

Article I- Name

Section 1. The name of this organization shall be the Masters in Business Administration Association at University of Washington, Bothell abbreviated MBA Association Bothell or MBAA Bothell.

Article II – Purpose

Section 1. It shall be the mission of MBAA Bothell to represent the interests of all UWB MBA students. MBAA Bothell shall strive to improve educational, social, and business opportunities by fostering interaction among the administration, faculty, MBA candidates, alumni, other business schools, and the business community.

Article III – Membership

Section 1. Regular Membership – All paid University of Washington, Bothell, Graduate School of Business MBA students in good standing are considered members of the MBAA.

Section 2. Associate Membership – All University of Washington, Bothell Graduate School of Business alumni are considered associate members. Associate members may participate in MBAA Bothell events and conduct business in the name of the MBAA Bothell, but shall not have voting privileges.

Article IV – Officers, Organization, and Elections

Section 1. The officers of MBAA Bothell shall be the President, Executive Vice-President, Secretary, Treasurer, and four divisional Vice Presidents. Their duties and responsibilities shall be as follows:

- a. President – The President shall be accountable and responsible for long-range strategic planning and maintaining close relations with the University of Washington Bothell, Business Program Staff and the MBA Program Director. The President shall preside at all Executive Board, Council and General Membership meetings.
- b. Executive Vice-President – The Executive Vice President shall be accountable and responsible for short-range program execution and coordination of the activities of the four divisional Vice Presidents. The executive Vice-President shall assume the duties of the President in the President's absence.
- c. Secretary – The Secretary shall be accountable and responsible for the administrative functions of the Executive Board and the Council. Additionally, the Secretary shall maintain membership lists and conduct annual elections. The Secretary shall assume the responsibilities of the Executive Vice-president in the Executive Vice-President's absence.
- d. Treasurer – The Treasurer shall be accountable and responsible for the management of the annual budget and disbursement of funds. Additionally, the Treasurer shall be responsible for the administration and execution of all audits. The Treasurer shall assume the responsibilities of the Secretary in the event of the Secretary's absence.
- e. Divisional Vice-Presidents – The four Divisional Vice Presidents shall be accountable for their particular area of responsibility. Major initiatives they desire to undertake shall be discussed and approved by the MBAA Bothell Council. Since the initiatives will routinely cross lines of responsibility, Divisional Vice Presidents are expected to work closely together to ensure

coordination. Each of the four MBAA Bothell Divisional Vice Presidents shall be specifically elected to one of the following positions:

1. Vice President for Academic Affairs and MBA Program Development
2. Vice President for Alumni Affairs
3. Vice President for Business and Community Relations
4. Vice President for Student Affairs

f. First Year Representative – A First Year Representative, discussed in Section 5 below, will also be full voting members of the MBAA Bothell Council.

Section 2. Executive Board - The Executive Board shall consist of the President, Executive Vice-President, Secretary, and Treasurer. The Executive Board shall concern itself with the strategic planning and coordination of the activities of various members of the MBAA Bothell Council. The Executive Board shall have authority to approve non-budgeted expenditures, which are in accordance with the approved budget and are less than \$100.00 in the aggregate.

Section 3. Council - The Council shall consist of the Executive Board, the 4 Divisional Vice Presidents and the First Year representative.

Section 4. Officer Elections – The Secretary shall obtain nominations from the general membership for the President, Executive Vice President, Secretary, and Treasurer positions during the fourth week of the Winter Quarter. The election of these officers shall be held during the fifth week. Following the fifth week elections, nominations shall be sought for the 4 Vice Presidents. The Vice President elections shall be conducted during the sixth week. The newly elected officers shall assume office the first week of the Spring Quarter.

Section 5. First Year Representative – A first year representative shall be elected by the first year UWB MBA Candidates to serve as liaisons between the MBAA Bothell and the first year students and to represent the interests of the entering class of graduate business students. The elections shall be conducted during the third week of Autumn Quarter coinciding with the election of the Graduate and Professional Student Senate Representatives. Terms of the office shall commence upon election and expire on the last day of Summer Quarter. In addition to serving on the MBAA Bothell Council, the class representative shall also serve on the Curriculum Review Committee under the Vice President for Academic Affairs and MBA Program Development.

