

**Constitution of
Master of Business Administration Association (MBAA)**

Adopted KENNETH E. DIEPPA ///SIGNATURE ON FILE///
(Signature of President and Date – *to be signed upon final confirmation*)

Article I. Name

The name of this organization is hereby entitled the Master of Business Administration Association (MBAA) of the University of North Carolina Wilmington (UNCW), hereafter referred to as the MBAA.

Article II. Affiliation

This organization is not affiliated with any local, state, national or international organizations.

Article III. Purpose and Objectives

The MBAA is working to continue the development of the UNCW Professional Master of Business Administration program into an internationally recognized reputable program. With the support of our alumni and the community in which we live, work, play and study, the MBAA will be able to strengthen the reputation and reach of the MBA program at UNCW's Cameron School of Business.

Article IV. Adherence

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

Article V. Membership

V.1 General Requirements.

Any UNCW graduate business student can participate in MBAA meetings and events, as well as CSB graduate alumni. The association is specifically designed to support students in the Professional MBA Cohort and its alumni but we welcome others in the CSB graduate school to participate in our events. Non-paid members have the same benefit as paid members, except where noted otherwise, e.g., scholarship applications might specifically be for "paid members in the Professional MBA program."

V.2 Non-exclusionary Membership Clause.

This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization is also open without regard to gender, unless exempt under Title IX. Membership in this organization may be limited to the individuals who affirm the belief of the stated mission of this organization which is directly reflected in the purpose and objectives as stated in this constitution.

V.3 Categories of Membership and Removal

V.3.1 General members - All dues paying members who are actively participating in regularly scheduled meetings and/or maintaining consistent communication, i.e., email, with the organization's secretary and submitting votes for any official business who do not hold an officer position are considered MBAA general members for the school year in which they pay dues. General members may be removed through a process of initial notice and a vote by officers (simple majority rules). The general member in question may appeal the officers' decision and request a vote by general members (simple majority rules). Reasons for removal include the failure to uphold the purpose and objectives of the MBAA.

V.3.2 Officers – All general members voted into office by MBA students are considered MBAA officers for a term of one school year. Officers may be removed from office through a process of initial notice and a vote by general members (simple majority rules). Reasons for removal

include the failure to carry out the duties of the officer position held. In the event that an office is vacant, the current officers may appoint an MBAA member to fill the position.

V.4 Qualification and Privileges

All dues paying members have voting privileges as well as access to all MBAA general member meetings and events. In addition, only paid MBAA members can assume leadership title. If a non-paying member is elected they have 30 days to pay their membership dues or they will lose the right to participate in the role they have been elected to.

Article VI. Advisor

VI.1 Qualifications

Person with knowledge and understanding of the goals of the MBA programs and interest in guiding MBA students, such as the Director of the Professional MBA.

VI.2 Responsibilities

Remain in contact with the officers of the MBAA and serve in an advisory role to the MBAA. This position will be appointed by the MBAA officers and generally be held by the Director of the Professional MBA. The advisor has the right to attend all MBAA meetings and is expected to attend the first meeting of each new school year. The advisor will also be available for communication with the MBAA officers throughout the school year. The advisor does not hold a voting position. The advisor serves a term of one school year but may be reappointed to the following or other terms by the MBAA officers.

Article VII. Meetings

VII.1 General Membership and Officer Meetings

Meetings will be scheduled by the president and all current leadership positions should be in attendance. In the event that someone is not attending meetings the leaders can vote to replace that member. In order to replace a member at least three fourths of the leadership positions must be present and no one can object. Officers must meet at least once a month but the president has the right to schedule more meetings when needed, e.g., before the golf tournament there may be weekly meetings to discuss how things are moving forward.

VII.2 Parliamentary Authority

The MBAA President will serve as the parliamentary authority and will ensure that the voice of the membership is heard in organization proceedings.

VII.3 Quorum

The quorum for any meeting will be 2/3 of general members, and a simple majority rules - 50% plus one member.

Article VIII. Officers

VIII.1 Titles

All officers must be MBAA general members, and two members as co-officers may share all positions except President, Vice President and UNCW Alumni Association Executive Committee Representative (when position is filled).

