The Constitution of

**The MBA and Specialized Masters Association of Iowa State University**

## Revised January 2020

Article I

# Name of Organization

The name of this organization shall be the MBA and Specialized Masters Association at Iowa State University.

Article II

**Purpose**

The Iowa State University MBA and Specialized Masters Association (MBAASMA)is a professional graduate student organization that is a fundamental component of the MBA and Masters experience. Its purpose is to enhance the student experience in the Iowa State MBA and Masters programs by providing members opportunities for:

* Personal and professional growth through networking and skills development activities and programs
* A welcoming and inclusive environment that encourages diversity, promotes cultural awareness, and facilitates interaction among all students
* Community engagement through service projects and volunteer activities
* Marketing and student recruitment as ambassadors of the MBA program
* Students, faculty and staff to work together for the betterment of the MBA and Specialized Masters program and the student experience

Article III

**Statement of Compliance**

The MBA and Specialized Masters Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  The MBA and Specialized Masters Association agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

Article IV

**Non-Discrimination Statement**

Iowa State University and the MBA and Specialized Masters Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V

**Membership**

1. Membership shall be open to all registered graduate students enrolled in the Master of Business Administration (MBA) degree program including the full-time MBA and the Professional MBA. Membership is also open to all graduate students enrolled in the college of business, including in specialized master’s programs in business such as Accounting, Business Analytics, Finance and Information Systems or pursuing a graduate minor in business administration.
2. Faculty, staff, and student partners may be associate members but may not vote or hold office.
3. Members may join the organization at any time.
4. Membership will be revoked by ½ vote of the Executive Council plus ¾ vote from the general membership if a student’s actions are deemed unprofessional or inappropriate.

Article VI

**Risk Management**

The Treasurer of the MBA and Specialized Masters Association shall be designated the organization’s risk management officer.

The role of the risk management officer is [a] to help minimize potential risks for club activities, [b] to recommend risk management policies or procedures to the MBA Association, [c] to submit documentation to ISU’s Risk Management Office and [d] ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable**).**

Article VII

**Officers**

Section 1. Officer Positions

The following shall be the officers of the MBA and Specialized Masters Association and shall form the Executive Council:

* President
* Risk Management Officer
* Treasurer
* Diversity & Cultural Awareness Officer
* Professional MBA Networking Officer
* Social Development Officer

Section 2. Officer Duties

President  
It shall be the duty of the president to preside at all meetings of the MBA and Specialized Masters Association, sign all orders and other documents of the MBA and Specialized Masters Association drawn by MBA and Specialized Masters Association members, call executive meetings of the MBA Association, call meetings of and preside at executive council meetings, and perform other duties that are necessary for the functioning of the MBA and Specialized Masters Association. He/She is responsible for representing the interests of the MBA program at monthly GPSS meetings. He/She shall also be responsible for conducting the MBA and Specialized Masters Association elections.

Risk Management Officer

Duties as designated risk management officer are listed in Article VI. The Risk Management Officer must become familiar with the resources, guidelines, and concepts presented in the Student Activities Center risk management manual and effectively communicate pertinent information to the MBA and Specialized Masters Association officers and membership.

Treasurer  
It shall be the duty of the treasurer to handle all finances of the MBA and Specialized Masters Association and present financial reports at each meeting. The treasurer is also responsible for preparing an annual budget to be voted on at the second meeting of the semester.   
  
Diversity & Cultural Awareness Officer  
It shall be the duty of the Diversity & Cultural Awareness Officer to foster and promote an inclusive and welcoming culture within the MBA and Specialized Masters Association that celebrates the cultural diversities of the members. Responsibilities include the planning and execution of events such as: International Potluck Dinner and Cultural Awareness Seminar.   
  
Professional MBA Networking Officer  
It shall be the duty of the Professional MBA Networking Officer to promote cohesiveness between the Professional and Full-Time MBA cohorts. Responsibilities include the planning and execution of events such as: Negotiation Competition and Networking Social.  
  
