
UBC MBA SOCIETY CONSTITUTION

ARTICLE I: NAME

The organization shall be known as the “MBA Society” of the University of British Columbia hereinafter referred to as the “MBAS”.

ARTICLE II: MISSION

To enhance the value of the UBC MBA degree by creating legacy partnerships with local, national, and international business while fostering continual enhancements to the academic and social lives of students.

ARTICLE III: MEMBERSHIP

- A. All students who are registered in full-time (FT) and part-time (PT) MBA programs of the Sauder School of Business during the academic year and who have paid their MBAS fee are members of the MBAS.
- B. No other persons may be members of the MBAS.
- C. All members of the MBAS are afforded the same rights to participate in MBAS or MBAS- related activities.
- D. Notwithstanding Article III, Section A, exchange students to the Sauder School of Business shall be deemed to be members of the MBAS except in matters of:
 - 1. Elections
 - 2. Referendums
 - 3. Financial Assistance to External Conferences
 - 4. Appointment to the Executive Council

ARTICLE IV: EXECUTIVE COUNCILS

The Executive Councils shall carry out their duties to the best of their ability as directed by the General Council and mission of the MBAS.

- A. The Full-Time Executive Council shall be composed of the following elected

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members:

1. President (Chair)
 2. President, Senior Part-Time Cohort
 3. President, Junior Part-Time Cohort
 4. Vice President External
 5. Vice President Internal
 6. Vice President Finance
 7. Vice President Communications
 8. Vice President Academic
 9. Vice President Events
 10. Vice President Student Development
- B. Once a new Council has been elected, the outgoing Full-Time Executive Council will organize a handover schedule during which time the new incoming Council will be mentored.
- C. The newly elected Council will take office at the end of the handover period designated by the outgoing Committee, which is to be no later than December 7th
- D. The Part-Time Executive Council shall be composed of the following elected members:
1. President (Senior Part-Time Cohort) (Chair)
 2. President (Junior Part-Time Cohort)
 3. Vice President External (Senior Part-Time Cohort)
 4. Vice President External (Junior Part-Time Cohort)
 5. Vice President Internal (Senior Part-Time Cohort)
 6. Vice President Internal (Junior Part-Time Cohort)
 7. Vice President Events (Senior Part-Time Cohort)
 8. Vice President Events (Junior Part-Time Cohort)
 9. President (Full-Time)
- E. Article XVIII outlines the duties & responsibilities of elected executive & representatives
- F. The Combined Executive Council shall be composed of all members of the Full-Time and Part-Time Executive Councils. The Full-Time President shall act as the Chair of the Combined Executive Council. The objective of the Combined Executive Council is to facilitate and maximize integration of the Full-Time and Part-Time student bodies.
- G. Executive Council Meetings:
1. Quorum is represented by a majority of the voting members of an executive council
 2. Executive Council Meetings may be called by the Chair at any time.
 3. The Chair shall convene an Executive Council Meeting if petitioned to do so by a quorum of Executive Council members

4. Full-Time Executive Council Meetings must be convened:
 - i. At least once every two weeks during the academic year (with the exception of exam periods);
 - ii. At least once per month between May and August inclusive.
5. Part-Time Executive Council Meetings must be convened at least once every six weeks
6. Combined Executive Council Meetings shall be convened at least once in September, and once in June and may take the place of a Full-Time or Part-Time Executive Council Meeting.
7. All Executive Council Meetings shall be opened to all members of the MBAS unless specifically deemed in-camera.
8. All Executive Council positions have the right to one vote.
9. The chair may only vote to break a tie, at his/her discretion.
10. No Executive Council member shall hold more than one voting position on a respective council.
11. In the event Part-Time Cohort Presidents cannot attend a Full-Time Executive Council Meeting, they may appoint a proxy from the VP's of their respective cohort in writing to the Chair.

H. Powers of The Executive Council:

1. Full-Time Executive Councils can with a 2/3-majority vote overturn any motions of Representatives' Council.
2. Respective Executive Councils must approve any monetary expenditure up to \$5000 from their respective budgets.
3. Full-Time Executive Council may by 2/3 majority vote remove a Representatives' Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
 - iii. agreed tasks not performed in a timely manner
 - iv. bringing the MBAS or the Sauder School of Business into disrepute
4. Combined Executive Council may recommend to General Council with 2/3 majority vote, the removal of an Executive Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
 - iii. agreed tasks not performed in a timely manner
 - iv. bringing the MBAS or the Sauder School of Business into disrepute
5. Combined Executive Council must review all Requests for Dean's funding before they are brought to the MBA Office for consideration.

I. All members of Executive Councils shall:

1. Attend and report regularly to all Executive Council, Representatives' Council, and General Council Meetings.
2. Issue a written warning to any Representatives' Council member who misses more than one Representatives' Council or General Council Meeting per term without notifying the VP Communications.

3. Hold no other elected or appointed MBAS position.
4. Appoint Chairs to external events and competitions in which the Sauder School of Business participates.
5. Do such other things as directed from time to time by General Council, Representatives' Council, or the respective class President.
6. Submit a continuity report by October 31st to their successor and provide ample time for a successful transition to their successor.
7. Greet all incoming students during their orientation sessions in the last week of August.
8. Live in the Metro Vancouver area.