- President
- Vice President
- Secretary
- GSA Representative
- Treasurer
- First Year Class Liaison
- Second Year Class Liaison
- First Year Social Chair

- Second Year Social Chair
- First Year Fundraising Chair
- Second Year Fundraising Chair
- First Year Communications Chair
- Second Year Communications Chair
- UNCW Alumni Association Representative (When position is filled)

VIII.2 Duties

Officers may not miss more than four officer meetings and four full membership meetings in an academic year. President and Vice President positions are first open to second year MBA students who are MBAA members. In the event there is no interest in the President and/or Vice President positions by second year MBA students who are MBAA members, candidacy may be open to all MBA students who are MBAA members.

- **President**
 - A. Schedule, coordinates, lead monthly or biweekly MBAA meetings, create MBAA meeting agenda
 - B. Lead, manage the MBAA and its activities
 - C. Communicate with all classes of both MBA programs
 - D. Coordinate officer elections and lead the transition of the MBAA between second and first year classes
 - E. Maintain the MBAA registration status as an organization with the university through the Campus Activities & Involvement Center.
 - F. Perform yearly review of the constitution and revise as necessary
- **Vice President**
 - A. Assist President in all aspects of leading the MBAA and coordinating MBAA activities including elections, function as the President during his/her absence (e.g. lead MBAA meetings)
 - B. In charge of all aspects of the scholarship fund and collaborate with UNCW administration regarding the scholarship fund
 - 1. Ensure scholarship is well promoted
 - 2. Ensure fair and equitable collection and distribution of scholarship funds
- **Secretary**
 - A. Maintain all official documentation of the MBA Association
 - B. Create minutes for all meeting and proceedings and forward to officers
- **GSA Representative**
 - A. Attend all GSA meetings and attend GSA functions on behalf of the MBAA
 - B. Assist Secretary with meeting minutes as needed
- **Treasurer**
 - A. Sign all financial-related forms and serve as an approval on contracts entered into by the MBAA
 - B. Pay out all funds
 - C. Maintain a complete, accurate and up-to-date record of all expenditures, deposits and receipts and provide a report to MBAA officers at each monthly/biweekly meeting
 - D. Assist in the preparation of the budget as well as work with the Fundraising Chair during events
- **Fundraising Co-Chair**
 - A. Coordinate all fundraising activities within the MBAA
 - B. Act as lead person during fundraising activities; keep accurate records of all monies received through fundraising activities
- **Communications Co-Chair**
 - A. Deliver messages to UNCW MBA students through newsletters and email about MBAA events
 - B. Update web site with new information as applicable (e.g. newsletters, MBAA events, minutes, etc)
 - C. Ensure MBAA officer e-mail list serve is updated with current officers

- **Social Co-Chair**
 - A. Set up all professional networking, speakers and social events within the MBAA
 - B. Work in conjunction with Fundraising Chair to help coordinate the execution of fundraising activities

- **Class Liaisons (two positions)**
 - A. Attend monthly meetings with MBA faculty/staff on behalf of MBA students to voice concerns or offer suggestions on class related activities
 - B. Remain in touch with concerns and suggestions of MBA students

- **UNCW Alumni Association Executive Committee Representative**

(one position available on the UNCW Alumni Association Executive Committee for a Professional MBA student and MBAA member; position may be held by any of the above officers or by an additional officer. This position is not required unless requested by the committee)

 - A. Attend meetings of the executive committee of the Cameron School of Business chapter of the UNCW Alumni Association
 - B. Act as liaison between the UNCW Alumni Association and the MBAA, relaying information and building a relationship

Article IX. Elections

IX.1 All officers will be elected by all enrolled MBA students to serve a term of one school year. The same person can be elected to the same officer position more than one year. Elections for President, Vice President, Treasurer and Secretary will be held every year at least two months before the graduation, and the date will be set by the president. All other positions will be elected in June (to allow arrival of the new class).

IX.2 Nominations for all officer positions will be emailed to the current President or Vice President (to be determined by President) to compile and relay to the voting class prior to the elections. All those individuals who choose to accept a nomination will be considered in the elections. All election and removal votes will take place in regularly scheduled MBA classes by paper ballot. A simple majority is required to be elected. In the event that only one individual is nominated for a position, that individual will still need to be approved through the voting process. Those MBA students who are not in class the day of elections may email their votes to the organization's current Secretary. In the event that the Secretary is in a biased position, an alternative officer can be determined.

Article X. Non-profit Clause

MBAA is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.

Article XI. Amendments

This constitution may be amended by a simple majority vote of the membership at any time.