Carnegie Mellon Tepper SCHOOL OF BUSINESS | Graduate Business Association Student Government

Charter of Operations

&

By-Laws

Version 7.9

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NAME

The name of the organization is the Carnegie Mellon University Tepper School of Business Graduate Business Association Student Government, also referred to as the GBA. All activities of the GBA are governed by this Charter & By-Laws. The leadership of the GBA will be referred to as the Graduate Business Association (GBA) Student Government.

I. MEMBERSHIP

All candidates registered for the degrees of Master of Business Administration (MBA) and Master of Science in Computational Finance (MSCF) in the Carnegie Mellon University Tepper School of Business shall be members of the GBA and shall be eligible for full participation in all GBA activities. In addition, both full-time and flex-time status students of the above programs are recognized as members of the GBA.

Membership in GBA is terminated when a person graduates or leaves the above programs. Any special situations regarding membership may be considered on an individual basis by the GBA.

II. MISSION

We, the MBA and MSCF students of the Carnegie Mellon University Tepper School of Business, establish this Charter and By-Laws for the Carnegie Mellon University Tepper School of Business Graduate Business Association (GBA) Student Government.

The GBA is hereby established as a means of representing the interests of the student body of the Carnegie Mellon University business masters programs. Through the establishment of an elected Student Government, it shall provide a platform for the discussion of issues of student concern and act as the instrument by which student interests may be voiced to the administration and faculty of the MBA and MSCF programs and Carnegie Mellon University.

The Student Government shall also act as an umbrella organization governing GBA supported student organizations and coordinating the distribution of funds distributed by the Tepper Administration to the student-run clubs and organizations recognized by the GBA.

The Student Government represents the interests of all members of the GBA rather than any particular organization therein.

III. ORGANIZATION

The GBA Student Government is designed to represent the student body as a whole and consists of two sections; an Executive and a Cabinet. The Executive consists of the following members.

- President
- Vice President

The Cabinet consists of the following members.

- Finance Executive Officer
- Marketing Executive Officer
- Activities Executive Officer
- Alumni Relations/COC Executive Officer
- Admissions Executive Officer
- Technology Executive Officer

In addition, GBA will have two Representatives who will have both a voice and a vote in all decisions. These liaisons will serve in the GBA Cabinet.

- Flex-Time Representative
- MSCF Representative

Section III.D authorizes the creation of subcommittees to help serve and represent the interests of the GBA.

A. Role Expectations

Listed below are core responsibilities of each GBA student representative. As student leaders, GBA members are expected to not only fulfill their stated responsibilities, but to exhibit behavior that exceeds these expectations. Examples include but are not limited to properly prioritizing GBA responsibilities alongside academic and personal considerations, maintaining consistent presence at social events, and volunteering to support initiatives outside of the scope of these by-laws.

B. Executive Committee

The following elected positions constitute the Executive Committee of the GBA Student Government and will hold voting positions at all GBA Student Government meetings.

i. President

- Sets high level goals and vision for the term
- Chairs Student Government meetings based on established agenda
- Maintains frequent communication with administration, including regular meetings with the Dean of the Tepper School, to report and follow-up on Student Government activities, student concerns, and administrative coordination
- Acts as principal contact for Director of Student Diversity Initiatives
- Follows up with Student Government members to identify issues, set priorities,

and make progress toward accomplishing goals
- Leads transition for the next Student Government at the end of the calendar year
- Leads academic and curriculum discussions for Student Government
- Responsible for the formation and activities of the Orientation & Mentorship and Academic Committees

ii. Vice President

- Helps prioritize activities of the administration from the student perspective
- With the GBA President, maintains frequent communication with the administration, including regular meetings with the Director of Student Affairs
- Provides the voice of the students for building and infrastructure planning
- Addresses general building and infrastructure issues within the graduate business program
- Communicates with the student body regarding facilities issues and improvements
- Maintains frequent communication with the Director of Facilities
- Defines the process and schedule for the following GBA Student Government elections
- In the absence of the GBA President at Student Government meetings, assumes the role of President
- Responsible for the formation and activities of the Tepper Prepper Committee
- Assumes or delegates responsibility to another GBA officer (by mutual consent) for the formation and activities of the International Festival Committee
- Assumes or delegates responsibility to another GBA officer (by mutual consent) for the procurement of food for regular GBA meetings

C. Cabinet

The following elected positions constitute the Cabinet of the GBA Student Government and will hold voting positions at all GBA Student Government meetings.

i. Finance Executive Officer

- Chairs the budget committee, which
  - Receives budget requests
  - Manages the budget proposal process
  - Develops and enforces budgeting guidelines, policies, and procedures
  - Negotiates the final budget for organizations and activities
  - Develops and leads Club President training week in March and runs Annual Club Blitz Week in the first two weeks of Mini 1
- Co-chairs the GSA Representative Committee
- Presents the final budget to the Tepper Administration and Dean for approval
- Ensures the distribution of Tepper Administration supplied funds to clubs and organizations is handled fairly and appropriately

