St. Edward's University
Bill Munday School of Business
MBA Student Association (MBASA)
Constitution and By-Laws
Fall 2014/Spring 2015 Term

Article I: Name

MBA Student Association (MBASA)

Article II: Statement of Purpose

The Bill Munday School of Business MBA Student Association (MBASA) promotes the interests of all MBA students at St. Edward's University. The goal of this association is to facilitate communication between the administration and MBA students. Through various academic and non-academic activities, the MBASA aids the professional and personal development of all MBA students.

Article III: Membership

3.01 Eligibility for Membership. Membership is open to all currently active or enrolled MBA students in The Bill Munday School of Business wishing to participate in the Association.

3.02 Membership Subject to Bylaws. All members are subject to the bylaws hereby stated and any amendments that may be subsequently implemented.

3.03 Voting Rights. All participating members will be entitled to one vote on each issue that requires member voting during open meetings. Members must be present during open meetings in order for their vote to count. Members may not vote in absentia.

3.04 Termination of Membership. Membership may be terminated if:

A. A member is determined to have been disrespectful to another member. The MBASA officers will determine the severity of the offense and will attempt to rectify the situation before taking steps to terminate the membership of a member.

B. If the member's behavior does not improve, the MBASA officers will ask the member to resign or to proceed with disciplinary action, including terminating the student's membership.

C. MBASA officers will vote on the termination of any membership.
Article IV: Officers

4.01 Officers of the Association. The Association's officers consist of a President, Vice President, Chief Operating Officer, Chief Financial Officer, Chief Marketing Officer, and Chief Social Officer.

4.02 Officer Eligibility Requirements. Students are encouraged to self-evaluate their time commitments, talents, and interests regarding the Association when running for an elected position. All elected officers serve a term of two consecutive long semesters beginning in the fall of every year—the term being defined as the first fall and spring terms after an election. The following are the officer eligibility requirements:

- All officers must be in good standing with the university; they may have no documented infractions of the Student Code of Conduct.
- All officers must be in good academic standing; they may not be on academic probation.
- All officers are expected to set an example for all other members.

4.03 Elections. Officers are elected annually by a majority vote of the Association members at the last open meeting of each spring term. Officer candidates may not run for more than one officer position per academic year. In the event that a serving officer becomes ineligible to serve, the remaining officers may decide to hold an emergency election if deemed necessary.

4.04 Duties of Officers. The following are descriptions set for the officer positions in the Association:

A. The President ensures that all events, activities, and meetings are directly related to the objectives and statement of purpose of the Association, as well as the mission of the university. During each term, the President is responsible for multiple functions including but not limited to the following:

- Serves as the chairperson for the University Affairs Committee.
- Communicates and consults with the Dean, Association Advisor, and Student Life staff members regarding the appropriateness of projects or activities of the Association.
- Ensures that the MBA student body's concerns and needs are being addressed and represented within the Association.
- Obtains Student Life approval for all events, activities, projects, and fundraisers through the event approval process.
- Ensures a representative from the Association attends required meetings and workshops held by Student Life.

B. The Vice President will assume all duties of the President when the President is unable to perform his or her duties. The Vice President will work collaboratively with the President on the association's requirements as defined
by Student Life. During each term, the Vice President is responsible for multiple functions including but not limited to the following:

- Serves as the chairperson for the Alumni Affairs Committee.
- Oversees the election process for new officers each term and promotes a cohesive team environment among the officers.
- Aids fellow officers in their duties and/or other miscellaneous tasks in order to achieve the Association’s goals.
- Schedules and establishes location sites for open and closed meetings of the Association.

C. The Chief Operating Officer (COO) maintains the records of the organization. During each term, the COO is responsible for multiple functions including but not limited to the following:

- Serves as the chairperson for the International Committee.
- Distributes meeting agendas and minutes of all open meetings.
- Tracks member participation in Association events.
- Prepares and submits requirements for yearly organization recognition process as established by Student Life.
- Maintains relevant information about association up to date with Student Life and the Association’s website, including officers, members, and bylaws.

D. The Chief Financial Officer (CFO) is the treasurer for the Association. During each term, the CFO is responsible for multiple functions including but not limited to the following:

- Serves as the chairperson for the Professional Development Committee.
- Maintains all official financial records for the Association.
- Assists the Association’s Advisor in filling and turning in the appropriate fundraising paperwork to the Student Life office.
- Applies for financial assistance for events through funds provided by Student Life.
- Conducts the Association’s financial transactions through a St. Edward’s University business account acquired by Student Life.

