

Constitution of the Masters of Business Administration Association at the University of Alberta School of Business

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1. Definitions

Constitution:

The Constitution of the Masters of Business Administration Association at the University of Alberta School of Business will hereafter be referred to as the *Constitution*.

GSA:

The Graduate Students Association at the University of Alberta will hereafter be referred to as the *GSA*.

Masters Programs Office:

The Masters Programs Office includes the Associate Dean, Recruitment and Marketing, the Career Management Center staff, the Student Engagement Advisor, and Academic Services. The liaison in the Masters Programs Office is the Student Engagement Advisor.

MBA Program:

The Masters of Business Administration at the University of Alberta will hereafter be referred to as the *MBA Program*.

MBAA:

The Masters of Business Administration Association will hereafter be referred to as the *MBAA*.

Executive:

The Masters of Business Administration Association Executive will hereafter be referred to as the *Executive*.

Semester:

Refers to the length of time that a student is enrolled, not the number of credits completed. There are a total of four semesters in an academic calendar year (Fall, Winter, Spring, and Summer)

MBA Student Body:

Students enrolled in the Master of Business Administration Program at the University of Alberta's Edmonton campus will hereafter be referred to as the *MBA Student Body*.

Board of Directors:

The Masters of Business Administration Association Board of Directors will hereafter be referred to as the *Board of Directors*.

Associate Dean:

The Associate Dean of Master's Programs at the University of Alberta School of Business will hereafter be referred to as the *Associate Dean*.

Differential Fees:

MBA differential fees are incurred by MBA students to enhance the quality of the MBA Program, by providing funds to retain and recruit high quality faculty, enhance student activities and enhance technology support within the School of Business. The full differential fee of \$10,000 has been in effect for students entering the MBA Program since September 2004.

Voting Members:

Voting members are Members of the MBA Student Body who pay differential fees.

2. Identity

- a) **Mission Statement**
 - i) The Mission of the MBAA is to improve the overall quality and value of the MBA experience for the MBA Student Body.
- b) **Goals**
 - i) The goals of the MBAA are to allocate MBAA funds responsibly towards initiatives which:
 - (1) Promote involvement and social interaction within the MBA student body;
 - (2) Foster strong relationships between MBA students and faculty, alumni, industry, and the broader community;
 - (3) Encourage and celebrate our diverse student population; and
 - (4) Facilitate the delivery of high quality professional, academic, and supportive programs and services.
- c) **Legitimacy**
 - i) The MBAA is a registered body in good standing with the University of Alberta Graduate Students' Association

3. Membership

- a) **Membership Classifications**
- i) **Voting Members**
 - (1) Criteria:
 - (a) Members of the MBA Student Body who pays differential fees.
 - (2) Exclusions:
 - (a) International students who are enrolled in the MBA Program through a different university;
 - (b) Executive Masters of Business Administration program;
 - (c) Fort McMurray Masters of Business Administration program; and
 - (d) Masters of Accounting.
 - (3) Rights
 - (a) Voting Members may vote at any General Meeting of the MBAA.
 - (b) Voting Members may run for a position on the Executive, subject to the restrictions in sections **4.a.iii** and **4.b.iii**.
 - (c) Voting Members may vote in MBAA elections, subject to the restrictions in sections **4.c.iii** and **4.c.iv**.
- ii) **Associate Members**
 - (1) Criteria:

- (a) Associate Members include alumni and persons chosen by the Board of Directors or MBAA Executive as affiliated with the MBA Program.
- (2) Rights
 - (a) Associate Members are entitled to participate in MBAA-sponsored events and promotions, as selected by the Executive.
 - (b) Associate Members do not have any voting rights at general meetings or in MBAA elections.
- iii) **Board of Directors**
 - (1) Membership
 - (a) The three members of the Board of Directors are the MBAA President, the Dean, and the Associate Dean or their appointed representative.
 - (2) Rights
 - (a) The Board of Directors oversees the operation of the MBAA.
 - (b) The Board may tentatively suspend any article of the MBAA Constitution at their discretion, subject to the procedure outlined in section *11.b*.
- b) **Expulsion of Members**
 - i) Any Voting Member or Associate Member is in good standing as long as they are not in violation of the University of Alberta Code of Student behavior.
 - ii) Any Voting Member or Associate Member may have their membership revoked by the Board of Directors, or by a majority decision of Voting Members at a general meeting, or by a majority decision of the Executive for reasons including, but not limited to, the violation of the University of Alberta Code of Student behavior.

