



graduate business association

constitution and by-laws

Constitution

p r e a m b l e

The Graduate Business Association (GBA) serves as the umbrella organization for graduate students at the Wisconsin School of Business, representing the student body as a liason to the Office of the Dean, faculty, staff, alumni, and the University of Wisconsin-Madison. The purpose of the GBA is to enhance the graduate business student experience through academic, athletic, social, extra-curricular, and service-oriented events.

a r t i c l e o n e

MEMBERSHIP

All graduate students enrolled as full-time MBAs in the Wisconsin School of Business shall automatically be members of the GBA, with all of the privileges of general membership. Should the GBA choose to assess dues for special membership, additional privileges shall apply for dues-paying members.

a r t i c l e t w o

LEADERSHIP

The GBA shall be governed by the GBA Board, Executive Board and Honor Board. Board members shall represent the rights and the interests of the full-time MBA students of the Wisconsin School of Business to the best of their ability.

a r t i c l e t h r e e

MEETINGS

Routine business of the GBA shall be handled by the Board during **regular** meetings, held at a set day/time each week, open to all GBA members. The President shall determine the day/time of regular meetings at the beginning of the semester and shall make the regular meeting time known to the general membership. The GBA may elect from time-to-time to hold **general** meetings, open to all GBA members, for special announcements or votes, and shall provide at least one week's notice of any such meeting. The Executive Board may also elect to hold **special** meetings, open only to the Executive Board, as necessary.



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COMPLIANCE

The GBA shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, veteran status or any other protected class, as defined by law. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

The GBA shall not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The GBA shall comply with all University of Wisconsin-Madison and Wisconsin School of Business policies and regulations and applicable local, state, and federal laws.

a r t i c l e f i v e

AMENDMENTS

Proposed amendments to this Constitution shall be submitted in writing to the Board of the GBA, which shall review and vote on the proposed amendment within two weeks. If two-thirds of the Board approves the proposed amendment, the President shall immediately make the proposed amendment available to the entire GBA membership and shall call a **general** meeting of the GBA during which he/she shall hold a referendum for ratification with a minimum of two (2) weeks notice. Proposed amendments shall be ratified only by the approval of two-thirds of the entire GBA membership present at the referendum; proxy votes submitted prior to the general meeting are accepted.

a r t i c l e s i x

RATIFICATION

This Constitution shall be ratified upon an affirmative two-thirds vote of the full-time MBA students, and shall take effect immediately upon ratification. Further, this Constitution shall supersede and nullify all preceding Constitutions of the GBA.

Date of Ratification: __November 10, 2008__ **Signature:** __//Signed//__ Jake Abel _____
GBA President

Signature: __//Signed//__Justin Mayer ____
GBA Vice-President

By-Laws



LEADERSHIP

Section 1: The GBA shall be governed by a Board comprised of ten (10) Officers, three (3) Representatives, and one (1) Faculty / Staff Advisor, an Executive Board comprised of the President, Vice-President and Treasurer of the Board, as well as the Honor Board comprised of five (5) representatives.

Section 2: All Board members shall:

- a. Represent the rights and interests of the graduate students of the Wisconsin School of Business to the best of their ability.
- b. Serve on at least one (1) committee charged with managing the affairs of the GBA.
- c. Abstain from voting on any matter if that matter deals exclusively with any student organization other than GBA of which that Board member holds an elected position.
- d. Promulgate all necessary by-laws and amendments consistent with this Constitution, and interpret this Constitution.
- e. Submit a final report to the President upon completion of their term documenting their activities and history of their respective position.
- f. Reserve the right to demand recounts of all elections by a simple majority of the Board.
- g. Debate and approve the Annual GBA Operating Budget.
- h. Attend all regular meetings, except that a Board member may be excused for any reason from two (2) regular meetings per semester with the prior approval of the President. Any member of the Board may move for a vote for the dismissal of any Board member who misses three (3) or more regular meetings per semester. Such dismissal will occur upon a three-fourths vote of the Board in approval.

