

## Constitution



Spring 2008

## **ARTICLE I – NAME**

The Fox School of Business and Management's MBA & MS Student Association (hereafter referred to as the "The Association") at Temple University.

## **ARTICLE II – MISSION**

To ensure a positive student experience for all Fox graduate students by representing them and their interests and by providing opportunities for development through academic, social, philanthropic, and professional experiences.

## **ARTICLE III – GOALS**

- 1) Academic
  - a. Provide a platform for graduate business students to share ideas and concerns with each other and the school's administration
  - b. Act as an umbrella for all Fox School graduate student organizations
- 2) Social
  - a. Promote networking among Fox School students, alumni, faculty and staff through socials, gatherings, and other special networking events
  - b. Develop and promote programs that create strong ties between current students and alumni
- 3) Professional
  - a. Work in conjunction with the Graduate Career Management Center and the Administrative Office of the MBA and MS program to schedule a speaker series with local and nationally recognized business leaders so that Fox School students can gain valuable knowledge beyond the classroom
  - b. Raise the brand awareness of the Fox School by creating a positive recognition for the Fox MBA and MS programs in the local, regional, and national business communities
- 4) Philanthropic
  - a. Sponsor charitable events in the Philadelphia area during the academic year
  - b. Foster a culture of contribution by encouraging volunteerism and board level involvement with non-profit and charitable organizations
- 5) Accountability:
  - a. The Association will abide by all University and school-wide policies in accordance with the Temple University Student Government Rules and Regulations

## **ARTICLE IV – MEMBERSHIP**

Membership to The Association is open to all Masters level students (FMBA, MS, PMBA, IMBA, and EMBA) with an interest in and commitment to graduate business programs at the Fox School. No person will be excluded from membership on the basis of age, race, color, sex, religion, national or ethnic origin, veteran status, sexual orientation, or physical disability.

## **ARTICLE V – BEHAVIORAL STANDARDS**

All members of the Association are expected to represent the Fox Community to the best of their ability. In addition, members must be aware that their behavior sets the standard of behavior for the entire graduate community and it is their obligation to lead by example. Members are expected to attend a minimum of 90% of scheduled Association meetings and sponsored activities. Failure to meet this minimum requirement will result in a formal reprimand from the President or a designated agent and may face Dismissal Proceedings. Additionally, any member who acts in such a way as to be detrimental to the operations or image of the Association will be

formally reprimanded by the President or designated agent and may face Dismissal Proceedings. Finally, any member that violates the Temple Code of Conduct will face Dismissal Proceedings

### **ARTICLE VI – DISMISSAL PROCEEDINGS**

Any member that violates the standards set in Article V may face dismissal from the Association (except for violations of the Code of Conduct which results in immediate Dismissal Proceedings). Dismissal proceedings are as follows:

- Any member of the Fox Community (students, faculty, administration) may submit an anonymous complain or move to dismissal in writing to a Co-President of the Association (if a Co-President is the subject of the complaint or move to dismissal, a designated agent will receive the letter)
- Presidents (designated agent) and Staff Advisor(s) will determine the merit of the complain of the complain or move to dismissal
- Criteria for assessment will vary on a case by case basis. The main criteria are as follows:
  - Did the action directly violate the Association behavioral standards?
  - Was the action detrimental to the Fox Community?
  - How detrimental was the action?
  - What was the impact of the action?
  - Does the action fall into a pattern of questionable actions?
- If the complaint or move to dismissal is found to have merit, the subject of the complaint or move to dismissal will write a letter of rebuttal. If this rebuttal is found to be satisfactory, dismissal proceeding will stop. In such a case, the Presidents (or designated agent) reserves the right to give a formal reprimand
- If the rebuttal letter is not satisfactory, a Discipline Board will be formed, comprised of one of the Presidents (or designated agent), a Staff Advisor, and a member of the Advisory Board. The Discipline Board will have the right to question the author of the letter of complaint or move to dismissal, the subject of the complaint or move to dismissal, and other parties directly involved in the issue
- After gathering information required to make an informed and sound decision on the matter, the Discipline Board must take one of three actions by a two thirds vote.
  - Dismiss the member from the Association
  - Formally reprimand the member
  - Decide to take no action in the matter
- The Discipline Board can, in special situations, make additional recommendations that fit with the unique circumstances of the proceedings

### **ARTICLE V – STRUCTURE**

The Association structures itself as a corporate entity and not as an elective body.

Each incoming Association will have its own objectives for its tenure that will further the goals stated above. These unique objectives will necessitate a different structure for each Association. This structure will be determined during the provided Transition Period, lasting from January 5<sup>th</sup> until the beginning of the Spring Semester. The following list defines commonly needed positions, descriptions, and titles:

**President:** The President is responsible for fulfilling the mission of the organization. He/She manages the organization and meetings, and oversees all operational activities of The Association. The President or his/her appointed delegate will also represent the organization within the Temple University community.. The President will work to coordinate and facilitate activities and meetings within the vertical cohorts.

**Executive Vice President of Strategy and Operations:** The Executive Vice President of Strategy and Operations will work closely with the President in shaping the strategic plan for each term. In addition, the Executive Vice President will be responsible for the direct implementation of this strategy.

**Vice President of Finance:** The Vice President of Finance will work closely with the Vice President of Marketing/Promotions to plan and implement activities for the organization as a whole. Additionally the Vice President Finance is responsible for the Association's annual report and Budget submittal to the Temple Student Government and the MBA/MS Office, which is required by the school to fund student organizations.