4. Selection of the Executive

- a) **First-Year Representatives**
 - i) **Positions**
 - (1) The First-Year Representatives include and are limited to the following six positions:
 - (a) First-Year Representative Governance;
 - (b) First-Year Representative Finance;
 - (c) First-Year Representative Operations;
 - (d) Repealed;
 - (e) First-Year Representative Engagement;
 - (f) First-Year Representative Part-Time; and
 - (g) First-Year Representative Experiential Learning.
 - ii) **Term of Office**
 - (1) First-Year Representatives of the Executive are to be elected in the Fall Election.

- (2) The term of office for First-Year Representatives begins the day Fall Election results are announced, and ends after the Winter Election, when the new slate of Second-Year Representatives is announced.
- (3) If a First-Year Representative ceases to be a Voting Member of the MBAA that student will be considered to have resigned his or her position on the Executive.

iii) **Eligibility for Nomination**

- (1) Any Voting Member of the MBAA in the first semester of his or her program may be nominated for any one of the six First-Year Representative positions, provided they are enrolled in both the Fall and Winter semesters.
- (2) Two Voting Members in the first semester of their program must nominate any student who chooses to run for a First-Year Representative position.

b) **Second-Year Representatives**

i) **Positions**

- (1) The Second-Year Representatives include and are limited to the following six positions:
 - (a) President;
 - (b) Vice-President Finance;
 - (c) Vice-President Operations;
 - (d) Repealed;
 - (e) Vice-President Engagement;
 - (f) Vice-President Part-Time; and
 - (g) Vice-President Experiential Learning.

ii) **Term of Office**

- (1) Second-Year Representatives of the Executive are to be elected in the Winter Election.
- (2) The term of office for elected Second-Year Representatives begins four weeks following the day election results are announced or April 1, whichever comes first. The term ends four weeks after the election results are announced for new Second-Year Representatives the following spring or March 31, whichever comes first.
- (3) If a Second-Year Representative ceases to be a Voting Member of the MBAA that student will be considered to have resigned his or her seat.

iii) **Eligibility for Nomination**

- (1) Any Voting Member of the MBAA who has completed a semester of the MBA Program, and who does not intend to complete their program during the same calendar year in which the election is held, may be nominated for any one of the Second-Year Representative positions in the Winter Election.

- (2) Two Voting Members who have completed at least one semester of the MBA Program must nominate any student who chooses to run for a Second-Year Representative position.
- (3) No person who plans to be absent from the University of Alberta School of Business for more than three weeks during the following Fall and Winter semesters is eligible to run for the position of President.

c) Election Procedure

i) Timing

- (1) Elections for First-Year Representatives must take place no later than the first full business week in October.
- (2) Elections for Second-Year Representatives must take place no later than the fourth full business week in March.
- (3) Nominations for all vacant positions are to be open for one five-day school week.
- (4) Elections are to be held a minimum of three days after the close of nominations, and after at least one all-candidates meeting, where a member of the Executive will preside.

ii) Supervision

- (1) Election framework, timing and the all-candidates meeting will be administered by the Governance Committee and the Chair(s) shall be responsible to ensure timely occurrence of these milestones and that they occur in a democratic manner.
- (2) The Masters Programs Office liaison and the Governance Committee and the Chair(s) will administer the election and ballot counting process to guarantee no conflict of interest or bias occurs during the poll period.

iii) Notification

- (1) Notification of an upcoming election is to be e-mailed to all eligible voters at least three days before nominations open, and must explain:
 - (a) Who is eligible for nomination;
 - (b) Who is eligible to vote;
 - (c) The opening and closing dates for nomination;
 - (d) The date of the all-candidates meeting;
 - (e) The date of the election;
 - (f) The voting method (e.g. by paper or electronic ballot);
 - (g) How results will be shared.
- (2) Any Voting Member or member of the Board of Directors is entitled to see the results of any election upon request.

iv) Voting Eligibility for First-Year Representatives

- (1) Only Voting Members in the first semester of their program may vote for First-Year Representatives.