Section 3: OFFICERS. To be eligible to hold an Officer position in the GBA, a person must be a full-time MBA student in the Wisconsin School of Business and must hold and maintain, at a minimum, a 3.0 cumulative GPA. Officer Positions include:

- a. President

- b. Vice-President
- c. Treasurer
- d. Assoc. Communication Chair
- e. Communication Technology Chair
- f. Community Service Chair
- g. Development Chair
- h. Social Co-Chairs (2)
- i. Athletics

Section 4: REPRESENTATIVES. In order to hold a Representative position in the GBA, a person must be a full-time MBA student in the Wisconsin School of Business and must hold and maintain, at a minimum, a 3.0 cumulative GPA. Representative positions include:

- a. International Representative (1)
- b. Class Representatives (2; one from each class)

Section 5: FACULTY / STAFF ADVISOR. There shall be one (1) faculty/staff advisor who shall participate in GBA meetings and advise the GBA in general matters. The advisor shall be selected on a volunteer basis with the agreement of the Executive Board, and shall serve three-year terms, renewable at will.

Section 6: All Executive Board Members shall:

- a. Oversee the chartering of student organizations in partnership with the Wisconsin School of Business.
- b. Administer all GBA Board elections and the campaigns for such elections.
- c. Comprise the membership of the Budget Committee, evaluating and approving individual student organization funding requests.

Section 7: HONOR BOARD. The Honor Board shall be comprised of two (2) 1st Year student representatives and two (2) 2nd Year student representatives, each serving two (2) year terms, as well as one of the two (2) student representatives of the Masters Curriculum Committee to be selected at random by coin toss. The Honor Board shall:

- a. Serve as the Judiciary of the GBA – interpreting the GBA Constitution and moderating any constitutional challenge.
- b. Oversee all GBA Board elections and the campaigns for such elections.
- c. Establish and maintain the Honor Board’s independent operating procedures and policies.

- d. Along with elected faculty, administer and apply the MBA Honor Code and investigate infractions according to University of Wisconsin – Madison policy in complete independence without interference from the GBA Board or Executive Board.

Section 8: RECALL. A GBA Officer or Representative may be recalled at will from their position by a 2/3 vote of the GBA Board. Upon the recall of a Board Member, their respective position is considered vacant and shall be filled by a special election run according to election statutes within 2 weeks. The recalled Board Member is eligible to run for re-election to their position in the special election.

Section 9: RESTRICTIONS. As of Fall 2009, no Officer or Representative shall hold two or more Board positions simultaneously, and no person shall be permitted to serve on the Honor Board, the GBA Board or Masters Curriculum Committee simultaneously.

a r t i c l e t w o

BOARD MEMBER RESPONSIBILITIES

The duties of the Officers shall include, but shall not be limited to the following:

Section 1: The President shall:

- a. Be the official representative of the GBA.
- b. Call and chair all regular, general and special meetings of the GBA, and appoint others to preside over meetings in the President’s absence. The President may elect to use formal parliamentary procedure, at will.
- c. Vote during regular and special meetings of the Board only when necessary to break a tie and recommend to the Board such measures judged to be necessary and expedient for their consideration.
- d. Serve as chair of the Election Committee and a member of every standing committee. The President shall not vote on any committee besides the Budget Committee, except as needed to break a tie.
- e. Create adhoc committees and appoint their Chairs and members.
- f. Review and suggest changes to the GBA Constitution and By-Laws and the rules for parliamentary procedure, as needed.

- g. Maintain regular communications with the Administration of the Wisconsin School of Business including the Dean, Assistant Dean, Associate Dean, MBA Program Office and the Center Directors.
- h. Meet with each Officer and Representative at least once each semester to review individual performance and goals.
- i. Have an executive privilege for money allocations on an emergency basis up to \$200.
- j. Serve one (1) calendar-year term.
- k. Assume all other powers and duties of the office as set forth in this Constitution and By-Laws.
- l. Fulfill all duties pursuant to being a member of the Board.