E. The Chief Marketing Officer (CMO) serves as the officer responsible for marketing activities for the Association. During each term, the CMO is responsible for multiple functions including but not limited to the following:

- Serve as the chairperson of the Public Relations Committee.
- Maintains social media presence for the Association.
- Promotes all activities and events sponsored by the Association via email and social media.
- Creates marketing strategies for events sponsored by the Association.
- Creates event invites within social media platforms.
- Works with the CSO to ensure successful promotion of events, activities, and speakers.

F. The Chief Social Officer (CSO) organizes social events that highlight the interests of the MBA student body. During each term, the CSO is responsible for multiple functions including but not limited to the following:

- Serves as the chairperson for the Community Affairs Committee.
- Functions as a liaison to other organizations within the Austin community and abroad.
- Coordinates guest speaker appearances, social events, and fundraising opportunities.
- Manages and maintains the calendar of all events, activities, and speakers.
- Works with the CMO to ensure successful promotion of events, activities, and speakers.

Article V: Association Advisor

5.01 The Advisor. The advisor for the Association advises on financial and technical matters, listens to ideas, and provides a historical perspective. Additionally, the advisor supports challenges, mentors, guides, and mediates the Association during each term.

Article VI: Meetings

6.01 Open Meetings. Open, official meetings will be held at least once during each long semester of the academic year—fall and spring terms.

A. Any member may directly address the Association, or MBA student body, during open meetings—at a designated time, as indicated on the agenda. Officers may limit a speaker to three minutes.
B. Any member may submit agenda items for open meetings prior to the meeting—following posted deadlines.
C. The COO prepares the agendas for each meeting and keeps record of approved minutes.
D. The President commences and adjourns meetings.

6.02 The Agenda. The agenda is the schedule of discussion items for each of the Association’s open meetings. Agenda items must be submitted to the COO no later than five days prior to a scheduled open meeting. The officers approve all agendas.

6.03 Closed meetings. Closed meetings include officers and the advisor only. During one term, officers may hold as many closed meetings as deemed necessary.
Article VII: Committees

7.01 **Committees.** Committees are established to centralize focus on particular projects to improve the Association and benefit the entire MBA student body. All members of the Association are welcomed to participate in committees.

A. **Heads of Committees.** The MBASA Officers are the committee chairpersons.

7.02 **Standing Committees.** The following committees are ongoing committees every long term (fall and spring):

A. **University Affairs Committee** works with the administration to develop and improve academic resources and student services provided to all MBA students to ensure graduate student success in The Bill Munday School of Business at St. Edward's University.

B. **Community Affairs Committee** engages members in actively strengthening and supporting educational, social, and networking initiatives for members by identifying member resources and interests and brokering successful matches. The committee encourages support and participation through social events, activities, fundraising, volunteer and philanthropic initiatives, and seeks to enhance public awareness of these efforts.

C. **Public Relations Committee** is responsible for branding and marketing social activities for the Association. The committee also aids in promoting community camaraderie among the MBA student body.

D. **Professional Development Committee** identifies and accommodates the professional development needs and interests of the MBA student body. The committee will also work closely with Career and Professional Development Services.

E. **Alumni Affairs Committee** serves as the link between the St. Edward’s University Alumni Association and the current MBA student body. The committee will promote interaction between alumni and current students by creating networking events and encouraging open communication between the two groups.

F. **International Committee** provides assistance and support for matters relevant to international students, and/or students seeking to travel abroad. The committee will coordinate career events and assist international students with job search and other relevant immigration considerations. The committee will also work closely with the Office of International Education.
Article VIII: Amendment of Bylaws

A bylaw amendment is not effective until approved by the officers of the Association, the Association Advisor, and the Dean of The Bill Munday School of Business.

The bylaws were approved by the officers and advisors of the MBA Student Association (MBASA) at a meeting held on 10/30/14.

OFFICERS AND ADVISORS’ APPROVAL:

NANCY SCHREIBER, Ph.D.
Dean

ALEXANDRA GYARFAS
Chief Operating Officer

NATALIA QUINTANILLA, M.A.
MBASA Advisor

JAMAR APENA
Chief Financial Officer

MOCTEZUMA ZUNIGA
President

KRISTEN KERR
Chief Marketing Officer

LESLIE NELSON
Vice President

ALANNA RUSSELL
Chief Social Officer