- (2) A Voting Member in the first semester of their program may cast a ballot for each First-Year Representative position being voted on.
- v) **Voting Eligibility for Second-Year Representatives**
 - (1) Voting for Second-Year Representatives is limited to those Voting Members who have completed the first Fall or Winter Semester of their program of study, and who are not eligible to complete their program during the Spring or Summer Semesters in the same year in which an election is held.
- vi) **Results**
 - (1) Results will be shared within three days.
 - (2) In the event of a tie, a by-election will be held between the tied candidates.
- vii) **Appeal of Election Results**
 - (1) A written appeal of election results must be given to the Governance Committee within one-week of election completion.
 - (2) The appeal shall include explanation of how the Constitution was violated.
 - (3) The appeal will be reviewed by the Masters Programs Office liaison, President, and the Governance Committee Chair(s).

- d) **Resignation from Office**
 - i) If any member of the Executive resigns from his or her office, the remaining members of the executive may decide by resolution to:
 - (1) Leave that position vacant, and reassign the duties to other members of the Executive; or
 - (2) Temporarily appoint another Voting Member of the MBAA to fill that role until a proper by-election is held; or
 - (3) Hold a by-election for that position within 2 weeks of the position being vacant.
- e) **Removing an Executive Member from Office**
 - i) Failure of any member of the Executive to fulfill the duties of his or her office as explained in section 6 may result in his or her removal from office according to the following rules:
 - (1) A written complaint may be submitted by any Voting Member of the MBAA to the Masters Programs Office. This complaint must name the Executive member, and describe how that member has failed to fulfill the duties of their office.
 - (2) A copy of the letter of complaint must be submitted to the MBAA President and to the Associate Dean.
 - (3) The Executive Member named in the complaint must be given the opportunity to defend their actions in front of the MBAA President and two other members of the Executive chosen by the President, and the person who presented the complaint.

- (4) Based on the recommendation from this group, the Executive will vote on the matter at the next scheduled meeting.
- (5) A copy of the minutes of the meeting and letter of complaint will be made available to all members of the Executive.
- (6) A resolution to remove a member of the Executive from office requires a two-thirds majority vote of the remaining Executive. If the resolution is passed, that office will be declared vacant.
- (7) Any office made vacant through this procedure may be left vacant or filled through a by-election, at the discretion of the Executive.
- (8) The Executive Member removed from office through the above procedure is not eligible to contest in any future elections and become a member of the MBAA Executive. This clause supersedes the Eligibility of Nomination as stated in Section 4 of this Constitution.

f) **By-elections**

i) **Purpose**

- (1) By-elections fill vacancies on the Executive position and 1st year representatives as they arise;
- (2) Settle ties that occur from elections.

ii) **Term of Office**

- (1) The term of office for any Representative elected in a by-election begins the day by-election results are announced, and ends after the winter election, when the new slate of Second-Year Representatives is announced.

iii) **Eligibility for Nomination**

- (1) Any Voting Member who does not intend to complete their program before the end of the Winter Semester when the office in question expires, is eligible for nomination, regardless of how many semesters they have been in the program.
- (2) Two Voting Members must nominate any student who chooses to run for a position through a by-election.
- (3) In the event of a tie, only candidates who ran previously and tied are eligible to run, and are automatically nominated.

iv) **Voting Eligibility**

- (1) All Voting Members who do not intend to complete their program before the end of the Winter Semester when the office in question expires are eligible to vote in a by-election.

v) **Notification**

- (1) Notification of an upcoming by-election is to be e-mailed to all eligible voters at least three days before nominations open, and must explain:
 - (a) Who is eligible for nomination;
 - (b) Who is eligible to vote;
 - (c) The opening and closing dates for nomination;

- (d) The date of the all-candidates meeting;
- (e) The date of the election;
- (f) The voting method (e.g. by paper or electronic ballot); and
- (g) How results will be shared
- (h) Every Voting Member or member of the Board of Directors is entitled to see the results of any by-election upon request.