- Develops and proposes club fund allocation to GBA at the beginning of mini 1 for approval
- Provides fund sourcing advice to the GBA and Club leadership
- Oversees the process for new club recognition
- Ensures club dues payment procedures are followed

ii. Marketing Executive Officer

- Responsible for student wide communications including Student Government initiatives, activities, issues, general announcements, and upcoming events through channels including but not limited to the GBA Bulletin, Robber Barons, GBA/Clubs Board, Portal/Google Sites and the plasma TV screens
- Establishes and manages the agenda for Student Government meetings in conjunction with the President
- Responsible for taking minutes at all Student Government meetings and communicates those back to the GBA Student Government; In-meeting note taking responsibility may rotate
- Maintains frequent communication with the Director of Marketing at the Tepper School of Business to assist in brand management
- Responsible for the formation and activities of the Community Outreach Committee; Need not chair this committee
- Responsible for the formation of the Marketing Committee

iii. Activities Executive Officer

- Interacts with other MBA schools and helps increase Tepper participation in other business school competitions, games, and activities
- Maintains internal and external Tepper events calendar in conjunction with Student Services
- Acts as primary point of contact for club leadership for social and cultural events and activities and co-ordination of Tepper calendar
- Works with Administration to manage the Social Committee funding and budget for the year
- Responsible for the formation and activities of the two social committees: B**Rmesiters Committee and Social Events Committee
    - Facilitates the execution of B**Rs through B**Rmeisters
    - Works with Social Committee and GBA to plan social events for the Tepper School of Business masters students including but not limited to Casino Night, Holiday Party, Auction, Halloween Party, Follies, and other social events

iv. Alumni Relations/COC Executive Officer

Alumni Relations Responsibilities

- Maintains frequent communication and works cooperatively with the Director of Alumni Relations to communicate student perspectives
- Fosters a sense of being Carnegie Mellon University Tepper School of Business alumni within the Full-time MBA class prior to graduation
- Promotes future alumni relationships for graduating students
- Coordinates and executes the class gift campaign for the graduating class
- Works with student clubs to promote alumni involvement
- Promotes Alumni Reunion Weekend to the student body, works closely with Alumni Relations to publicize and solicit student involvement

Career Opportunities Responsibilities

- Assists with communication between the Career Opportunities Center (COC) and the student body
- Promotes student representation at career fairs and other events presenting employment opportunities
- Works with the COC to address concerns regarding recruiting companies and other career opportunities aspects
- Maintains frequent communication with the Director of COC and assists the COC in their planning and prioritization of key concerns
- Promotes student support efforts for corporate presentations
- Plans/Executes interview/career training events in tandem with ongoing COC efforts and with the Tepper Prepper committee

v. Admissions Executive Officer

- Coordinates activities related to prospective student visits and the Admissions Welcome Committee
- Assists the Admissions Office in assembling the Welcome Weekend Committee and serves as Chair of the Welcome Weekend Committee to coordinate Welcome Weekend activities (Spring)
- Ensures early integration of Welcome Weekend and International Festival by working closely with the International Festival Organizer and GBA Organizer
- Coordinates Connections Weekend and Women and the MBA activities with the Admissions staff
- Helps coordinate Student Ambassadors and other current student volunteers for campus tours, prospective lunches, class visits, online chats, email-a-thons, phone-a-thons, and other events as needed year-round
- Works with student cultural clubs to coordinate volunteers for events such as international email-a-thons

- Maintains frequent communication with the Director of Admissions and works closely with the Admissions Office on various admissions initiatives and activities including local prospective student events in the Pittsburgh community

vi. Technology Executive Officer

- Works closely with Marketing Executive Officer to optimize communication
- Manages the product planning and content of the Tepper Portal/Google Apps and other technology products
- Works closely with the Administration to assist and represent the student body in school technology infrastructure planning
- Maintains frequent communication with the Director of Computing services to ensure that students' and student government representatives' technology needs are met
- Partners with Computing Services to provide student technology support of the Tepper Portal and Google Apps
- Communicates technology news and advice to students

vii. MSCF Representative

The MSCF Representative will be elected to the GBA student government by the students enrolled in the Tepper MSCF program. The outgoing MSCF Representative will set the schedule for the election of his/her successor, which may differ from the elections of the rest of the GBA Cabinet. This representative will be chosen from the first year MSCF class in Pittsburgh and will represent one vote on the GBA Student Government Cabinet. The MSCF representative will have the following responsibilities.

- As a student in the Tepper MSCF program, represents the voice of students in the MSCF program on the GBA Student Government
- Communicates MSCF specific issues to the GBA Student Government
- Maintains frequent communication with the Executive Director of MSCF to ensure MSCF specific issues are communicated and addressed
- Maintains MSCF budget
- Plans and implements subsequent MSCF Representative election

viii. Flex-Time Representative

The Flex-Time Representative will be elected to the GBA by the student body at the same time as the other Cabinet members (with the exception of the MSCF Representative). This representative can be from the first or second year class and the representative will represent one vote on the GBA Student Government Cabinet. The flex-time representative will have the following responsibilities.