Section 2: The Vice-President shall:

- a. Assume the powers and duties of the President during the President's absence and all other such duties as the President delegates.
- b. Convene and preside over regular meetings of the MBA Organization Presidents Council at least once per semester.
- c. Organize GBA involvement with Summer and Fall new student Orientations.
- d. Serve as chair of the Alumni Committee.
- e. Have an executive privilege for money allocations on an emergency basis up to \$200.
- f. Serve one (1) calendar-year term.
- g. Fulfill all duties pursuant to being a member of the Board.

Section 3: The Treasurer shall:

- a. Supervise and be responsible for the financial affairs of the GBA.
- b. Serve as Chair of the Budget Committee, review all requests to the committee for funds and submit an annual budget to the Board for its approval.
- c. Annually review and make publicly available a funding request packet for student organizations.
- d. Make publicly available the operating budget summary of the GBA.

- e. Make available by request the annual requests to the GBA and those awards approved by the Board.
- f. Take all actions requested to comply with any financial audits conducted by the GBA Advisor and/or the Wisconsin School of Business administration.
- g. Have an executive privilege for money allocations on an emergency basis up to \$200.
- h. Serve one (1) calendar-year term.
- i. Fulfill all duties pursuant to being a member of the Board.

Section 4: The Association Communications Chair shall:

- a. Serve as a member of the Communications Team, along with the Communications Technology Chair.
- b. Prepare and distribute, with the assistance of the President, agendas for all meetings no less than 18 hours prior to each meeting.
- c. Act as the recording secretary at all regular, special and general meetings of the GBA, compiling the records and minutes of all meetings and distributing or otherwise publicizing the minutes and individual votes from each meeting in the immediately following Grainger Squire.
- d. Maintain a system for documenting any legislation passed and ensure that it is easily accessible to all GBA members.
- e. Serve one (1) calendar-year term.
- f. Fulfill all duties pursuant to being a member of the Board.

Section 5: The Communications Technology Chair shall:

- a. Serve as a member of the Communications Team, along with the Association Communications Chair.
- b. Maintain and distribute weekly the Grainger Squire, including the maintenance of a drop-box for information to be included in the Grainger Squire and regularly communicating with student organizations to ensure all necessary announcements are included.
- c. Maintain and update the GBA website in conjunction with the Grainger Squire.
- d. Serve one (1) calendar-year term.
- e. Fulfill all duties pursuant to being a member of the Board.

Section 6: The Community Service Chair shall:

- a. Serve as the Chair of the Community Service Committee.
- b. Ensure that the GBA(and its members) sponsors, coordinates or participates in at least one major community service event each semester.
- c. Serve one (1) calendar-year term.
- d. Fulfill all duties pursuant to being a member of the Board.

Section 7: The Development Chair shall:

- a. Serve as the Chair of the Development Committee.
- b. Manage and execute the annual Wisconsin School of Business Golf Outing as the primary funding source for the GBA operating budget.
- c. Develop additional means of funding through corporate partnerships, merchandising and fundraisers.
- d. Serve one (1) calendar-year term.
- e. Fulfill all duties pursuant to being a member of the Board.

Section 8: The Social Co-Chairs shall:

- a. Serve as Chairs of the Social Committee.
- b. Oversee all activities relating to the annual Wisconsin School of Business Spring Ball, as well as specific events for Halloween, TAPS, Tailgating, Professional School Mixers and Graduation.
- c. Serve one (1) calendar-year term.
- d. Fulfill all duties pursuant to being a member of the Board.

Section 9: The Athletics Officer shall:

- a. Serve as Chair of the Captain's Council.
- b. Approve the Captain for each intramural team and ensure that the selected Captain will lead the team in a manner that will reflect positively upon the Wisconsin School of Business.
- c. Oversee all activities relating any intramural or organized sporting event in which GBA members are eligible to participate.
- d. Serve one (1) calendar-year term.

