required to set the same through the SAO. Only in special circumstances shall membership dues be collected in cash. Such circumstances should be approved by the Student Services Office and VP of Clubs. Use of third party apps like Venmo, Square etc. is prohibited for collection of dues in accordance with University and SAO policies.

MBAA Club Fair

Article 7.17

MBA Club Fair shall be organized at the beginning of the academic year. The VP of Clubs shall organize a forum for Club Presidents to pitch their clubs in front of the students. After the clubs pitch the students shall proceed to sign-up for the clubs.

MBAA Club Leadership Meetings

Article 7.18

Mandatory MBAA Club Leadership meetings are defined as a meeting called by the VP of Clubs to discuss or announce business related to all MBAA clubs. Mandatory meetings must be announced to each Club President and advisor 48 hours before the start of the requested meeting. Mandatory portions of the meeting cannot extend longer than one hour; should longer time periods be required, for example, a full-day leadership training, a minimum of seven-days' notice must be given.

Any Club President who cannot make it to the mandatory meetings shall notify the VP of Clubs and request their Secondary officer to attend the meeting on their behalf. In cases where the Secondary Officer cannot attend, any other person from the leadership board shall be present. Failure to represent the club for two mandatory meetings without any explanation shall result in the MBAA council placing the club on probation.

Section VIII. MBAA Committees

Article 8.01

The MBAA shall maintain several standing Council committees that serve the various functions of the organization and the community. The committees include Academic and Student Affairs, Alumni Relations, Career Development, Diversity Conference, Faith Development, Family Life,

Graduation, Leadership Development, Values, and Student Activities and any other committees that are created, under article 8.03.

New & Established Committee Oversight

Article 8.02

Additional standing committees may be established, or current committees disbanded, by a normal amendment of these bylaws. Ad-hoc committees may be established by the Executive Council on an as-needed basis and shall convene for its purpose no longer than one semester.

Article 8.03

In general, each standing committee shall follow its own leadership selection process, with the exception of the Graduation Committee (see 8.06) and any other committees chaired by an elected MBAA member (CIO and VPs of Alumni, Career Development, Community Outreach, Academic and Student Affairs, SAC, FLC, Diversity, and Faith Development). The MBAA reserves the right to appoint committee chairs/co-chairs if necessary.

Article 8.04

All new MBA committees are subject to approval by the MBAA Council. The MBAA Council may create or disband committees at its discretion.

Article 8.05

Graduation Committee: The VP of Academic and Student Services is responsible for acting as the chairperson of the Graduation Committee and for forming the committee itself. The committee is tasked with planning activities during the week immediately prior to graduation each year, shall be comprised of representatives from the second-year, one-year, and first-year classes, with either the second-year or one-year member serving as chair. Additionally, the MBA Director of Student Services shall serve as the administration advisor. Before the end of mod two, the Graduation Committee shall submit a budget for approval by the MBAA. Any material changes to the Committee's budget, defined as more than \$250 shifted spending, will be subjected to MBAA approval. Before the end of the third and fourth mods, the Graduation Committee will provide an update on their activities to the MBAA.

Article 8.06

Leadership Development Committee and the Dean Carolyn Woo Leadership Award: The VP of Academic and Student Services is responsible for acting as the chairperson of the Leadership Development Committee (LDC) and for forming the committee itself. The LDC consists of five members, each of whom is chosen by the VP of Academic and Student Services and should be composed of students from different backgrounds, to ensure that a broad set of leadership skills are represented. Once per year, the LDC will oversee and present the Dean Woo Leadership Award to a student from each class (second-year, one-year, and first-year) who best exemplifies the value of leadership within the program.

1) Award description and criteria: The Dean Carolyn Woo Leadership Award was established in 2011 by the students of the Notre Dame MBA program to recognize and honor outstanding and exceptional leadership among the student body. It is presented once per semester to Mendoza MBA candidates who have gone above and beyond their responsibilities as leaders to better the MBA program, university, and their fellow classmates to facilitate positive change. Awardees also exhibit the charismatic and selfless leadership traits that former Dean Woo demonstrated during her tenure as the Dean of the Mendoza College of Business.

2) Eligibility:

- Current second-year, one-year, and first-year MBA candidates are eligible.
- MBAA members are eligible, but cannot be considered for MBAA responsibilities; they may only be recognized for non-MBAA-related leadership activities.
- Current members of the LDC are not eligible for nomination.