- Chairs the Flex-Time Leadership Team

- As a student in the Tepper Flex-Time MBA program, represents the voice of the Flex-Time MBA program on the GBA Student Government
- Communicates Flex-Time specific issues to the GBA Student Government
- Maintains monthly meeting to communicate Flex-Time specific issues with the Flex-Time point person in the Office of Student Services
- Organizes and leads Flex-Time town hall meeting at least once each semester to discuss openly the concerns and issues facing the Flex-Time class coinciding with a meeting once every other mini for the entire GBA community
- Works with Student Services to conduct survey of Flex-Time academic interests to ease scheduling in second year
- Maintains the Flex-Time budget
- Conducts survey of all three Flex-Time classes to gauge areas of satisfaction and improvement for the Tepper Community
- Maintains tools to transition to the next Flex-Time Representative

D. Committees

The following non-voting positions and committees shall be elected or appointed to ensure complete representation of the student body and to recommend budget allocations. Committees shall be organized under the specified Student Government member. Committees shall notify the GBA Student Government of representative changes to facilitate communication and scheduling.

i. Budget Committee

The GBA Budget Committee consists of the Finance Executive and two Budget Committee Representatives selected by the process described below with the responsibility of managing and allocating the GBA budget.

- Representative Selection Process: A committee made up of the following individuals will select the two budget committee representatives for the upcoming year. The committee may use applications, interviews, or any other means necessary to select the committee members.
  - Current Finance Executive Officer
  - Current Budget Committee Representatives
  - Finance Executive Officer-Elect
  - President-Elect
  - Vice President-Elect
- Club Membership Restriction: A budget committee representative cannot hold a treasury role, and any other role, of a club which would provide access to the GBA Student Government budget tool. Also, they may not hold any officer positions within a club for which they are administering the club's GBA Student Government budget as a budget committee representative.
- Responsibilities:
  - Assists the Finance Executive with the Budget Proposal Process by soliciting and reviewing club budgets

    - Reviews and approves individual budget item requests
    - Develops and leads Club training week in March and runs Annual Club Blitz Week in the first two weeks of Mini 1
    - Any other responsibilities the Finance Executive deems necessary
- A Budget Committee member may be removed and/or replaced by a majority vote of the full GBA.

ii. Orientation and Mentorship Committee

The GBA President will assemble an Orientation & Mentorship Committee to help plan and execute Orientation and Mentorship for the following MBA and MSCF classes.

- Orientation Committee shall consist of no fewer than three (3) and no more than five (5) first-year students, chosen in the method listed below. The group shall be formed in December and shall run a term that continues one year.
- The GBA President and Career Opportunities Executive Officer will be automatic members of the Orientation & Mentorship Committee, and their presence will not help satisfy the required participation numbers.
- <u>Orientation Committee Selection Process:</u> A committee comprised of the following individuals will determine the selection process for the incoming Orientation Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - President-Elect
    - Vice President-Elect
    - Current President
    - Current Vice President
    - Career Opportunities Executive Officer-Elect
- <u>Responsibilities:</u>
    - Attends all Orientation planning events
    - Attends all Orientation Activities
    - Recruits no fewer than 30 Orientation Leaders
    - Develops an Orientation Leader training program
    - Develops and runs the GBA Mentorship program
    - Works with Director of Student Services to improve Orientation programming
- An Orientation Committee Member can be removed and/or replaced by a majority vote of the full GBA.

iii. Academic Committee

The GBA President will assemble an Academic Committee to help plan and execute Academic initiatives.

- Academic Committee shall consist of no fewer than three (3) and no more than five (5) first-year students, chosen in the method listed below. The group shall be formed in December and shall run a term that continues one year.

- The GBA President will be an automatic member of the Academic Committee, and the President's presence will not help satisfy the required participation numbers.
- Orientation Committee Selection Process: A committee comprised of the following individuals will determine the selection process for the incoming Orientation Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - President-Elect
    - Vice President-Elect
    - Current President
    - Current Vice President
- Responsibilities:
- Holds regular meetings with the designated faculty liaison to the students
- Plans and coordinates Faculty Lunches
- Manages the collection of Tepper textbooks at the Reserve Desk of the Hunt Library
- Works with the Dean's Office to collect course evaluations

iv. Tepper Prepper Committee

The GBA Vice President-Elect will assemble a Tepper Prepper Committee to help plan and execute Tepper Prepper for the full academic year following his/her election.

- The Tepper Prepper committee shall consist of no fewer than three (3) and no more than five (5) first-year students, chosen in the method listed below. The group shall form in January and shall run a term that concludes in May the following year.
- The GBA Vice President-Elect will be responsible for working in conjunction with the current Vice President and his/her Tepper Prepper committee until the current committee fulfills is responsibilities in May
- The GBA Vice President-Elect will be an automatic member of the Tepper Prepper Committee whose presence will not help satisfy the required participation numbers.
- Tepper Prepper Committee Selection Process: A committee comprised of the following individuals will determine the selection process for the incoming Tepper Prepper Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - Current Vice President
    - Current President
    - Vice President-Elect
    - President-Elect
- Responsibilities:
    - Plans and schedules Tepper Prepper events during Orientation and throughout the year as the committee and GBA sees fit
    - Recruits Tepper Prepper presenters, second-year participants, and prepare

break-out session activities
    - Organizes all logistics of Tepper Prepper events, including space, food, feedback forms and anything additional as the committee sees fit
    - Help transition to the next year's Tepper Prepper Committee
- A Tepper Prepper Committee Member can be removed and/or replaced by a majority vote of the full GBA.