ARTICLE V: ALL COUNCIL'S MEETINGS

- A. The Representatives' Council will be chaired by the Full-Time President and shall be composed of all members of the Full-Time Executive Council, presidents of recognized MBAS clubs, and the following elected positions (unless otherwise noted):
 1. Business Career Centre Representative
 2. Alumni Representative
 3. International Representative
 4. Sports Representative
 5. Orientation Representative
 6. Website Manager
 7. MBA House Resident Manager
 8. MBA Games Representative
 9. Case Committee Representative
- B. Representatives' Council Meetings:
 1. Quorum is represented by 50% of the current voting members of Representatives' Council.
 2. Representatives' Council Meetings must be convened at least once per 6-week period during the academic year unless there is no business to be discussed (with the exception of exam periods).
 3. Representatives' Council Meetings may be called by the Chair with 24 hours' notice. Notice of Representatives' Council Meetings must be at minimum e-mailed to all Representatives' Council members.
 4. The Chair must call a Representatives' Council Meeting within 48 hours if he/she is petitioned to do so by a quorum of Representatives' Council members.
 5. Representatives' Council Meetings are open to all members of the MBAS unless specifically deemed in-camera
 6. The Chair may only vote to break a tie, at his/her discretion.
- C. Powers of Representatives' Council:
 1. Representatives' Council may by 2/3-majority vote remove a

Representatives' Council (but not Executive Council) member based on, but not limited to :

- a. meetings not regularly attended
- b. constitutional duties not fulfilled
- c. agreed tasks not performed in a timely manner

D. All members of Representatives' Council shall:

1. Attend and report regularly to all Representatives' Council and General Council Meetings.
2. Keep accurate written records of their activities and submit a continuity report describing their activities for their successors prior to October 31.
3. Hold no other elected or appointed MBAS position.
4. Do such other things as directed from time to time by the Executive Council, General Council, or the President.

ARTICLE VI: GENERAL COUNCIL

A. The General Council shall consist of all students who are current members of the MBAS.

B. General Council Meetings:

1. Should provide many opportunities for and encourage part-time and full-time participation.
2. Quorum is represented by 15% of current membership of the MBAS.
3. General Council Meetings must be convened at least once per 2-month period during the academic year and may be run in conjunction with a Representatives' Council Meeting.
4. General Council Meetings may be called by the Full-Time President with seven days' notice.
5. Notice of General Council Meetings must be sent out via email and posted on the MBAS website, seven days prior to the meeting.
6. A General Council Meeting must be called within 14 days by the Full-Time President if he is petitioned to do so by 10% of the MBAS membership.
7. All current members of the MBAS are entitled to one vote at General Council Meetings.
8. One General Council Meeting held after Executive elections, but preceding March 1, shall serve as the MBAS Annual General Meeting. The date of this meeting is at the discretion of the President.
9. All resolutions of General Council must be approved by a 2/3 majority vote
10. Noting it is very difficult to schedule a General Council Meeting convenient for all members / classes to attend, a web vote may be used to pass a resolution. This ensures all classes have the

opportunity to be equally represented. Quorum for a web vote is 15% and must be approved by 2/3 majority vote.

11. The chair may only vote to break a tie, at his discretion.

C. Powers of General Council:

1. General Council can with 2/3 majority vote overturn any motions of Representatives' Council and/or Executive Council.
2. General Council must approve any unbudgeted monetary expenditure over \$5,000.00.
3. General Council can remove a Representatives' Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
4. General Council can remove an Executive Council member based on, but not limited to:
 - i. meetings not regularly attended
 - ii. constitutional duties not fulfilled
 - iii. agreed tasks not performed in a timely manner
5. A resolution to remove an Executive Council member as stated in paragraph 4 must be included with the notice of the General Meeting, and such notice shall be given to the MBAS membership no less than seven days prior to the General Meeting. The resolution must be forwarded to the Vice-President Communications at least 14 days prior to the date of the meeting. Such a resolution must either:
 - i. be recommended by a 2/3-majority vote of the Executive Council, or
 - ii. be signed by 45 members of the MBAS.

ARTICLE VII: COMMITTEES

All members of Representatives' Council may establish a committee to assist them in fulfilling their duties. Appointments to MBAS committees can be made by Executive Council, Representatives' Council, or General Council by a majority vote. All MBAS members may sit on committees, including Executive Council and Representatives' Council members already holding positions.

Responsibility and Powers

- A. Committees are responsible to make regular reports and provide information to the Executive Council as required.
- B. Decisions within the committee are made by majority vote.
- C. Decisions or recommendations made by committees are not binding and require consultation of the Executive Council prior to implementation.
- D. Committee members are required to be present at committee meetings. After a default in attendance of three (3) meetings, it is at the discretion of the chair to remove the members' seat on the committee.
- E. The chair of each committee is responsible to ensure that the objectives of the

- committee will be achieved in a given period.
- F. Each committee may request a budget of the Executive Council no later than October 30th of each year.
 - G. Each committee may apply to the Executive Committee for the use of funds set aside by the Executive Council for the expenses of committees in annual MBAS budgets.

ARTICLE VIII: ELECTIONS AND TURNOVER

Administration of the Elections

1. Full-time class elections shall be administered by the Full-Time MBAS Class President as the "Elections Officer".
2. Part-time class elections shall be administered by the Part-Time MBAS Senior Class President as the "Elections Officer".
3. The Full-Time MBAS Class President and the Part-Time Class President shall appoint an elections committee consisting of at least three (3) members in good standing of the MBAS, who do not hold an elected or executive position, nor are candidates for any elected or executive position.
4. The "Elections Officer" shall have supreme authority on all matters relating to elections and should maintain a fair and equitable elections process at all times.
5. Elections for class Ombudspersons shall occur at the discretion of the Core Team. Two ombudspersons for each part-time and full-time cohort are to be elected. Ombudspersons responsibilities shall be transitioned to elected Executive Council upon election but no later than the end of Integrated Foundations for full-time and May for part-time.
6. Elections for the Full-Time Executive Council positions shall occur in the first week of October
7. Election for the Junior Part-Time Cohort Executive Council shall occur between the months of April and June.
8. Elections for all other positions are open to all MBAS members and shall occur during the month of October.
9. Elections shall be run at the Executive Council's discretion and may be conducted by paper ballots or web vote.
10. Following the election, incoming and current elected representatives will work in partnership to ensure the smooth transition between administrations. The existing executive role/club president will mentor new members through the months of October and November.
11. Complete turnover to the new executive shall be no later than December 7th.
12. Amendments to the Election Policy must:
 - a. be recommended by a two-thirds (2/3) majority vote of the Executive Council, and have majority vote by General Council