5. Meetings - Procedure

a) **General Meetings**

6. Timing and Purpose

- (1) A General Meeting of the MBAA is to be held in the fall semester so that:
 - (a) The MBAA President may address the entire student body on their goals for the coming academic year; and
 - (b) The Vice-President Finance may report on the MBAA budget.
- (2) Additional general meetings may be held at the discretion of the Executive.

7. Notice

- (1) Written notice for a General Meeting must be sent to all Voting Members at least one week before the meeting. An agenda is to be included with this notice.

8. Procedure

- (1) The MBAA President will preside at general meetings.
- (2) In the event the President cannot attend, the President's designate will preside at the General Meeting.
- (3) Quorum at a General Meeting will be the lesser of forty Voting Members or 10% of Voting Members.
- (4) At general meetings, Voting Members may vote on changes to the Constitution proposed by the Executive, as described in section *II.c.*, or on any other business that arises at that meeting.

b) **Meetings of the Executive**

- i) The Executive Council will meet at least once every calendar month during the Fall and Winter Semesters.
- ii) Notice of meetings will be sent to all members of the Executive Council at least one week before the meeting.
- iii) Quorum will be two-thirds of the MBAA Executive.
- iv) First-year and second-year representatives have equal voting rights in meetings of the Executive.
- v) The President will preside at all meetings of the Executive Council. If the President cannot attend, they will appoint another Executive Member to preside in their stead.

- vi) Whoever presides at a meeting of the Executive Council may conduct the meeting as they see fit. However, in matters of procedural dispute, *Robert's Rules of Order Newly Revised* will prevail.
 - vii) The Governance Chair(s) or their appointed delegate will attend meetings as an ex-officio member and constitutional advisor.
- c) **Referenda**
- viii) A referendum may be proposed to:
 - (1) Initiate a change to the Constitution;
 - (2) Initiate a change in MBAA policies or procedures; or
 - (3) Remove a member of the Executive from office.
 - ix) Any of the following may initiate a referendum:
 - (1) Written request by a Voting Member with signatory support from 20% of all Voting Members.
 - (2) Governance Chair with support of two Executive Members.
 - (3) Majority of the Board
 - (4) Executive
 - x) Eligibility to Vote:
 - (1) All Voting Members are eligible to vote in any referendum.
 - xi) Procedure:
 - (1) The Board will appoint a person to conduct the referendum and announce the result.
 - (2) For a referendum question to pass, a two-thirds majority of present Voting Members is required.
 - (3) Notice of the referendum will be sent to all Voting Members one calendar week before voting is to take place. This notice must explain:
 - (a) The question being voted on and the intended impact of the decision;
 - (b) Who is eligible to vote;
 - (c) The date of the election;
 - (d) The method for casting and counting ballots; and
 - (e) The result required for the referendum to pass.

6. Duties of the Executive

- a) **First-Year Representatives**
- i) **First-Year Representative Governance**
 - (1) The First-Year Representative Governance will:
 - (a) Assist the MBAA President in the performance of that office;
 - (b) Maintain the permanent records of the MBAA, passing all records to the subsequent Executive;