v. B**Rmeisters Committee

- B**Rmeisters Committee shall consist of no fewer than two (2) and no more than four (4) first-year students, chosen in the method listed below. The group shall be formed in January and shall run a term that continues one year.
- <u>B**Rmeisters Committee Selection Process:</u> Outgoing B**Rmeisters will engage interested individuals prior to the end of their term, and applications for interested parties will go out during the committee selection process in January. The final committee will be decided jointly between the outgoing committee and the Activities Executive Officer.
- <u>Responsibilities:</u>
    - Orders all beverages and food products for B**Rs
    - Staffs B**Rs events, including food and beverage arrival
    - In conjunction with Events & Clubs Chair, plans activities for B**Rs
    - Works with Director of Corporate and Foundation Relations for any sponsored B**Rs
    - Recruits additional students to volunteer for B**Rs
    - Ensures B**Rs rooms are restored to their pre-B**Rs condition
- A B**Rmeister Committee member may be removed and/or replaced by a majority vote of the full GBA.

vi. Social Events Committee

The Activities Executive Officer shall maintain a committee of students to aid in the planning and execution of the various social events, with Event Chairs as designated, but not limited to:

- Alumni (will work with the Alumni Executive Officer to provide more opportunities for students to interact socially with Alumni, and will run the Summer Events series)
- Casino Night
- Halloween Party
- Holiday Party
- Auction
- Follies (this should be a second year student(s))
- Welcome Weekend After-Party
- MBA Networks
    - Tuck Winter Carnival
    - Duke MBA Games

- Darden Softball Tournament
- NYU Stern Flag Football
- Wharton Cheesesteak Chalice

A Social Events committee member may be removed and/or replaced by a majority vote of the full GBA.

vii. Admissions Committee

The Admissions Executive Officer shall assist the Admissions Office in coordinating and maintaining the Admissions Welcome Committee. The committee shall not be limited in size and will consist of students who will aid in the general recruitment efforts of the school, such as acting as Student Ambassadors and taking prospective students to classes and lunches. Selection for this committee occurs solely through the Admissions Office and is open to all Tepper Masters students.

The Admissions Executive Officer shall also aid the admissions staff in selecting a Welcome Weekend Committee to assist with the planning and coordinating of Welcome Weekend. This committee will consist of four to five students, including the Admissions Executive Officer, and is selected by application to the Admissions Office. The Admissions Executive Officer shall serve as Chair of the Welcome Weekend Committee and is responsible for working closely with the International Festival Organizer and GBA Organizer when planning all events for Welcome Weekend.

viii. Technology Committee

The Technology Executive Officer will assemble a Technology Committee to help plan and execute technology related tasks and strategies for Tepper students.

- Technology Committee shall consist of no fewer than two (2) and no more than three (3) first-year students, chosen in the method listed below. The group shall be formed in December or January and shall run a term that continues one year.
- The Technology Executive Officer will be an automatic member of the Technology Committee whose presence will not help satisfy the required participation numbers.
- <u>Technology Committee Selection Process:</u> A committee comprised of the following individuals will determine the selection process for the incoming Technology Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
  - Technology Executive Officer-Elect
  - President-Elect
  - Vice President-Elect
  - Current Technology Executive Officer
- <u>Responsibilities:</u>

    - Develops, upgrades and maintains the Tepper Portal as necessary for improved communications among students, clubs, and other members of the Tepper community
    - Works with Computing services director on any technology issues, including infrastructure planning and development
- A Technology Committee Member may be removed and/or replaced by a majority vote of the full GBA.

ix. International Festival Committee

The GBA Vice President-Elect shall either assume or delegate responsibility to another mutually consenting GBA officer (herein called the "GBA Organizer") for the assembly of an International Festival Committee to help plan and execute International Festival.

- The International Festival Committee shall be led by one (1) Festival Organizer, chosen in the method listed below.
- In addition to the Festival Organizer, students may be chosen to fill positions in the following areas in the method listed below.
    - Administration
    - Audio/Video
    - Cultural
    - Finance
    - Marketing
- In the event that International Festival coincides with Admissions Welcome Weekend, the International Festival Committee shall work closely with the Admissions Executive Officer and the Welcome Weekend committee to ensure the holistic success of the event.
- <u>International Festival Organizer Selection Process:</u> A committee comprised of the following individuals will determine the selection process for the International Festival Organizer. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - GBA Organizer
    - Previous GBA Organizer
    - President-Elect
    - Current Vice President
    - Previous International Festival Organizer
- <u>International Festival Committee Selection Process:</u> All leader positions shall be recruited and appointed by the GBA Organizer and the Festival Organizer.
- <u>Responsibilities:</u>
    - Festival Organizer: Total management of International Festival including creating leader presentations, recruiting cultural representatives, and serving as a single point person for all leaders and cultural representatives
    - Administration: Writes letters of invitation to students, staff, faculty and alumni, writes thank-you letters following the festival, maintains sign-up

sheet for festival day volunteers, arranges tables, food heaters, servers, and develops IF Passport
    - Audio/Video: Creates slide show between presentations, coordinate A/V needs of presenters, record or film presentations
    - Cultural: Identifies cultures represented at Tepper and contacts individuals and clubs to represent their respective cultures or regions
    - Finance: Coordinates finance issues with Student Services Office, handles reimbursements for each culture, prepares a budget and ensures bills are paid in a timely fashion
    - Marketing: Determines overall theme, designs brochures, RB ads and IF Passport, designs festival T-shirt, decorates hallway, classrooms and entrances
- An International Committee member may be removed and/or replaced at the joint discretion of the Festival Organizer and GBA Organizer.