- e. Fulfill all duties pursuant to being a member of the Board.

Section 10: Each Class Representative shall:

- a. Officially represent the students of his or her class at all meetings of the GBA.
- b. Have the right to propose, debate and vote on all the matters undertaken by the Board of the GBA.
- c. Actively serve on the standing and special committees of the GBA.
- d. Serve an academic-year term and is eligible for re-election.
- e. Fulfill all duties pursuant to being a member of the Board.

Section 11: The International Representative shall:

- a. Represent and serve as an advocate for International MBA students, ensuring that GBA decisions and events are developed in a manner that generates an inclusive community.
- b. Be a 2nd Year MBA student.
- c. Actively serve on the standing and special committees of the GBA.
- d. Serve an academic-year term.
- e. Fulfill all duties pursuant to being a member of the Board.

Section 12: The Faculty/Administrative Advisor shall:

- a. Officially represent the GBA at all Wisconsin School of Business meetings in which the GBA or a student representative is not otherwise present.
- b. Report all relevant information of the Faculty and Administration to the GBA.
- c. Report all relevant information of the GBA to the Wisconsin School of Business Faculty and Administration.
- d. Chair the Audit Committee and with the committee, request an audit of the GBA finances at least once each semester.

a r t i c l e t h r e e

COMMITTEES

The GBA Board shall oversee, at a minimum, the following Committees: Alumni, Audit, Budget, Community Service, Development, Elections and Social. Chairs of these committees shall:

- a. Chair all committee meetings and appoint others to preside over meetings in their absence.
- b. Schedule the time of, and set the agendas for, committee meetings and monitor the attendance of committee members.
- c. Ensure that the goals and expectations of the committee are continually being fulfilled.
- d. Regularly report on committee business and deliberations to the GBA Board and President.

a r t i c l e f o u r

ELECTIONS

Section 1: The election of all GBA Board and Honor Board members shall be conducted and administered by an Elections Committee, chaired and appointed by the President, and overseen by the Honor Board. The Elections Committee shall:

- a. Administer all GBA Board member elections and the campaigns for such elections.
- b. Draft and make available officer descriptions and requirements to the general GBA membership at least one month in advance of any election deadline.
- c. Oversee the administration of all electronic voting processes and the official counting of all ballots.
- d. Receive election complaints and preside over Elections Committee hearings.
- e. Hold special elections in the event of a recall or removal of an existing Board member.
- f. Consist of GBA Board members.

Section 2: September Election.

- a. Annual elections for the International Representative, Class Representative, Honor Board and Masters Curriculum Committee positions shall begin on the third Monday of September and voting shall close no later than Thursday of the same week at midnight (Central Time). If necessary, a run-off election shall be held on the following Monday.

Section 3: December Election.

- a. Annual elections for all other Board member positions shall begin on the first Monday of December and voting shall close no later than Thursday of the same week at midnight (Central Time). If necessary, a run-off election shall be held on the following Monday.

Section 4: Special Election.

- a. In the event of a board position vacancy, the Elections Committee may call for a Special Election to fill the vacant position. Such elections must be run in accordance with guidance within Article Four.