ARTICLE IX: REFERENDA

- A. A referendum may be authorized at any time by a two-thirds (2/3) majority vote of the Executive Council
- B. A referendum may be petitioned by 15% of MBAS membership. The process is as follows :
 - 1. A petition for a referendum must be submitted to the President of the MBAS. The petition must include the names and e-mail addresses of the petitioning MBAS members and the specific question they wish put to MBAS members.
 - 2. Upon finalization of the petition, the President must hold the referendum within 14 days.
- C. All procedures followed during an election as stated in Article VIII, Section D, govern referenda, with the exception of campaigning.
- D. Both sides of the question may campaign during the campaign period and during polling hours. No campaigning shall occur with 5 meters of any polling station with the exception of one sign, no larger than 11" x 17".
- E. The Executive Council shall have authority to decide any matter in relation to which the interpretation of this Constitution is in doubt and to make provision for any matter on which this Constitution is silent.
- F. By the power of a vote of two-thirds (2/3) or greater by the meeting of the General Membership of the MBAS or referenda, this Constitution will come into power forthwith.

ARTICLE X: ANNUAL APPOINTEES AND BACKFILLING OPEN POSITIONS

- A. Appointments to lead and participate in a variety of student initiatives will occur over the course of the MBAS mandate. Applications for appointment must be made available and advertised (as per General Meeting advertisement or newsletter) at least one week prior to the application due date. Appointments are to be made by Full-Time or Part-Time Executive Councils per Article IV Section D in an in-camera meeting.
- B. Notwithstanding the above clause, the Executive Council can appoint additional members to Representatives' Council to serve in any capacity, at any time.
- C. In the event that an Executive or Representatives' Council member goes on exchange, transfers from part-time to full-time, resigns, is removed by the Executive Council or Representatives' Council, loses membership in the MBAS, or becomes in any other way unable to fulfill his/her duties, his/her

vacant position must be filled within a reasonable amount of time and in a such a manner as is outlined in Section A.

ARTICLE XI: RECOGNIZED MBAS CLUBS

The Core MBA Clubs are:

1. Net Impact Club
2. Finance Club
3. Consulting and Strategic Management Club
4. Sailing Club
5. Product and Service Management Club
6. Business Innovation Club

The following clubs are considered optional and have been active in the past:

1. Natural Resources Club
2. Women In Business

MBAS Clubs must, as their primary focus, substantially benefit the academic and social lives of MBA students.

- A. A new optional MBAS club may be created at any time by any member of the MBAS. The new club becomes recognized only after a proposal outlining the charter for the new club has been approved by a two-thirds (2/3) majority vote of the MBAS Representatives Council. If the club is formed after the budget has been passed per Article XII, they may not be eligible for MBAS funding given the budget has been allocated. Upon creation, the club must select an interim President to serve on the Representatives Council until such time that a formal election for the club President and other officers can be held.
- B. A presentation must be made to the Executive Council outlining the club and purpose stating whether they would like to be formally classified as a core or optional MBAS club. Final status will be decided by the Executive Council by a two-thirds (2/3) vote.
- C. Approval to become an MBAS club will be granted by the Combined Executive Council.
- D. A MBAS club is considered to be "Active" in any given year if:
 - a. The club has elected a President to serve on the Representatives Council, and
 - b. Holds at least one meeting per academic period, and
 - c. Has a membership of at least five MBAS members.
- E. All MBAS clubs are to receive a notice board allotment (location of which is determined by the Vice-President Communications), and any additional support deemed necessary by MBAS Executive and/or Representatives' Council.
- F. All MBA clubs are eligible for funding from the MBAS provided:

- a. The club is "Active".
 - b. The club does not solicit external funding (such as sponsorship from the business community) without consent of the Vice-President External.
 - c. The club submits a budget, an annual programming plan outlining club activities and social events for the coming year, and financial statement to the Vice- President Finance no later than October 30th.
 - d. The club President remains a member in good standing of the Representatives' Council.
- G. On a quarterly basis, the Executive Council will review the club budgets and programming plans. In instances where a club does not use planned budget during the outlined timeframe, the Full-Time President will send notice to the club president and the unused budgeted funds will be redistributed within the MBAS budget.

ARTICLE XII: BUDGET

The MBAS funding from MBA students shall be collected by UBC Student Services with the first tuition payment (as of September 2012, the fee is \$270 subject to CPI thereafter). The full- time budget will be kept separate from each part-time cohort's budget and must meet the following criteria:

- A. Shall be the responsibility of the President.
- B. The VP Internal will request budget proposals from all Representatives' Council members and the Presidents of recognized MBAS clubs by October 15th.
- C. The Executive Council will present a budget proposal at the first Representatives' Council Meeting after executive handover but before December 31 for review.
- D. The Executive Council will then finalize the budget for the next General Council Meeting.
- E. The budget may be passed at that same General Council Meeting, or at a later General Council Meeting.
- F. The full-time budget must be passed by January 15th to be adopted and requires a two-thirds (2/3) majority vote of support by the full-time class. The part-time budgets are to be prepared by their respective Presidents and require a two-thirds (2/3) majority vote of support by each part-time class.
- G. Reimbursement requests for monetary expenditures that are included in the approved budget do not require a previous approval of a funding request from the Executive Council before the expense is incurred. The limits of the monetary expenditures to be approved are outlined in Article IV, item F.
- H. Expenditures that are not included in the approved budget require the approval of a funding request before the expense is incurred and the approval of a reimbursement request.
- I. A reimbursement will only be processed when supporting documentation

is submitted.