- (c) Ensure a current copy of the MBAA Constitution is on file with the Student Engagement Advisor;
 - (d) Prepare and distribute the Minutes of MBAA meetings.
- ii) **First-Year Representative Finance**
 - (1) The First-Year Representative Finance will:
 - (a) Assist the Vice-President Finance with the responsibilities of that office;
 - (b) Track budget targets in co-operation with the Student Engagement Advisor;
 - (c) Reconcile all MBAA expenses with the Student Engagement Advisor.
- iii) **Repealed**
- iv) **First-Year Representative Operations**
 - (1) The First-Year Representative Operations will assist the Vice-President Operations with the responsibilities of that office.
- v) **First-Year Representative Engagement**
 - (1) The First-Year Representative Engagement will assist the Vice-President Engagement with the responsibilities of that office.
- vi) **First-Year Representative Part-Time**
 - (1) The First-Year Representative Part-Time will assist the Vice-President Part-Time with the responsibilities of that office.
- vii) **First-Year Representative Experiential Learning**
 - (1) The First-Year Representative Experiential Learning will assist the Vice-President Experiential Learning with the responsibilities of that office.

b) **Second-Year Representatives**

- i) **President**
 - (1) The MBAA President will:
 - (a) Lead the MBAA;
 - (b) Provide the primary point-of-contact for the MBAA for issues involving:
 - (i) The Office of the Dean,
 - (ii) The Office of the Associate Dean,
 - (iii) The General Office;
 - (c) Chair general meetings of the MBAA;
 - (d) Chair a minimum of two-thirds of the Executive meetings of the MBAA;
 - (e) Repealed;
 - (f) Prepare a report for the Fall General Meeting;
 - (g) Assist the Vice-President Finance to prepare the MBAA Budget in accordance with section 8.e;
 - (h) Fill-in as necessary when Executive Members are unable to fulfill their roles;
 - (i) Appoint Governance Chair;
 - (j) Appoint a person to record and distribute the minutes of Executive meetings;

- (k) Sit as an ex-officio member of all MBAA committees and recognized clubs;
- (l) Represent the MBAA at the following University committees:
 - (i) The Business Alumni Association,
 - (ii) The Graduate Study Policy Review Committee,
 - (iii) The Business Council,
 - (iv) The Canadian Business Leader Award Selection Committee,
 - (v) The GSA, or appoint an alternate
- (m) Establish and oversee committees relevant to their office, as approved by the Executive;
- (n) Appoint a person to collect monthly reports from each executive member.
- (2) The MBAA President shall not:
 - (a) Participate in any academic exchange or travel requiring an absence from the school of over three weeks during the fall or winter semester.
- ii) **Vice-President Finance**
 - (1) The Vice-President Finance will:
 - (a) Prepare the MBAA Budget in accordance with section 8.e;
 - (b) Report at the Fall General Meeting on MBAA finances;
 - (c) Manage all financial transactions of the MBAA, in consultation with the Student Engagement Advisor;
 - (d) Maintain signing authority for all MBAA bank accounts;
 - (e) Facilitate funding requests for student initiatives and programs as approved by the Executive;
 - (f) Oversee the spending of all clubs and committees recognized by the MBAA;
 - (g) Repealed.
 - (h) Manage expenses related to the operation of the MBAA Office;
 - (i) Maintain the permanent financial records of the MBAA, passing all such records to the subsequent Vice-President Finance Elect;
 - (j) Coordinate security code passwords with Campus Security;
 - (k) Establish and oversee committees relevant to their office, as approved by the Executive;
 - (l) Be responsible for presenting and providing monthly reports for all of their committees to the person appointed by the President.
- iii) **Repealed**
- iv) **Vice-President Operations**
 - (1) The Vice-President Operations will:
 - (a) Be responsible for all general communication between the MBAA and the MBA Student Body, including the MBAA website, calendar of events, and event promotion;
 - (b) Ensure the MBAA is registered with the University of Alberta GSA;

- (c) Ensure the MBAA abides by all GSA policies and bylaws concerning student groups;
- (d) Keep a timeline of MBAA deliverables to ensure the Association stays on track to reach their goals and obligations;
- (e) Manage the use of MBA House;
- (f) Ensure there is quorum present for general meetings and Executive meetings;
- (g) Establish and oversee committees relevant to their office, as approved by the Executive;
- (h) Be responsible for presenting and providing monthly reports for all of their committees to the person appointed by the President.