x. Community Outreach Committee

The Marketing Executive Officer will assemble a Community Outreach Committee to help plan and execute Community Volunteer Events for Tepper students.

- Community Outreach Committee shall consist of no fewer than two (2) and no more than three (3) first-year students, chosen in the method listed below. The group shall be formed in December or January and shall run a term that continues one year.
- The Marketing Executive Officer will be an automatic member of the Community Outreach Committee whose presence will not help satisfy the required participation numbers.
- <u>Community Outreach Committee Selection Process:</u> A committee comprised of the following individuals will determine the selection process for the incoming Community Outreach Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - Marketing Executive Officer-Elect
    - President-Elect
    - Vice President-Elect
    - Current Marketing Executive Officer
- <u>Responsibilities:</u>
    - Develops Community Outreach activities for the Student Body throughout the year.
    - Works with the Finance Executive to fund supportive materials as needed.
- A Community Outreach Committee Member may be removed and/or replaced by a majority vote of the full GBA.

xi. Marketing Committee

The Marketing Executive Officer will assemble a Marketing Committee to help plan and execute communication strategies for the Tepper community.

- Marketing Committee shall consist of two (2) first-year students, chosen in the method listed below. The group shall be formed in December or January and shall run a term that continues one year.
- The Marketing Executive Officer will Chair the Marketing Committee and will not help satisfy the required participation numbers.
- Marketing Committee Selection Process: A committee comprised of the following individuals will determine the selection process for the incoming Marketing Committee. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - Marketing Executive Officer-Elect
    - President-Elect
    - Vice President-Elect
    - Current Marketing Executive Officer
- Responsibilities:
    - Facilitates communications of Tepper events to the Tepper Master's student communities, including but not limited to work with Social Event Chairs on event publicity
    - Expansion of the Tepper brand through branded materials and off-campus student involvement
    - Documentation and acknowledgement of Tepper community/community member acheivements
- A Marketing Committee Member may be removed and/or replaced by a majority vote of the full GBA.

xii. President's Forum

All club presidents shall be members of the President's Forum. The President's Forum will meet once each Mini and be chaired and presided over by the GBA President.

xiii. GSA Representatives Committee

In accordance with the by-laws of the Graduate Student Assembly (GSA), each Master's program at Carnegie Mellon University is entitled to representation on the GSA determined by program enrollment.

- GSA Representative Selection Process: A committee made up of the following individuals will select the GSA representatives for the upcoming year. The committee may use applications, interviews, or any other means necessary to select the committee members.
    - Current Finance Executive Officer
    - Current Cultural Executive Officer
    - Finance Executive Officer-Elect
    - President-Elect
    - Cultural Executive Officer-Elect
- Responsibilities:

- Assists the Finance Executive with soliciting funding from GSA
- Updates the Finance Executive and Social Chair on events and activities and opportunities for collaboration
- Attends all GSA open meetings and serve on at least one GSA committee
- Meets with the Finance Executive on a monthly basis

- A GSA Representative may be removed and/or replaced by a majority vote of the full GBA.

xiv. Elections Committee

GBA President or designee shall organize an election committee to facilitate elections of the new class of GBA Student Government members.

xv. Honor Code or Ethics Violations Committee

Under the direction of the Director of the Masters Program or the Director of Student Services, the GBA President may assemble a temporary committee to assist with Honor Code or Ethics violations.

xvi. Ad Hoc Committees

Ad hoc committees may be organized to aid in the duties of the GBA Student Government or a Student Government member, subject to the majority approval of the GBA Student Government. Chair person for the Ad Hoc committee shall be elected by the GBA Student Government independent of the GBA Student Government member by whom the committee is initiated or organized. Ad Hoc committee members shall be selected by the committee chair or committee organizer through formal application process that is open to all of the student body.

V. MEETINGS

A. Regular Meetings

The GBA Student Government Regular Meetings are to be held weekly during the academic year September through April. The regular meetings will be announced by the Marketing Executive Officer. All GBA Student Government members, not including committees, are expected to attend all regular meetings. If, for some legitimate reason, a member is not able to attend a regular meeting, he or she is expected to communicate this to the President and Marketing Executive Officer in advance. Attendance at the GBA meetings is mandatory for all members and frequent absences will not be tolerated.

Meeting minutes are to be prepared by the Marketing Executive Officer or a designee and will be made available to the student body in a timely manner.

GBA regular meetings will be public events, held in room A2, and open to all members of the MBA and MSCF programs as well as partners and/or families.