Social Development Officer  
It shall be the duty of the Social Development Officer to promote camaraderie between the first- and second-year Full-Time MBA cohorts. Responsibilities include the planning and execution of at least one Social Event. It is also the responsibility of the Social Development Officer to coordinate the IVYconnect program, which intentionally connects incoming Full-Time MBA candidates with current Full-Time MBA candidates for the purpose of aiding with transitioning into the MBA program.

Section 3. Term of Service

The term of serve is one calendar year. However, re-election is possible as long as the student continues to be a registered member of the MBA and Specialized Masters Association.

Section 4. Eligibility Requirements

The officers of this organization must meet the following requirements:

1. Be in good academic standing with the university and enrolled at least half time (four or more credits) as a graduate student
2. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
3. Have at least a fall semester and spring semester of coursework remaining to fulfill their term of office.

Section 5. Process for Electing Officers

1. Officer nominations will be restricted to registered MBA and Specialized Masters Association members.
2. Officer nominations will be opened one meeting prior to the election.
3. Officers will be elected by ballot during a general meeting of the MBA and Specialized Masters Association.
4. Officers shall be elected for positions listed in Section 1 of this article.
5. All members must pay dues to have voting rights. Non-dues paying, non-registered members, and the faculty adviser(s) are not permitted to vote.
6. A simple majority of voting members present is required for a member to be elected. In the event the initial vote for the particular office does not yield a candidate with a simple majority vote, the two candidates with the highest percent of votes will move on to a second ballot.
7. Absentee ballots may be counted in the balloting if approved by the MBA and Specialized Masters Association at the meeting in which the election takes place.

Section 6. Removal of Officers

Officers may be removed for neglect or incompetence in performing her/his duties by a vote of ¾ of all MBA and Specialized Masters Association voting members.

Section 7. Replacement of Officers

1. To fill a vacated officer position, a simple majority of voting members present is required to elect the replacement. In the event that the initial vote for the particular office does not yield a candidate with a simple majority vote, the two candidates with the highest percent of votes will move on to a second ballot.
2. The newly elected officer will serve out the remainder of the term and may be eligible for re-election during the next term of office.

Article VIII

**Adviser**

1. The MBA and Specialized Masters Association shall have an adviser or co-advisers employed as full-time staff in the Graduate Programs Office. The president of the MBAASMA is responsible for asking a staff member(s) to serve as an adviser(s).

1. The role of the adviser is to oversee group activities and events; provide mentoring, direction, and support; and communicate university/college/program policies and procedures.

Article IX

**Finances**

1. All monies belonging to the MBA and Specialized Masters Association shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The MBA and Specialized Masters Association Adviser must approve and sign each expenditure before payment.
2. The Executive Committee may propose a change in the amount of dues at the start of the fall semester. Approval by ¾ majority of voting members is required to amend the amount of dues.

Article X

**Meetings**

Section 1. Time

1. The MBA and Specialized Masters Association will meet as needed during the fall and spring semesters.
2. Executive Council meetings may be called by the president of the MBA and Specialized Masters Association as he/she deems necessary.

Section 2. Quorum

A quorum shall consist of a majority of MBA and Specialized Masters Association and/or Executive MBA and Specialized Masters Association members at their respective meetings. No business shall be transacted unless a quorum is present.

Section 3. Rules

Meetings shall be conducted in accordance with Robert’s Rules of Order.

Article XI

**Ratification and Amendments**

Section 1. Amendments

1. This MBA and Specialized Masters Association constitution will be adopted if approved by 2/3 of the voting members at the second meeting following the initial presentation of this document.
2. This constitution may be amended by reading the proposed amendment at each of two meetings where a quorum is present, prior to the meeting it is acted upon; a 2/3 majority of members present shall be necessary to adopt the amendment.
3. The MBA and Specialized Masters Association Executive members can amend the constitution at any Executive meeting in which a quorum is present.
4. A ratified or amended constitution must be submitted within 10 days to the Student Activities Center for approval.