Section 6. Graduate and Professional Student Senate (GPSS) Representatives – MBAA Bothell is responsible for conducting elections during the Autumn Quarter to determine the above representatives who shall serve for a period of two years. The representatives shall also hold non-voting positions on the MBAA Bothell Council.

Article V – Meetings

Section 1. The Executive Board shall meet at the discretion of the President. Executive Board meetings shall be announced in advance to all MBAA Bothell Council members and shall be open to any MBAA Bothell Council member who wishes to attend.

Section 2. The MBAA Bothell Council shall meet at the discretion of the MBAA Bothell Council. MBAA Bothell Council meetings shall be announced in advance to all UWB MBA candidates and shall be open meetings. However, if sensitive issues are to be discussed, the President may elect to hold a closed meeting. If a closed meeting is held, the President and Secretary shall ensure appropriate minutes detailing any and all decisions are posted for review. Standing committee and Ad Hoc committee

chairpersons, although not considered voting members of the MBAA Bothell Council, are encouraged to attend MBAA Bothell Council meetings.

Section 3. All divisional Vice Presidents are required to communicate to the membership of the MBAA Bothell the initiatives and agendas for their office, at least twice per quarter. The communication shall take place in a manner agreed upon by the divisional Vice Presidents, the goal being consistency and effectiveness.

Section 4. A quorum of five MBAA Council members shall be present at any general or council meeting to conduct business of the MBA Association Bothell. A quorum of three Executive Board members shall be present at any Executive Board meeting to conduct business of the Executive Board.

Section 5. Robert's Rules of Order shall govern meetings of this organization within the requirements of this constitution and the bylaws adopted by the membership of this organization when requested by a member present at the meeting.

Article VI – Financial Polices

Section 1. The fiscal year shall begin on the day following termination of winter quarter.

Section 2. Sufficient funds shall be retained to ensure continued operation of the MBAA Bothell during the Autumn Quarter while annual funding is being obtained.

Section 3. The incoming treasurer shall submit a budget proposal for the current fiscal year at the first meeting of Spring Quarter. This requires incoming officers to consult with outgoing officers on their budget proposals, sometime between their election and the first meeting of Spring Quarter. The MBAA Bothell Council shall review and discuss the budget. Additionally, this budget shall be distributed to all MBA Bothell Students for review and comments. A two-thirds majority vote of the MBAA Bothell Council is required to modify and approve the annual budget as submitted by the Treasurer.

Section 4. At least two of the following officers; the President, Executive Vice President, Secretary, or Treasurer, shall endorse checks disbursing MBAA finds (unless the value is less than \$25). The Executive Board shall have the authority to approve expenditures as outlined in Article IV, Section 2.

Article VII- Committees

Section 1. There shall be two basic types of committees, standing and ad hoc committees. The council shall charter standing committees at the beginning of each academic year. Ad hoc committees may be chartered at the direction of a council officer, usually a Divisional Vice President.

Section 2. Standing committees shall be chartered for the entire academic year. Members desiring to be appointed chairperson of a standing committee shall make application to the council. The council shall review applications and select the best-qualified chairperson. The committee charter shall provide for all direction, including recruitment of members, specific goals, and required reports.

Section 3. Ad hoc committees shall be chartered for specific purpose and shall be of short duration. As noted in Section 1, any council officer may charter an ad hoc committee. However, if the actions of the committee are expected to extend beyond a single quarter, the need for the committee shall be reviewed and approved by the council. Consideration during the review shall be given towards establishing the committee as a standing committee.

Article VIII –Advisor

Section 1. The Director of the MBA Program at University of Washington Bothell shall act as the

Administration advisor to the MBA Association Bothell and shall have no vote in the business of the Council.

Article IX – Amendments

Section 1. Proposed constitutional amendments may be submitted at any time during the academic year. Proposals for amending the constitution should be prepared in writing, stating the affected Article and Section of the constitution, the desired wording, and the desired affect of the amendment. The Council should submit the proposal to the Secretary for review. The Council shall review and discuss all constitutional amendments submitted. A vote shall be conducted using Robert's Rules of Order and recorded by the Secretary in the minutes of the meeting. A two-thirds majority vote is required to amend the constitution. Votes on constitutional amendments shall be recorded by indicating the name of each Council member and their vote.