- a. Proper documentation consists of
 1. One (1) copy of the original receipt (purchase receipt only)
 2. One photocopy of the original receipt
 3. Reimbursement request form
 4. Signatures from all required parties
- b. Credit card statements or equivalent records will not be accepted as proof of transaction, but rather serve as evidence of a transaction
- c. Receipts can be submitted up to 30 days after date of purchase for reimbursements without penalty. Penalty may include a delay in processing up to a declined reimbursement.
- d. Reimbursements that are completed inconsistently with the above will not be processed.
- J. Funding and reimbursement requests may be passed during Executive Council meetings by majority vote.
- K. In certain circumstances considered by the President, funding and reimbursement requests may be passed electronically by majority vote. Any requests passed electronically must be recorded in the minutes of the following Executive Council meeting.
- L. The Full-time MBAS bank account shall require four executives with signing authority for the management of the account, including writing cheques. The positions with signing authority will be the President (Full-Time), the President of the Senior PT class, the President of the Junior PT class, and the Vice President Finance.
- M. The Part-Time MBAS bank account shall require three executives with signing authority for the management of the account, including writing cheques. The positions with signing authority will be the President of the Senior PT class, the President of the Junior PT class and the President (Full-Time).
- N. A minimum of two authorized signatures are required for every cheque.
- O. A cheque shall not be signed by the same person to which the cheque is payable. In the event that a cheque is payable to a bearer of any of the four authorized signatures, the pertinent cheque shall be signed by any two of the other three authorized signatures.
- P. In circumstances where a large deposit or fee is required as security or for registration for a MBAS event, the executive council can with a two-thirds (2/3) majority authorize a cheque be written provided it is accompanied by an invoice, a receipt can be obtained and the cheque is payable to a third party and not a MBAS member.
- Q. Any item that has been explicitly approved and referenced in the budget is not considered a restricted item.
 - a. The following items will only be reimbursed to individuals as determined by the VP Finance and Full-Time or Part-Time Class president on special conditions
 1. Cell phone plan, to a maximum \$30 per month.
 2. Delegate fees for required conference/event attendance.

3. Anything deemed to be beneficial to the operation of the MBAS Examples include, but are not limited to, project management software and stand-up banners with MBAS branding and logo.
- b. The following items will only be reimbursed with authorization of the VP Finance and Full-Time or Part-Time President:
 1. Gas
 2. Parking fees
 3. Meals
- c. The following items will not be reimbursed under any circumstances:
 1. Traffic or parking fines.
 2. Any finds incurred that otherwise would have been avoidable.
 3. Meeting food/meals
 4. Alcohol
 5. Gratuity or tips above pre-applied gratuity.
- R. Fiscal year of the MBAS starts on January 1 to December 31. All reimbursement for a fiscal year must be given to the VP finance 30 business days before the last day of the fiscal year.

ARTICLE XIII: RULES

- A. This constitution shall remain the law governing the conduct and activity of the MBAS.
- B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the MBAS in all cases to which they are applicable and in which they are not inconsistent with this Constitution, or any special rules adopted by the MBAS General membership from time to time.
- C. The Combined Executive Council may by a two-thirds (2/3) majority resolution create further rules and procedures for the MBAS, provided such that rules are consistent with, and subservient to, this Constitution.
- D. Nothing within this constitution shall be interpreted in such a way as to be inconsistent with the AMS Code of Procedure, Bylaws, or Constitution.

ARTICLE XIV: RECORD OF THE CONSTITUTION

- A. A copy of the Constitution shall be posted on the MBAS website and shall also be available upon request to the President of the MBAS
- B. In circumstances where there is disagreement between two or more copies of the MBAS Constitution, only the printed copy of the MBAS Constitution, kept by the President of the MBAS, signed and dated by all members of the current Combined Executive Council, shall be considered the official version.

ARTICLE XV: AMENDMENTS TO THE CONSTITUTION

- A. This Constitution may be amended at a General Council Meeting of the MBAS or by web vote of MBAS members. An amendment requires a two-thirds (2/3) majority resolution where quorum is 15% of membership. Any proposed amendments shall be included with the notice of the General Council Meeting / web vote, and such notice of the General Council Meeting shall be given to the MBAS membership no less than 7 days prior to the voting date.

By the power of a vote of two-thirds (2/3) majority or greater of at least fifteen (15%) of the general membership of the MBAS, this constitution will come into force effective October 1, 2012.

ARTICLE XVI: EXECUTIVE ORDERS OF THE FULL-TIME PRESIDENT OF THE MBAS

The Full-Time President of the MBAS is sworn to uphold the mission and the Constitution of the MBAS. While the constitution, and indeed the spirit of democracy must limit the lawmaking powers of the president, the framework of our constitution demands that the President be afforded the power to see that our rules are faithfully executed.

- A. In instances of an emergency, where time is a mitigating factor, and where it can be demonstrably justified the Full-Time President shall:
- i. Be endowed with the powers to execute the constitution without approval of the Executive Council, Representatives' Council, or General Council.
 - ii. Have the power to suspend a member of the Representatives' Council, until a meeting of the Full-Time Executive Council is convened.
 - iii. Appoint a temporary member of Representatives' Council for a period of up to one month until ratification at the next Full-Time Executive Council Meeting. The appointee may be removed under the processes of Article V, or by resignation, only.
- B. If the Full-Time President is to have acted in bad faith or in manner that defies the spirit or constitution of the MBAS in exercising the Power of Executive Order, the Executive Council may, by a two-thirds (2/3) majority vote, forever remove the power of Combined Executive Order from the current Full-Time President.

ARTICLE XVII: MOTIONS OF CENSURE AND VOTES OF NO CONFIDENCE

- A. The Combined Executive Council, Representatives' Council, or General Council Meeting may by majority vote pass a Motion of Censure against any elected or appointed officer of the MBAS. Notification of the reasons for the Motion of Censure must be given to the person or persons

concerned in writing at least three days before the meeting. A person who is the subject of a Motion of Censure must be given an opportunity to defend himself or herself verbally at the meeting. Motions of Censure passed shall be publicized to all MBAS members by e-mail.