The GBA Student Government will remain active, as needed, during the summer session from May through August, in planning and conducting activities and events.

B. Closed Session

The GBA Student Government may move into a closed session at any point with a recommendation from a GBA officer and a majority vote. At the conclusion of a vote for moving into a closed session, all non-GBA members in attendance will be required to leave the room.

C. Special Meetings

The GBA Executive Committee can call special meetings on an as needed basis. Special Meetings operate under the same rules and requirements as Regular Meetings. Special meetings that require a voting quorum must be announced 24 hours in advance.

D. Rules Governing Meetings

A quorum is required to conduct a vote in GBA Student Government meetings. A quorum is defined as sixty percent of the GBA Student Government voting members present. A majority (greater than 50 percent) vote is required for acceptance or approval of any motion by the GBA Student Government. An agenda will be prepared and made available to the GBA Student Government members prior to the start of the meeting.

E. Administrative Considerations

Tepper Faculty or Administrative representatives will be notified and consulted regarding any issues, discussions, or concerns regarding program initiatives.

VI. RECOGNITION OF ORGANIZATIONS

Only recognized organizations and committees shall be approved to receive funding from the GBA funds supplied by the Tepper Administration (exception: non-club/committee funding may be granted by a majority vote of the GBA if surplus funding is available and if the event meets the ordinary criteria to qualify for GBA funding). The recognition of the organization shall be noted in the minutes of the meeting.

A. Eligibility for Recognition

i. For an organization to be recognized by the GBA, the organization must be open to all graduate business students.
ii. The organization must demonstrate Active Membership which is defines as follows:
   - The organization holds one event per semester
   - The organization holds one event open to all students once a school year.
   - Attendance at membership drives and club kick-off meetings do not count toward these requirements.
iii. The organization must have a single point of accountability. (An arrangement of co-presidents is not acceptable.)
iv. The organization must maintain a club website reflecting current officers and upcoming activities.
v. Clubs with a first-year student membership greater than 10 percent of the first-year class who have demonstrated an Active Membership are exempt from the recognition process.
vi. **Some cultural clubs may be exempt from the 10 percent eligibility requirement
vii. The club leadership identification process must occur, and new officers be announced, on or before the last day of February. Clubs are free to select their own process for determining new leadership and a power transition timeline.
viii. The club leadership transition process must occur, and the new officers be announced, before the end of February. Clubs may determine their own mechanism for choosing the new leadership and that process must be communicated to the entire student body prior to the election or selection process. Clubs may also set their own timeline for officially transitioning power over to the new club leadership.

B. Application for Recognition

i. All club organization must apply for recognition though the GBA on a yearly basis unless the organization achieves exemption status or the GBA grants exemption status
ii. The recognition process must occur before the leadership is transferred between second year and first year students.
iii. The Application for Recognition is to be distributed by the Finance Executive prior to the transfer of club leadership.
iv. All organizations not qualifying for recognition exemption may be recognized at a

regularly scheduled GBA Student Government meeting by approval of a majority of the GBA Student Government members.

v. Organizations that have not exhibited active membership in the past year will be expected to submit an activity plan for the coming year.
vi. At the beginning of each Fall semester, the GBA shall reevaluate the effectiveness and relevance of all recognized clubs in coordination with Student Services.

C. New Club Recognition

i. Upon request for the recognition of a new club, GBA shall vote on provisional recognition to last at least 14 weeks (1 full semester), or longer if over the course of winter or summer break.
ii. These clubs will only be known as "provisional" clubs within GBA; externally they will be known as a regular club. Each provisional club can set up a Google site for their members, however they will not be posted on the external Tepper club site until after they have completed the provisional period.
iii. Upon provisional recognition, the provisional club must abide by the rules and regulations for all recognized clubs, including, but not limited to, the planning and execution of at least 1 event during the provisional period.
iv. Throughout the course of the provisional period, such clubs, if not collecting club dues, can, on a case-by-case basis, apply for GBA funding to host events by contacting the Finance Executive Officer and providing information about the event, including, but not limited to, a description of the event, expected number of people, and total cost.
v. Upon completion of the provisional period, the club should provide a written update on the club's activities during that period to be used by GBA for a full club recognition vote.
vi. If, by majority vote, it is determined that the club should become permanently recognized, it must continue to abide by rules and regulations outlined below, and is subject to have recognition revoked if they are not followed.
vii. If, by majority vote, it is determined that the club is not fulfilling its intended purpose, the club leader(s) must reapply for recognition.

VII. BUDGET

A. Allocation

i. The Executive Committee will manage and allocate GBA funds through the Budget Committee. The Budget Committee's allocation and management of funds will be conducted through the web-based budget tool, meetings, or any other methods deemed necessary by the Budget Committee.
ii. Funding requests must be submitted to the Finance Executive or assigned Budget Committee Representative five (5) business days prior to the allocation of funding (i.e. the event, activity, etc.).
iii. The Budget Committee may allocate initial funding each year in any manner it deems appropriate. The method of allocation must be approved by the entire GBA Student Government.
iv. The Budget Committee may reallocate funding in the middle of the Academic year

(December/January) as it deems appropriate. The method of reallocation must be approved by the entire GBA Student Government.