v) **Vice-President Engagement**

(1) The Engagement Student Representative will:

- (a) Coordinate all activities of the MBAA as they pertain to the University;
- (b) Develop and promote events for the MBAA student body;
- (c) Encourage interaction between the international and domestic student populations through cross-cultural events and activities; and
- (d) Establish and oversee committees relevant to their office, as approved by the Executive.
- (e) Be responsible for presenting and providing monthly reports for all of their committees to the person appointed by the President.
- (f) Work together with the Vice President Part-time to host events that will benefit both the full-time and part-time cohort

vi) **Vice-President Part-Time**

(1) The Vice-President Part-Time will:

- (a) Represent the interests of part-time students to the MBAA and the Masters Programs Office;
- (b) Make a presentation during Orientation Week to assist part-time students in the process of settling into work-life-study balance, and navigating the university community;
- (c) Develop and promote events in coordination with the Vice-President Engagement to showcase part-time students to the MBA Student Body;
- (d) Encourage interaction between the part-time and full-time student populations through networking events and activities; and
- (e) Establish and oversee committees relevant to their office, as approved by the Executive.
- (f) Be responsible for presenting and providing monthly reports for all of their committees to the person appointed by the President.

vii) **Vice-President Experiential Learning**

(1) The Vice-President Experiential Learning will:

- (a) Provide a support role for events and activities pertaining to student skill and development, such as, but not limited to, Internal Case Competitions, Internal Primer, and Professional Development fund distribution;
- (b) Work with the President of the MBAA, or whomever the President delegates or recommends, in coordinating the external case competition programs, including the oversight of standards and evaluation of participants for external case competitions;
- (c) Understand, support and promote the goals and expectations for the external case competitions and the MBA Program;
- (d) Provide information and recommendations, supports decisions consistent with the goals and expectations;
- (e) Work closely with the MBA Office to plan and promote experiential learning initiatives as they pertain to the MBA Career Tracks.;
- (f) Prepare, submit, and supervise the annual budget for areas of responsibility;
- (g) Participate in committees, events, and other activities, and may be required to make presentations at meetings as required;
- (h) Complete other duties as assigned by the President of the MBAA; and
- (i) Be responsible for presenting and providing monthly reports for all of their committees to the person appointed by the President.

viii) **Governance Chair**

- (a) Appointed by the President
- (b) Ensure all operations of MBA align with Constitution
- (c) Attend monthly GSA meetings (or assign designate)
- (d) Organize and hold first and second year elections
- (e) Organize and chair General Meetings
- (f) Organize annual MBA awards

7. Committees

- a) **Purpose**
 - i) The Executive may, at their discretion, establish committees from among the MBA student body, for any purpose they see fit.
- b) **Procedure**
 - i) The Executive reserves the right limit the size of any committee.
 - ii) Every committee established by the Executive will be assigned to an Executive Member to oversee that committee, and report on it at Executive meetings.
 - iii) New committees will be announced to the entire MBA Student Body.
 - iv) Membership and leadership of committees is at the discretion of the Executive Committee.
 - v) The Executive may, at their discretion, dissolve any committee that no longer serves the purposes of the Executive.
- c) **Terms of Reference**
 - i) Committees shall maintain terms of references.
 - ii) A copy of the current Terms of Reference shall be provided to the Executive.

8. Finances

- a) **Fiscal Year**
 - i) The fiscal year of the MBAA ends on the 31st day of March of each year.
- b) **Auditing**
 - i) The President and Vice-President Finance are responsible for maintaining budget records and monitoring expenses in cooperation with the Student Engagement Advisor.
 - ii) Audits are conducted periodically by external auditing firms.
- c) **Transparency**
 - i) The current MBAA Budget will be made public to any Voting Member upon written request.
- d) **Borrowing**
 - i) The MBAA may not borrow monies from its members, nor persons not associated with the MBAA.
 - ii) Monies may be borrowed from the Master's Programs Office under conditions set forth in negotiated contracts with the Associate Dean, subject to approval from the Board.