3) Nominations and selection: Nominations will be solicited from the student body prior to selection. This allows all members of the MBA community to recognize leadership among the classes that the LDC may not have observed. This further allows the award to truly be peer-nominated and peer-selected. Once all nominations have been received, the LDC will meet to determine an awardee from each class (second-year, one-year, and first-year). The LDC will reach a unanimous decision when choosing each awardee. The LDC will announce and recognize the awardees prior to examinations.

Committee Responsibilities

Article 8.07

All committees must register with and report to the MBAA once per academic year to be considered active for the following academic year.

Article 8.08

All committees must coordinate the scheduling of activities through the VP of Clubs and the MBA Program office.

Section IX. Referendums

Article 9.01

All amendments, motions, and other actions adopted by the MBAA shall be publicly available for the MBA community to view.

Article 9.02

MBA voters have the opportunity to voice concerns about MBAA actions and have concerns handled by the MBAA on a case-by-case basis. In extreme cases, members of the student body

may call for a referendum vote. Referendums will be managed in accordance with the following procedure:

- 1) The contested issue/topic will be presented to the MBAA.
- 2) A petition, signed by 1/3 of the MBA student body, must be submitted to the Chief Communications Officer (as Election Commissioner) calling for a referendum to override the vote of the MBAA.
- 3) A referendum election shall be held about the issue. All MBAs will be eligible to vote and a decision on the matter shall be made by a 2/3 majority of votes cast in the referendum.
- 4) If a satisfactory resolution to the issue (as determined by its proponents) is negotiated at any point before the petition is submitted, the issue will be considered closed. But, if a petition is submitted, then a referendum must be conducted.

Article 9.03

All referendum elections must be held on a day when regularly scheduled classes are held (mod one, two, three or four, but not the Summer session).

Section X. Bylaw Rules and Revisions:

Article 10.01

The EVP should maintain a current copy of the MBAA bylaws and make these available for review by any person. In addition, a copy shall remain on file with the MCOB Associate Dean of Graduate Programs. Moreover, the MBAA bylaws shall be posted on InsideND and the MBAA website for review by any member of the MBA student body.

The process to revise the bylaws annually follows:

1. The EVP will solicit revision proposals from the MBAA Officers at the beginning of the second mod and no later than two weeks before the bylaw revision meeting of the executive council.
2. The EVP will send a document including the proposed additions and removals to the executive council for review at least one week before the executive council meets.
3. Upon meeting, the executive council will review all proposed changes in their entirety and allow for discussion before reviewing and voting on individual article changes.
4. Each revision must receive 2/3s vote by the executive council to be accepted within the document. Each change will be reviewed in the following way:
 1. The EVP will state the bylaw with the proposed revision;
 2. The revision will be open for discussion;
 3. Upon completion of discussion, the EVP will call for a vote to accept or reject the revision; Unlike amendments, the executive council can change the proposed revisions during the discussion of the review or propose revisions to any other bylaw(s) due to the acceptance of a revision.

5. The revision must receive 2/3s vote of the executive council to be accepted.
6. Once each individual revision has been voted upon, the EVP will consolidate all new changes into the document and present to the executive council for review.
7. After the executive council has reviewed the entire document with all incorporated revisions, the EVP will call a vote to adopt the new version of the bylaws. The document will be adopted with 2/3s vote of the executive council.
8. The EVP will present the revised bylaws to the president for dissemination to the MBAA Officers, student body and any other concerned affiliates.

Article 10.02

The Executive Council, led by the EVP, shall conduct a full review of these MBAA bylaws each year, at any time before the end of mod two.

Article 10.03

Amendments can be proposed and moved by any MBAA member, at any time. The President will entertain discussion and any additional motions on amendments for such time as s/he deems appropriate. Robert's Rules of Order shall be used throughout all amendment discussions and voting. Amendments should be proposed to the MBAA Council in writing at least two weeks prior to the amendment vote. An amendment will be accepted with 2/3s vote of the MBAA Council.

Section XI. Balanced Budget

Article 11.01

The MBAA Executive Council is required to maintain a balanced budget over its 12-month term and provide a "debt" free ledger to the succeeding administration. While certain expenses incurred over the board's term will be paid by the following administration (i.e., graduation events), those expenses shall not exceed the limit specified in the preceding budget. The CFO of the outgoing administration is responsible for posting the financial position of the Treasury at the change of administrations and must report any surplus or deficit and how that total compares to past administrations.

Article 11.02

During the induction period between the outgoing MBAA Officers and the newly elected MBAA Officers, the outgoing CFO will provide an updated budget stating the balance of the MBAA funds, as of the day of elections, to the newly elected officers.