- B. Motions of Censure may be based on, but not limited to, the following reasons:
 - i. Meetings not regularly attended
 - ii. Constitutional duties not fulfilled
 - iii. Agreed tasks not performed in a timely manner
 - iv. Bringing the MBAS or the Sauder School of Business into disrepute
- C. Subject to the procedures outlined in Article IX, Sections B, C, and D, MBAS members may petition a Vote of No Confidence against any elected or appointed officer of the MBAS. Notwithstanding Article IX Section B, the wording of a Vote of No Confidence does not require acceptance by the President and shall read as follows: "The Sauder School of Business MBA Society has no confidence in [person's name] in [his/her] capacity as [name of MBAS office or offices]".
- D. The petition for a Vote of No Confidence may be based on any reason. No reason is need to be given by the petitioners.
- E. An elected or appointed officer of the MBAS against whom a Vote of No Confidence is passed must resign the named office immediately.
- F. An elected MBAS members may not petition a Vote of No Confidence against an elected or appointed officer of the MBAS under the following circumstances:
 - i. within 90 days of the MBAS officer's election or appointment to the named office or offices
 - ii. within 90 days of an unsuccessful Vote of No Confidence against the MBAS officer

ARTICLE XVIII: DUTIES & RESPONSIBILITIES OF ELECTED EXECUTIVE & REPRESENTATIVES

Executive Council Members – Full-Time

- A. The President shall :
 - 1. Be enrolled in the FT MBA program.
 - 2. Uphold and exemplify the vision and values of the student body
 - 3. Uphold traditions and cultivate a student culture consistent with the vision and values
 - 4. Not participate in the exchange program.
 - 5. Represent the interests of all members of the MBAS and maintain equality with respect to benefits and activities provided by the MBAS.
 - 6. Represent the MBAS to external communities, the MBA office, and faculty.
 - 7. Build strong connections with various school bodies, including the Dean's Office, MBA Office, and Alumni Office.

8. Work with the SEVP to bridge the gap between FT and PT MBA students and to unite the two programs into a succinct community through the MBAS.
9. Prepare and distribute agenda and any related materials for each executive meeting 48 hours prior to meeting.
10. Chair Executive Council, Representatives' Council, and General Council meetings.
11. Reserve the right to designate another member chair.
12. Work with VP Finance to draft budgets for activities and items purchased.
13. Work with VP External and External Representatives to attend networking events during school periods.
14. Hold weekly Office Hours during school periods.
15. Hold elections as required in a timely and fair manner.
16. Supervise and direct the duties of Executive Council and Representatives' Council members.
17. Promote the Sauder School of Business reputation and establish a positive image in the external business community.
18. Manage the transition of duties to incoming Council members.
19. Be responsible for creating and updating the MBAS Continuity Plan in conjunction with MBAS Executives
20. Be the custodian of traditions and artefacts
 - a. Ensure all traditional events are planned
 - b. Ensure all artefacts are created/made available
 - c. Ensure traditions and artefacts reflect MBAS values
 - d. Propose new traditions and artefacts
 - e. Ensure detail documentation, "How to" documents, for all traditions and artefacts are created and maintained
 - f. Maintain a calendar of MBAS events.
21. Work with the VP Internal to ensure artefacts are visible and/or accessible in the Sauder Community
22. Promote Vision and Values
 - a. Ensure all MBAS members are aware of our vision statement and values
 - b. Facilitate discussion of the Vision and Values with the new classes
 - c. Ensuring that the Vision statement and Values are promoted and displayed at all MBAS events/meetings and on the MBAS website
 - d. Document all new vision and values initiatives
 - e. Consult with Sauder Community members encouraging them to support the vision and values.

B. The Vice-President Academic shall :

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body
3. Uphold traditions and cultivate a student culture consistent with the vision and values
4. Promote the development of the MBA academic program, liaising as

- appropriate with the Dean, Assistant Deans, faculty, and MBA Office.
5. Liaise regularly with the MBA Office regarding courses and specializations.
 6. Maintain relations between the MBAS and faculty.
 7. Undertake the Integrated Foundation evaluation survey, including results compilation and report.
 8. Undertake other academic surveys, such as pertaining to appointment, promotions, and tenure as appropriate
 9. Provide input to the MBA Office in selection of students for events and initiatives.
 10. Take student concerns about faculty/classes, gather your facts about the issues, and act as a liaison between the students and the faculty/dean.
 11. Co-chair the case competition selection committee with the Case Competition Representative and VP Student Development and communicate information about business case competitions in an efficient manner to the student body (all MBA classes part-time and full-time).

C. The Vice-President Communications shall :

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body
3. Uphold traditions and cultivate a student culture consistent with the vision and values.
4. Be responsible for communication within the MBAS.
5. Circulate weekly MBAS newsletter/eLetter to all MBAS membership.
6. Be responsible for taking or appointing responsibility for taking all meeting minutes and posting all minutes on the MBAS website.
7. Be responsible for communication of MBAS related information from the MBAS Councils, to the MBAS Membership, Business Careers Centre, MBA Office and Dean's Office.
8. Work closely with the VP Events.
9. Administer the MBAS website (with the help of the Website Manager) to ensure that content is maintained and up-to-date.

D. The Vice-President External shall :

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body.
3. Uphold traditions and cultivate a student culture consistent with the vision and values.
4. Act as the official MBAS contact for the business community and other Universities.
5. Work with MBAS Executives to create artifacts through sponsorship (i.e. MBAS Diary/Agenda books).
6. Coordinate sponsorship effort for MBAS initiatives.
7. Create/update MBAS sponsorship package.