Section 2. In the event an amendment is proposed and more than one-half, but less than two-thirds of the council, vote in favor of the amendment, the amendment shall be brought before the general membership for a vote. The amendment shall be brought before the next regularly scheduled general membership meeting, which will allow at least two weeks advance notice of the vote to general membership.

Council By-Laws

Article 1 – Professionalism

Section 1. Officers of the MBA Association Bothell shall conduct all organization business in a professional manner.

Article II – Attendance

Section 1. Attendance at Executive Board, Council and General meetings for the respective officers shall be considered mandatory. The President and Executive Vice President shall determine excused absences. In cases where the President and Executive Vice President are absent, the council shall determine whether the absences are excused.

Section 2. An officer with three or more unexcused absences shall be considered in breach of duty. If such a breach of duty occurs, a motion may be made by the President or Executive Vice President to relieve the officer of his or her duties. Such a motion must be approved by a two-thirds majority of all MBAA officers for removal from the office to take effect.

Article III – Vacancies

Section 1. MBAA Bothell Council vacancies, either through resignation, removal, leave of absences, retirement, or graduation, may be filled by the MBAA Bothell Council. An appropriate search shall be made for a candidate to fill the vacated position. If sufficient interest is indicated in the position, a special election may be conducted at the discretion of the MBAA Bothell Council. If no special election is to be conducted, the President may nominate a candidate. A two-thirds majority of all MBAA Bothell Council members is required for appointment of council members.

Section 2. Filling of temporary vacancies (one quarter or less in length) shall be the responsibility of the individual Council member, subject to the approval of the MBAA Bothell Council.

Section 3. Appointed or elected members shall complete the remainder of the current term for the vacant position subject to the expectations of the MBAA Bothell Council members.

Election By-Laws

Articles IV – Election Conduct

Section 1. All individuals nominated for the MBAA Bothell Council positions must conduct their campaigns in a professional manner.

Article V – Election Expenditures

Section 1. The MBAA Bothell Council shall budget each year for the administrative expenses associated with conducting elections mandated by the Constitution.

Section 2. No funds may be expended by any individual on behalf of another nominee's campaign.

Article VI - Election Procedures

Section 1. The MBAA Bothell Secretary shall notify in writing on the first day of the fall quarter all first year students of the nature of the first year representative positions and election procedures.

Section 2. Solicitation of candidacy statements and nominations for all officer positions shall take place over a ten-day period ending at 5:30 PM on the Wednesday prior to the weeks of elections. The Secretary is responsible for soliciting nominations and obtaining candidacy statements. Students seeking office shall submit candidacy statements limited to 150 words, not including qualification and background information concerning their reasons for seeking office. Candidacy statements shall be distributed to the student body in a manner determined by the Secretary.

Section 3. For MBAA Bothell Council elections held in the Winter Quarter, the MBAA Bothell Council shall hold election forums where nominees will have the opportunity to convey their platforms to the membership. The Executive Vice President shall be responsible for arranging and moderating the election forums.

Section 4. The MBAA Bothell Secretary shall prepare ballots with candidates for each position arranged in alphabetical order by last name. A separate line will be added for each position and labeled "write-in".

Section 5. Elections shall be conducted on the Monday and/or Wednesday of election week at a time and in a manner determined by the Secretary.

Section 6. The MBAA Bothell Secretary assisted by two volunteer MBAA Bothell Council members shall certify all ballots as valid and declare a winner for each position as determined by a simple plurality of ballots cast. Officers elected in the fall quarter shall assume office immediately. Officers elected in the winter quarter shall assume office on the day following the winter quarter end and shall serve until the last day of the following winter quarter.

Section 7. In the event that a situation that is not covered by the Constitution or these bylaws arises during the election process, the Executive Council shall be empowered to determine the appropriate manner in which to resolve the situation.

Article VII By-Law Violations

Section 1. Any violation of the articles of these by-laws may be brought before the MBAA Bothell Council for review and adjudication. The MBAA Bothell Council by a two-thirds majority vote shall determine appropriate action to be initiated if charges of by-law violations are found justified.

Section 2. Members of the MBAA Bothell Council who are nominees involved in proceedings mandated under must refrain from review.

Section 3. Election results will not be declared official until violation reviews are completed.