B. Audit

i. The Budget Committee in charge shall perform an annual reconciliation in the middle of the Academic year (December/January); the Executive Committee must approve any updates. The annual reconciliation will be submitted to the Tepper Administration by the end of January.
ii. The Budget Committee may choose to audit a club or organization if it should fall into poor standing, does not hold an introductory meeting, or does not perform events, activities, or services for the student body.
iii. The Finance Executive may withhold GBA funding from clubs which do not maintain and update their websites.
iv. In special cases were funding requests deviate from a club's GBA approved budget
    - the GBA President & Finance Executive will request a full budget for the event
    - The club officers and GBA will present the outlined budget to the administration upon request.

C. Sources

The Tepper Administration supplies the major source of funding for clubs and organizations supported by the GBA. Additional funding sources can be used as identified.

D. GBA Event Funding

GBA funding shall not be appropriated for events that require membership in a club, nor for events for which the sign-up process implies a requirement to pay club dues ex-post.

E. Proposal

i. Final budgets for recognized organizations must be submitted to the GBA Student Government annually three (3) weeks prior to the submission to the Tepper Administration.
ii. Budgets must be finalized and submitted to the Tepper Administration by the last day of February each year. This date should be confirmed with the Tepper Administration and should coincide with the Tepper Administration's Overall Budget deadline. The Overall Budget is the budget submitted by the Tepper Administration to the Chief Financial Officer of Carnegie Mellon University.

F. Reallocation

In order to manage the GBA funding each January before Mini 3 begins the budget reallocation will

i. Establish a Central Fund to hold half of the reallocated amount
ii. Redistribute allocated GBA funds to clubs which are more actively contributing to

the Tepper Community

iii. Reallocation amounts will be based on the proposed budgeting funds from Minis 1 and 2

VIII. ELECTIONS

A. Eligibility

The following are the eligibility requirements to hold an elected office.

i. Must be a graduate student at the Tepper School of Business.
ii. Must plan to be enrolled for the calendar year (January – December) subsequent to the elections. Failure to meet this commitment will result in removal from office (*Exception:* The MSCF representative will be in office from November – October to accommodate this program's shorter class cycle)
iii. Must have a 5.0 cumulative G.P.A. on a 9.0 scale (B average) at the end of every semester. Failure to meet this G.P.A. requirement will result in removal from office.
iv. Cannot have previously served on the GBA; each student is allowed one term in office.
v. Club Membership Limitation: GBA elected members are prohibited from assuming any officer position in Tepper student clubs. If, prior to being elected to GBA, a member is an officer in a Tepper club, he or she is required to relinquish that position before assuming his or her GBA role. If holding a position in a club or organization outside of Tepper, the member is expected to ensure that it does not conflict with fulfilling the role and expectations outlined in Sections B and C above.

B. Process

The election process will be conducted during November and December of the second mini-semester and will consist of two distinct parts. Election dates will be established annually based on class and holiday schedules. The process will include the following activities.

i. Election Committee

The GBA Student Government will organize an election committee to oversee elections.

ii. Application – Executive Committee

Applications for the GBA Executive Committee (President and Vice President) will be submitted in both hard and soft copies to the Director of Student Services to validate candidate eligibility, coordinate platforms, and create the final ballot. In addition, soft copies of the applications must be forwarded to the elections committee.

iii. Intention of Candidacy – Executive Committee

Each GBA Executive Committee candidate will submit a one paragraph intention of candidacy to the current GBA President and Vice President. Intentions of Candidacy will be communicated to the student body every day during the candidacy window.

iv. Candidate Platform Communication - Executive Committee

Each GBA Executive Committee candidate will submit platforms that include goals and objectives of initiatives planned for the upcoming year to the election committee. Platforms will then be published to the student body prior to the election.

v. Candidate Essay - Executive Committee

Each candidate will be required to submit an essay (150-word maximum) outlining their platform and goals. The essays of all executive committee candidates will be published together in one email to all eligible voters prior to the election.

vi. Candidate Speeches - Executive Committee

The Executive Committee candidates will participate in two discussions prior to elections which will be open to the entire student body. Candidates will be required to present their platforms in a time-limited statement of objectives to the student body and will participate in a debate moderated by the GBA election committee. Guidelines for both events will be determined and published by the GBA election committee depending on the number of interested candidates.

vii. Candidate Debate - President

- Candidates for President will participate in a lunch-hour debate prior to the opening of polls. The debate will consist of two distinct parts:
  - Questions developed and/or submitted before the debate
  - Closing statements
- The debated will be organized and moderated by GBA and the rules are as follows:
  - Candidate responses will be no longer than 60 seconds and participants will be stopped at that time
  - Questions will be reviewed, written, and/or chosen by the current GBA and will be kept confidential prior to the debate
  - Opportunities to submit questions to ask will be provided to students prior to the election
  - Order of answering questions will be determined alphabetically and will rotate with each question
  - Candidates closing statements will be no longer than 60 seconds and will be stopped at that time

viii. Campaign Regulations - Executive Committee

Neither candidates nor their designees shall be allowed to campaign for votes outside of the ways set forth above. This includes, but is not limited to, e-mail,

posting fliers or platform positions, vote solicitation using Facebook, LinkedIn, instant messaging, or other computer program.

ix. Campaign Violation - Executive Committee

GBA will meet in emergency session to determine if an election rule was broken. A vote on the election violation shall be held. A majority vote will be sufficient to determine if an election rule was broken. The results of such a vote will be published to the student body.