**Vice President of Marketing/Promotions/Events:** The Vice President of Marketing/Promotions/Events will plan and implement activities for the organization as a whole. Additionally the Vice President of Marketing/Promotions/Events will ensure information is being disseminated to satellite campuses and will work closely with the MBA/MS Office to promote upcoming events. The Vice President of Marketing/Promotions/Events will be responsible for fund raising to support events that lie within the scope of the position description.

**Vice President of Information Management:** The Vice President of Information Management will be responsible for developing and maintaining the Association homepage on the World Wide Web and the membership e-mail directory. Through use of the Association homepage, the Vice President of Information Technology will be responsible for posting articles and disseminating news from the President and Vice Presidents the organization's activities. Information posted on the web page is intended to keep business students, Temple University administration, and the business community abreast of Association activities and events.

**Vice President of Community Relations:** The Vice President of Community Relations will plan and manage community service projects and serve as a liaison between the Philadelphia community and the Association. This person will work in conjunction with the Alumni Office and Development Offices. Additionally, the Vice President of Community Relations will be responsible for organizing events designed to promote the professional growth of the graduate student body while simultaneously building strong and lasting relationships with the administrative offices and the business community. Events will include, but will not be limited, to the Fall Scholarship Event. In this capacity, the Vice President of Community Relations will be responsible for fund raising activities around this and any other events that fall into the definition of community relations.

**Vice President of Corporate Relations:** The Vice President of Corporate Relations will work with corporations and the Fox alumni network members of the graduate community to further career development and ensure that alumni involvement. He/She will work to generate interest in corporate sponsored events and to engage the Alumni Office and the MBA/MS Office in gain and maintain contact with the alumni. The Vice President of Corporate Relations will be responsible for fund raising to support events that lie within the scope of the position description.

**Program Representatives:** Each Fox graduate program, including first year full-time MBA, IMBA, MS and Part Time MBA, may have a representative to the Association. Program Representatives will be non-voting members of the Association and will act in a strictly advisory and advocacy role. Each term will last for one semester. Representatives are required to attend at least two meetings per semester. To apply for this position, students will submit a letter of intent to the President and will be interviewed.

## **ARTICLE VI – STAFF ADVISOR(S)**

A Staff Advisor(s) has been established to provide guidance to the Association and facilitate communications with the school's administration and other members of the Temple University Fox School of Business and Management business faculty.

The Staff Advisor(s) will be called upon to provide advice and counsel to the Association. The Staff Advisor(s) has the power to veto any major event planned by the Association officers if he/she believes the event is not representative of the school or harms the reputation of the university in any way. The Staff Advisor(s) will be invited to and must be informed of all Association meetings.

## **ARTICLE VII – APPOINTMENTS**

### Appointment process

Fox graduate students interested in participating in the Association will submit a letter of intent to the Co-Presidents of the Association for review. This letter is not for a specific position, but for "membership status" on the Association executive committee.

Co-Presidents will review all letters of intent and determine which candidates have the experience and ability to contribute to the ongoing Association mission. Those candidates that demonstrate necessary ability and commitment to Association goals will be chosen to interview with a slating committee to determine the right position within the organization.

The slating committees will be comprised of 3 SA members - both presidents and one additional SA member. The committee will meet with each candidate individually. After all the candidates have been interviewed, the slating committee will match candidates with specific positions. The candidate "slate" will be presented to the Staff Advisor(s) for final approval. The Staff Advisor(s) reserves the right to either disagree with appointments or request a separate interview. Disagreements will result in a meeting between the Staff Advisor(s) and the Association to discuss possible solutions.

The returning Co-President is responsible for communicating the new appointments in a timely and appropriate fashion. Announcement of new officers should be published before the end of the term.

### Time line

- Announcements of open positions and solicitations of candidates' applications - Week 10
- Interviews with SA - Week 11
- Interview with Staff Advisor - Week 12
- Announcements - Week 13
- Transition - Week 13, 14, and break
- New officers officially start – Week 14 (to discuss issues concerning goals and structure)
- PT officers are replaced during the Fall Term
- FT officers are replaced during the Spring Term

### Advisory Board

Outgoing Association members will continue their service to the Association in the role as a member of the "Advisory Board" for a minimum of one semester. Selected members of the Advisory Board will support the in coming Association during the Transition Period by disseminating institutional knowledge, sharing process documents, and assisting in the determination of strategic goals. Members of the Advisory Board are responsible for attending formal Association meetings and events when requested, providing assistance when necessary, and generally remaining an active advisor in the Association activities.

#### **ARTICLE VIII – FINANCES**

Income and expenses will be accounted for using Generally Accepted Accounting Principles (GAAP). The Vice President - Finance and/or another member of the Executive Committee will prepare an income statement, a balance sheet, and a statement of cash flows for review by all officers and members. The Fiscal Year of Association will run from August 1st to July 31st.

#### **ARTICLE IX – MEETINGS**

The meeting schedule is at the discretion of the president and will be based on the needs and requirements of active projects. Basic meeting guidelines are as follows:

- At least one meeting will be held each two weeks. The first meeting of each month will be an open meeting, which can be attended by any graduate level Fox student.
- Program Representatives must attend at least two meetings per semester.

#### **ARTICLE X -AMENDMENTS**

The Association Constitution may be amended at any time during the academic school year. All proposed amendments to the Constitution must be in writing and approved for a vote by a quorum of two-thirds (2/3) of active Association members in attendance at a regularly scheduled meeting. If the proposed amendment is approved for consideration, it must then be voted on by at least one-half of the active Association membership and approved by a majority vote. In the event of absence, votes may be received electronically.