8. Create/update MBAS sponsorship plan to help fund major events.
9. Work with Club Presidents and Representatives to encourage sponsorship of club initiatives.
10. Oversee all external communications of the MBAS, including formal requests for sponsorship from the business community.
11. Assist clubs with guest speakers and inform MBA class of relevant events in community.
12. Encourage and coordinate class participation in volunteer programs and promote class involvement with the external community.
13. Participate in organizing external networking events, liaising as appropriate with the Alumni Representative, Business Careers Centre Representative, MBA Office, Senior VP and VP Strategic Vision.
14. Lead the External Representatives' Committee.
15. Ensure that the MBAS is representing the Sauder School of Business appropriately.
16. Conduct external networking-related surveys as appropriate.
17. Initiate and direct community charity initiatives.
18. Support and attend school and community events representing the MBA Society.

E. The Vice-President Internal shall:

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body
3. Uphold traditions and cultivate a student culture consistent with the vision and values.
4. Facilitate town halls and MBAS Executive meeting and events.
5. Administer the production of nametags, and any other related promotional materials.
6. Coordinate the production of the Full-Time class gifts including the end of the program gift to the school.
7. Administer graduation photos for the Full-Time class – Emails should be sent out in March. Consult with the Senior Part-Time VP Internal about the graduation photos for the part-time class.
8. Coordinate the purchase of legacy items.
9. Oversee MBAS student areas including decor and upkeep.
10. Oversee MBAS owned equipment.
11. Assist student initiatives that may benefit the class.
12. Be the GSS Representative for MBA full-time classes.
13. Organize and execute the MBA Society Full-Time elections with current executive
14. Provide support and assistance for the MBA Society Part-Time elections
15. Support other student initiatives, such as a Yearbook for the full-time class, a Trek or other student events.
16. Be the custodian of branding including:
 - a. Be a resource for students looking to branded merchandise

- requests
- ii. Ensure students know about and have access to Sauder merchandise
- iii. Build and maintain a relationship with the Sauder marketing department
- iv. Support and attend school and community events representing the MBA Society

F. The Vice-President Finance shall:

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body
3. Uphold traditions and cultivate a student culture consistent with the vision and values.
4. Act as the Treasurer for the MBAS by:
 - a. Ensuring all funding/reimbursement form information is complete
 - b. Providing sign-off on funding/reimbursement requests
 - c. Listing, distributing and presenting MBAS funding/reimbursement requests at Executive Council meetings for approval
 - d. Writing and distributing reimbursement cheques'
 - e. Maintaining and updating budget balances by
 - i. Recording each cheque written
 - ii. Recording each statement received
 - iii. Ensuring no overspending
 - f. Reallocating budget as needed during the period
 - g. Balancing final budget with incoming VP Finance
5. Create and submit the MBAS budget to the MBA Society General Council upon consultation with the Executive Council.
6. Audit and approve all individual Representatives' Council budgets and Club President's budget with consultation with the Executive Council.
7. Publish income statements when required by the Society with no less than one per academic term.
8. Ensure proper auditing procedures are followed.
9. Provide sign-off on funding/reimbursement requests for Dean's Office requests.
10. Liaise with the GSS and MBA Office to facilitate the transfer of fees.

G. The Vice-President Events shall:

1. Be enrolled in the FT MBA program.
2. Uphold and exemplify the vision and values of the student body
3. Uphold traditions and cultivate a student culture consistent with the vision and values.
4. Plan and coordinate all current and new MBAS traditional events
 - a. Forget Integrated Foundation
 - b. Christmas Gala
 - c. Welcome Back After Summer
 - d. Net Impact Conference

- e. Our World Initiative
- f. Alumni Hockey Tournament
- g. UBC MBA Regatta
- 5. Organize and communicate regular social events for Full-Time MBA Classes.
- 6. Work with Part-Time VP Events to organize and communicate regular social events for all MBA Classes through an MBA events calendar, maintained online.
- 7. Follow up with Club Presidents to ensure events are consistently being planned.
- 8. Supports the MBAS event logistics.
- 9. Supports student initiatives that benefit the class.
- 10. Support the logistics of club and MBAS events such as room booking, form and banner design, parking passes, and guest speaker gifts.
- 11. Support and provide assistance to Representatives and Club Presidents, including:
 - a. At the end of the Integrated Foundation, organize an opportunity for the current class to join clubs
 - b. Organize the annual Clubs Day event in the fall for the new, incoming class
- 12. Support club presidents with logistics for events and meetings.
- 13. Support the logistics of events such as registration, catering, form and banner designs, and guest speaker gifts;
- 14. Inform current MBA students of events in the local business community.

H. The Vice President Student Development shall:

- 1. Be enrolled in the FT MBA program.
- 2. Uphold and exemplify the vision and values of the student body.
- 3. Uphold traditions and cultivate a student culture consistent with the vision and values.
- 4. Co-chair the case competition selection committee with the VP Academic and communicate information about business case competitions in an efficient manner to the student body (all MBA classes: both part-time and full-time).
- 5. Support and provide assistance to the Sauder MBA Games team by doing the following:
 - a. Work closely with the MBA Games Student Representatives, Sauder Faculty, MBA Office, and Dean's Office to ensure that Sauder fields a strong, diverse team.
 - b. Help team captains to organize appropriate support, such as coaching, practice, and/or mock situations.
- 6. Act as a liaison between the student body and the MBAS Executive with regards to student initiatives, ensuring that they are brought to a vote when necessary.