If GBA determines an election rule was broken the only disciplinary action allowed is candidate disqualification.

x. Voting - Executive Committee

All members of the GBA will be eligible to cast a single vote for GBA Executive Committee members. Elections will be held over at least a two-day period. Representatives from the Elections Committee and Director of Student Services will collect (if needed) and monitor ballots as they are submitted. Student votes will be tabulated at the end of the voting period. Each ballot will count as follows:

<u>Class Vote Count</u>

- First Year Student (full time, Flex-Time, MSCF) = One Vote
- Second Year Student (full time, Flex-Time, MSCF) = One Vote
- Third Year Student (Flex-Time) = One Vote

Election results will be announced via e-mail at 5:00PM on the day following elections. The current Student Government will address any disputes in the manner prescribed above.

xi. Application - Cabinet

After results are reported for the GBA Executive Committee elections, eligible GBA students wishing to run for the GBA Student Government Cabinet have the opportunity to submit applications for specific Cabinet positions. Those GBA students who did not succeed in the GBA Executive Committee elections may run in Cabinet elections.

Applications for the Cabinet will be submitted in both hard and soft copies to the Director of Student Services to validate candidate eligibility, coordinate platforms, and create the final ballot. In addition, soft copies of the applications must be forwarded to the GBA Elections Committee.

xii. Candidate Platform Communication - Cabinet

Each Cabinet candidate will submit platforms that include goals and objectives of initiatives planned for the upcoming year to the election committee. Platforms will then be published to the student body prior to the election.

xiii. Candidate Essay - Cabinet

Each candidate will be required to submit an essay (150-word maximum) outlining their platform and goals. The essays of all executive committee candidates will be published together in one email to all eligible voters prior to the election.

xiv. Candidate Speeches - Cabinet

Cabinet candidates will participate in one discussion prior to elections open to the entire student body. Candidates will be required to present their platforms in a time-limited statement of objectives to the student body. Guidelines for both events will be determined and published by the GBA election committee depending on the number of interested candidates.

xv. Campaign Regulations - Cabinet

Candidates shall not be allowed to campaign for votes outside of the ways set forth above. This includes, but is not limited to, e-mail, posting fliers or platform positions, vote solicitation using Facebook, LinkedIn, instant messaging, or other computer program.

xvi. Campaign Violation - Cabinet

GBA will meet in an emergency session to determine if an election rule was broken. A vote on the election violation shall be held and the results will be published to the student body.

If GBA determines an election rule was broken, the only disciplinary action allowed is candidate disqualification.

xvii. Voting – Cabinet

All members of the GBA will be eligible to cast a single vote for Cabinet members. Elections will be held over at least a two-day period. Representatives from the Elections Committee and Director of Student Services will collect (if needed) and monitor ballots as they are submitted. Student votes will be tabulated at the end of the voting period. Each ballot will count as follows:

<u>Class Vote Count</u>

- First Year Student (full time, Flex-Time, MSCF) = One Vote
- Second Year Student (full time, Flex-Time, MSCF) = One Vote
- Third Year Student (Flex-Time) = One Vote

Election results will be announced via e-mail at 5:00PM on the day following elections.

C. Transition

The transition of information from the previous GBA Student Government to the newly

elected GBA Student Government will begin shortly after elections. Current Student Government representatives are responsible for communicating historical information as well as ongoing issues. Current and new representatives will schedule meetings with the pertinent (COC, Faculty, Director of MBA Student Affairs, etc.) administrative representatives. All transfer of responsibilities should be completed by the end of the third week of Mini 3.

D. Removal and Vacancy Fulfillment

i. Removal from Office

An elected or appointed member of the GBA Student Government may be removed by a two-thirds Student Government vote based on performance concerns (i.e. attendance at meetings, conduct, fulfilling responsibilities). The member must be notified 24 hours prior to the meeting and allowed to present their defense**.**

If at any time an elected member fails to maintain an academic standing above 5.0 (B average), the member may be removed from office at the discretion of the Director of the Masters Program and/or Director of Student Affairs.

ii. Fulfillment of Vacant Positions

No GBA Student Government position shall remain vacant for more than 30 days. In the event of a vacancy, special elections will be held. The GBA President will manage the election process. Interested students will submit applications to the GBA President including platforms and initiatives. These applications will be distributed to GBA Student Government representatives 24 hours prior to the relevant GBA Student Government meeting. The GBA President will review the applications and make a recommendation to the GBA Student Government. Positions will be filled based on a majority vote of the GBA Student Government. Because the appointment of such positions is based on GBA majority vote, and all voting members must be present for the entire election speeches of all candidates, there are no exceptions.

IX. AMENDMENT

The members of the GBA Student Government may amend these by-laws in a regular or special meeting subject to the approval of the amendment by two-thirds of the GBA Student Government members.