Section 5: Qualifications and Campaign Rules/Procedures

- a. Any first-year student member of the GBA who meets all candidate requirements as set forth by the Elections Committee may run for an open Board Officer, 1st Year Class Representative or Honor Board position. Only 2nd Year students are eligible to run for the 2nd Year Class Representative and the International Representative positions.
- b. Any student wishing to run for a Board position must comply with all rules and requirements as set forth by the Elections Committee, including, but not limited to, the submission of a written letter of intention to run, including a statement detailing the candidate's qualifications and reasons for running as well as certify the candidate has read the GBA Constitution and By-Laws. These written statements of intention shall be made public during the campaign.
- c. A student may only run for one Board position during any given election.
- d. Candidates for the Social Co-Chairs positions must run as a paired ticket. All other Officer and Representative candidates must run as individuals.
- e. There shall be a limit of four 8 ½ by 11" campaign posters throughout the common areas of Grainger Hall, and one 8 ½ by 11" campaign poster per Center of Specialization.
- f. No campaign posters or materials supporting a candidate shall be permitted in any classroom, except those items which can reasonably be considered an extension of the person bearing them. Such items may include, but are not limited to: stickers, buttons, shirts or screensavers.
- g. Voting for open Board positions will be conducted electronically unless directed otherwise by the Elections Committee.
- h. All full-time MBAs at the time of the election are eligible to vote. The candidate/pair who receives the most votes for any particular Board position shall be officially elected.
- i. Newly elected Board Officers shall take office on the first day of the immediately following Spring semester of the same academic school year; newly elected Board Representatives shall take office at the first meeting immediately following their election in September. During the interim between the election and officially taking office, new Board members shall attend all regular meetings as non-voting members of the GBA Board. In addition, outgoing Board members and their newly elected counterparts shall meet at least once

during this interim timeframe to discuss the roles and responsibilities of the Board position. Representatives will turn in their transition documentation to the GBA President to be passed to incoming Representatives.

- j. Any violation of the aforementioned rules may result in disqualification from a general and run-off election or removal from office upon hearing by the Elections Committee and a three-fourths agreement by vote of the Board. Any misconduct involving students who are not candidates shall be reported to the Elections Committee, who may refer the matters to the Associate Dean of the Wisconsin School of Business and/or the Honor Board. Such misconduct includes, but is not limited to, any individual who harassment, threats, intimidation or interference with a candidate or a voting member of the GBA Board.
- k. Any and all complaints concerning the election shall be in writing, signed by the complainant and filed with the Elections Committee Chair. Complaints shall be filed as soon as noticed or within 24 hours after the polls close on election day. Any candidate seeking a recount must first petition the Elections Committee in writing within 24 hours of the closing time of the polls on election day. Such petition must include the specific reasons for requesting a recount, will be made public by the Elections Committee and, if denied by the Elections Committee, may be appealed to the Board.

a r t i c l e f i v e

STUDENT ORGANIZATIONS

Section 1: All proposals for the establishment of a new student organization shall be submitted to the Faculty Advisor and Vice-President for the approval of the Executive Board, with consent of the MBA Program Office. A proposal shall include the name of the new organization, the purpose and benefit to the Wisconsin School of Business, a budget request, if necessary, in accordance with the procedure outlined in the Budget Packet, and the name and contact information of the prospective president and faculty advisor of the organization.

Section 2: Upon approval, the new organization shall submit a copy of its constitution and by-laws to the Vice-President and shall register with the University of Wisconsin-Madison Student Organization Office as required. Any such constitution and by-laws MUST include provisions identical to Article 4 of the GBA Constitution. The GBA shall not tolerate nor permit any unlawful discrimination by the student organizations the Board funds.

Section 3: All organizations shall submit a copy of its constitution and by-laws to the Treasurer along with requests for funding each year, regardless of whether any changes have been made. Any funding shall be refused until such documents have been submitted.

a r t i c l e s i x

AMENDMENTS

Proposed amendments to this Constitution shall be submitted in writing to the GBA Board, which shall review and vote on the proposed amendment within two weeks. If two-thirds of the Board approve the proposed amendment, the President shall immediately make the proposed amendment available to the full GBA membership and shall call a **general** meeting of the GBA during which he/she shall hold a referendum for ratification. Proposed amendments shall be ratified only by the approval of two-thirds of the full GBA membership present at the referendum.

a r t i c l e s e v e n

RATIFICATION

These By-Laws shall be ratified upon an affirmative two-thirds vote of the full-time MBA students, and shall take effect immediately upon ratification. Further, these By-Laws shall supersede and nullify all preceding By-Laws of the GBA.

Date of Ratification: __November 10, 2008_ **Signature:** __//Signed//__ Jake Abel _____
GBA President

Signature: __//Signed//__ Justin Mayer _____
GBA Vice-President