Executive Council Members – Part-Time

- I. The President (Senior or Junior Part-Time Cohort) shall:
 1. Be the elected President of the senior or junior cohort of the PT MBA program.
 2. Uphold and exemplify the vision and values of the student body.
 3. Uphold traditions and cultivate a student culture consistent with the vision and values.
 4. The Senior Cohort President will fulfill the responsibilities of the FT President if the President is unavailable.
 5. Work with the other PT Cohort President and FT President to bridge the gap between the respective PT and FT cohorts and to unite the programs into a succinct community.
 6. Support the FT President, and cohort Vice-Presidents in their duties.
 7. Represent the PT program and cohort to the MBAS, the Dean's Office, the MBA Office, and university faculty.
 8. Act as the official cohort contact for the business community and other Universities.
 9. Build strong connections with various university bodies including the Dean's Office, the MBA Office, the Business Career Centre, and the Alumni Office;
 10. Work with the cohort Vice-Presidents to draft a cohort budget for events and activities;
 11. Work with the cohort Vice-Presidents to organize and communicate networking, speaker and social events;
 12. Communicate with and act as a liaison to former PT President's for the purpose of maintained alumni involvement in the governance and ongoing restructuring of the MBAS.
 13. Coordinate MBAS involvement in the orientation of the incoming classes.
 14. Provide mentorship and assistance to the Full-time and Junior Part-Time Cohort Executives, and ensure a complete and seamless transition of MBAS roles and responsibilities to the incoming classes.

- J. The Vice-President External (Senior or Junior Part-time Cohort) shall:
 1. Be enrolled in the Part-time MBA program in the senior and junior cohorts, respectively.
 2. In all responsibilities, the Senior PT VP External will lead and mentor the Junior PT VP External.
 3. Uphold and exemplify the vision and values of the student body
 4. Uphold traditions and cultivate a student culture consistent with the vision and values.
 5. Establish and build contact for MBAS within the business community and other Universities.
 6. Oversee and support the PT MBA Executive Team in all external communications pertaining to the PT Cohorts including formal requests for sponsorship from the business community.
 7. Encourage and participate in volunteer programs and promote

- community involvement.
- 8. Participate in organizing external networking events for their respective PT MBA classes, liaising as appropriate with the rest of the PT MBA Executive team, the general MBA Society Executive Team, Business Careers Centre Representative, and MBA Office.
- 9. Ensure that their respective PT MBA Classes are representing the Sauder School of Business appropriately.
- 10. Inform MBAS members of relevant events in the business community.
- 11. Conduct external networking-related surveys as appropriate.

K. The Vice-President Internal (Senior or Junior Part-time Cohort) shall:

- 1. Be enrolled in the Part-time MBA program in the senior and junior cohorts, respectively.
- 2. In all responsibilities, the Senior PT VP Internal will lead and mentor the Junior PT VP Internal.
- 3. Uphold and exemplify the vision and values of the student body
- 4. Uphold traditions and cultivate a student culture consistent with the vision and values.
- 5. Represent PT students interests to MBO
 - a. Work with MBO to address student concerns regarding instructor assignment/scheduling/performance
 - b. Champion PT student "customer service" concerns regarding facilities, catering, technology, feedback
- 6. Be the custodian of branding
 - a. Be a resource for students looking to branded merchandise requests
 - b. Ensure students know about and have access to Sauder merchandise
 - c. Build and maintain a relationship with the Sauder marketing department
- 7. Coordinate internal affairs of MBA Society, including:
 - a. Organize and execute the MBA Society Part-Time elections with current executive
 - b. Administer the production of business cards for the part-time class
 - c. Administer graduation photos for the part-time class (coordinate with the Full-Time VP Internal)
 - d. Administer the part-time class gift at the end of the program
 - e. Support other student initiatives, such as a Yearbook for the Part-Time class, a Trek or other student events
 - f. Support and participate in student events, such as Orientation weekend for the incoming class
- 8. Support and provide assistance to club presidents, including:
 - a. Make part-time student body aware of opportunities join the student clubs
 - 1. Invite Club Presidents to introduce their clubs to the PT cohort

- b. Support club presidents with logistics for events and meetings
 - 9. Attend school and community events representing the MBA Society
 - 10. Administer gifts for guest speakers, core instructors, and student recognition through Sauder marketing, MBAO and external sources.
 - 11. Work with VP Academic role to communicate with Part-Time classes
 - 12. The Senior VP Internal will be the GSS Representative for MBA Part-Time Classes
 - 13. Be the GSS Representative for MBA Part-Time Classes
- L. The Vice-President Events (Senior or Junior Part-time Cohort) shall:
- 1. Be enrolled in the Part-time MBA program in the senior and junior cohorts, respectively.
 - 2. In all responsibilities, the Senior PT VP Events will lead and mentor the Junior PT VP Events.
 - 3. Uphold and exemplify the vision and values of the student body.
 - 4. Be the MBA House Representative
 - a. Promote with use of MBA House facilities for events amongst all MBA classes
 - b. Plan and execute monthly events for all MBA students
 - c. Create and encourage student events
 - d. Encouraging and supporting the MBA House residents and MBA House Resident Council in creating community events
 - e. Attend and help the MBA Resident Advisor chair monthly MBA House Resident Council meetings
 - f. Aid with MBA House Council Elections, meetings and initiatives
 - g. Increasing awareness about the MBA House facilities in the Sauder Community
 - h. Maintain the MBA House calendars both physical and online
 - i. Fulfill MBA House Representative job description provided by MBA Office
 - j. Provide input into the creation and maintenance of MBA House procedures and documentation
 - k. Follow MBA House procedure documents
 - l. Work in conjunction with the MBA House Resident Advisor, UBC Properties Management and MBAO
 - 5. Uphold traditions and cultivate a student culture consistent with the vision and values.
 - 6. Participate in organizing and communicating networking and speaker events, liaising as appropriate with the MBAS through the President;
 - 7. Organize and communicate social events, liaising as appropriate with the MBAS through the President.
 - 8. Support the logistics of cohort events such as registration, catering, form and banner designs, and guest speaker gifts;
 - 9. Collaborate with VP External and VP Internal to communicate pertinent events and activities to the respective cohort and, when

applicable, to other PT cohorts through the MBAS

Representative Council Members:

M. Club Presidents

1. Attend MBAS Representative Meetings
2. Attend club days
3. Recruit club membership from all MBA classes
4. Organize club events (meetings, field trips, speakers, etc.)
5. Facilitate interactions between business / industry people and associations and students
6. Create comprehensive hand-off document for the next club president which includes the following information:
 - a. A description of your position
 - b. A description of the club
 - c. Contact information for key internal / external people
 - d. Your contact information
 - e. A description of all events held including: name, objective of event, location, scheduling, length, preparation required, contact information, initiators name, level of success, suggestions for improvement, sources of funding
 - f. Suggested source of support / funding
 - g. Suggestions for future events
 - h. Propos club budget to VP Finance by October 30th
 - i. Propos events calendar to VP Finance by October 30th
 - j. Highlights including what worked well, areas for improvement, suggestions, what would you do differently
 - k. Be a resource for future club presidents

N. International Representative

1. Be the primary point of contact for all international MBA students, always available to handle questions, issues, concerns.
2. Be the primary point of contact for all incoming exchange students, always available to handle questions, issues, concerns.
3. Work closely with the VP External to welcome the incoming exchange students to Sauder, and ensure a mutually beneficial experience for all parties.
4. Facilitate a general learning and appreciation of the different cultures we have in the class, both on an academic and a social level.
5. Encourage the participation of international students in the "Canadian experience", regardless of whether they intend to stay in Canada after graduation.
6. Continuously look for ways to enrich the Sauder MBA by leveraging the tremendous diversity we have in our class.
7. To ensure that the MBA buddies respond on time, and participate actively.
8. Work with VP Events to plan and coordinate cultural events.

O. Alumni Representative

1. Act as bridge, facilitating communications as a student liaison between UBC Alumni Relations Office, Sauder External Relations and MBA classes.
2. Create and promote events with Alumni outside of UBC and Sauder formal offices.
3. Ensure all current MBA students register on the Alumni Web Portal prior to graduation.
4. Organize events for the class that build and strengthen relationships within the Alumni network.

P. Business Career Centre Representative

1. Act as student liaison to the Business Career Centre (BCC).
2. Be a Sauder ambassador and support career success practices amongst the student body
3. Coordinate class contribution to CDP schedule development and act as regular volunteer for BCC special events.
4. Assist students in preparing for internships and permanent jobs.
5. Work closely with VP External to create career opportunities in the external community.

Q. Sports Representative

1. Encourage MBAS members to engage in physical activity
2. Organize various sports teams to participate in both Vancouver and UBC leagues.
 - a. Aid in registration in August, December, and April
 - b. Aid in ordering of uniforms
3. Organize fun sporting competitions such as foosball, pool, and ping pong leagues
4. Liaise with various other MBA schools to organize sports trips / tournaments for MBAS teams
5. Act as liaison with UBC Recreation (Intramurals) to ensure that the
6. MBA classes are able to participate in UBC Recreation events.
7. Facilitate the formation of teams to participate in various UBC Recreation and external Vancouver events such as:
 - a. Day of the Longboat at UBC (September)
 - b. Vancouver / Victoria Half and Full Marathon (June / October)
 - c. Storm the Wall at UBC (March)
 - d. Sun Run (April)
 - e. UBC Triathlon / Duathlon (April)
 - f. Dragon Boat Festival (June)
8. Support the efforts of students who form their own MBA sports teams and events
9. Submit a budget request to the VP Finance by October 30th

R. Website Manager

1. Administer MBAS web site to ensure that the content is online, maintained, and up-to-date.
2. Develop and improve appearance and functionality of the MBAS

3. website
 4. Liaison with website host/development partners
 5. Consult with MBAS Executive and membership to solicit idea for improving website functionality and streamlining MBAS Executive activities
- S. MBA House Resident Manager
1. Be hired by the MBA Office
 2. Fulfill MBA House Resident Advisor job description provided by MBA Office
 3. Encouraging and supporting the MBA House residents and MBA House Resident Council in creating community events
 4. Chair monthly MBA House Resident Council meetings
 5. Aid with MBA House Council Elections, meetings and initiatives
 6. Work in conjunction with the VP Events, UBC Properties Management and MBA Office
 7. Increasing awareness about the MBA House facilities in the Sauder Community
- T. MBA Games Representative
1. Collaborate with the Case Committee Representative, the Core Faculty, and the MBA office to select a strong, diverse team that will produce the best results, while appropriately representing the Robert H. Lee Graduate School
 2. Plan and complete filming of the LipDub video for submission
 3. Ensure the Sauder brand is appropriately represented at the MBA Games at all times
 4. Work with the Case Committee representative to ensure case competition teams receive coaching before the games & facilitate practices for teams competing in the athletic events
 5. Organize tasteful and spirited team cheers for Sauder at the event
 6. Aid in team registration and ordering of team uniforms
 7. Submit a request for funding to the VP Finance by Nov 30th
- U. Case Committee Representative
1. Encourage MBAS Members to participate in Academic Competitions
 2. Collaborate with the members of the case competition selection committee to select students to compete in both Canadian and International Case Competitions.
 3. Facilitate coaching of MBAS competitors with Sauder Case Competition Coaches, as recommended by the MBA Office.
 4. Work with the MBA Games Representative to select strong, diverse, and competitive team members for the academic competition.
 5. Support the efforts of students who form their own competition teams
 6. Submit a list of competitions the MBAS members will compete in with an approximate budget request to the VP Finance by October 30th

SIGNATURES:

Full-Time Executive:

President

Date

Vice President External

Date

Vice President Internal

Date

Vice President Finance

Date

Vice President Communications

Date

Vice President Academic

Date

Vice President Events

Date

Vice President Strategic Vision

Date

Part-Time Executive:

_____	_____
President, Senior Cohort	Date
_____	_____
President, Junior Cohort	Date
_____	_____
Vice President External, Senior Cohort	Date
_____	_____
Vice President External, Junior Cohort	Date
_____	_____
Vice President Internal, Senior Cohort	Date
_____	_____
Vice President Internal, Junior Cohort	Date
_____	_____
Vice President Events, Junior Cohort	Date