e) **Budget**

- i) The Vice-President Finance, with guidance from the President, will prepare the MBAA Budget within the constraints set out by the Differential Fees Budget Guidelines.
- ii) The President and Vice-President Finance will submit the Budget to the Executive for their approval in September.
- iii) Upon Executive approval, the President and Vice-President Finance will submit the Budget to the Associate Dean and the Student Engagement Advisor no later than September 30th.
- iv) The Student Engagement Advisor administers the approved Budget on behalf of the MBAA. Major transactions require his or her approval.
- v) Expenses related to the MBAA Budget must be updated on a monthly basis, in co-ordination with the Student Engagement Advisor.

f) **Signing Authority**

- i) MBAA Cheques require two signatures from authorized signatories.
- ii) Signing authority will be given to the President, Vice President Finance and Vice President Operations

9. Club Recognition

a) **Requirements**

- i) Any club or student initiative seeking recognition from the MBAA:
 - (1) Must actively promote the objectives of the MBAA;
 - (2) Must have Voting Members for every position on their executive;
 - (3) Must have a membership comprised of at least 75% Voting Members.

b) **Funding**

i) Any club or student initiative seeking funding from the MBAA must first be recognized by the MBAA.

ii) Any club recognized by the MBAA must co-ordinate any fundraising efforts through the MBA Office.

iii) Any club recognized by the MBAA may not borrow monies.

c) **Procedure**

iv) Requests for club recognition must be made in writing to the Vice-President Finance no later than one week before a scheduled Executive meeting.

v) The President and Treasurer of the club have the option to present to the Executive at the next scheduled Executive meeting.

vi) The Executive may resolve to recognize a club by a simple majority

vii) Recognition for any club expires on April 30th, unless renewed during the last scheduled meeting in April.

d) **Oversight**

viii) The MBAA President is an ex-officio member of all clubs recognized by the MBAA.

e) **Revocation**

ix) If the Executive determines a club has failed to satisfy its obligations to the MBAA, the Executive may resolve to revoke its recognition by a simple majority vote.

10. **Remuneration**

No member of the Board of Directors is to be remunerated by the MBAA for his or her participation with the MBAA.

11. **Amendments to the Constitution**

a) **By Voting Members**

i) Any Voting Member may propose an amendment to the Constitution through the referendum procedure outlined in section **5.c**.

b) **By the Board**

- i) The Board may tentatively suspend any article of the Constitution at its discretion, provided it proposes a referendum on the article suspended, either for its amendment or its ratification, to take place within fourteen days of the suspension of that article.
- ii) The referendum will proceed according to section **5.c.iv**

c) **By the Executive**

i) The Executive may, by a 2/3 majority of the full twelve-member council (or a full six-member council in the Spring or Summer months), move to amend any portion of this document. Such decisions will be in force provisionally, until that change can be voted on at the next General Meeting.

ii) When voting on changes to this document at a General Meeting, a 2/3 majority is required to confirm any decision.

d) By the Governance Committee

- i) The Governance Committee may recommend changes to the Executive.
- ii) If endorsed by a 2/3 majority of the Executive, proposed changes shall be brought forward for a vote at the next General Meeting.

e) Recording Changes

- i) Dates of any amendments are to be included as part of this document.
- ii) Whenever this document is altered, the new version must be submitted to Associate Dean or his appointed representative.
- iii) Once approved at a General Meeting the approved version will supersede all previous versions.
- iv) The MBAA Constitution shall be publicly available on the MBAA website.

12. Dissolution

a) By Vote

The MBAA may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days' notice must have been given in writing to all members.

b) Automatic Dissolution

MBAA is automatically dissolved upon student membership as defined by member section 3.a.i / dropping below 10 members

c) Distribution of Resources After Dissolution

Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to a charity or cause determined by 2/3 majority vote by the Executive upon dissolution, and the bank account closed down.

13. Procedural Guidelines

For any occurrence not covered by this document, *Robert's Rules of Order* Newly Revised will apply.