

## **Table of Contents**

<b>Article I</b>	<b>PREAMBLE</b>
<b>Article II</b>	<b>NAME</b>
<b>Article III</b>	<b>MISSION</b>
<b>Article IV</b>	<b>OBJECTIVES</b>
<b>Article V</b>	<b>ORGANIZATIONAL MEMBERSHIP</b>
<b>Article VI</b>	<b>EXECUTIVE OFFICERS</b>
<b>Article VII</b>	<b>SELECTED COUNCIL MEMBERS AND REQUIREMENTS</b>
<b>Article VIII</b>	<b>MEETINGS</b>
<b>Article IX</b>	<b>ADVISOR</b>
<b>Article X</b>	<b>REMOVAL FROM MEMBERSHIP</b>
<b>Article XI</b>	<b>FINANCES</b>
<b>Article XII</b>	<b>FUNDING</b>
<b>Article XIII</b>	<b>AMENDMENTS</b>
<b>Article XIV</b>	<b>WITNESS AND APPROVAL</b>

**Article I. PREAMBLE**

The Undergraduate Business Council was organized in the early 1950s as an undergraduate advisory organization for the purposes stated in this Constitution. This Constitution was adopted on the fifteenth day of September 2017.

**Article II. NAME**

The name of this undergraduate student organization shall be the UNDERGRADUATE BUSINESS COUNCIL of the University of Kansas School of Business. Hereinafter, the organization shall be referred to as the UBC.

**Article III. MISSION**

The Kansas Undergraduate Business Council exists to serve the KU School of Business by representing the student body in matters of importance, by providing support to its constituents, by promoting a culture of engagement and inclusion, and by acting as student leaders within the School.

**Article IV. OBJECTIVES**

The objectives of the UBC shall be:

- To serve and promote the School of Business, both on campus and to the business community as a whole
- To act as an umbrella organization for other undergraduate School of Business organizations and to serve and promote these member organizations
- To develop and inspire future business leaders with the vision of tomorrow
- To provide a forum for students to interact with faculty and other students

**Article V. ORGANIZATIONAL MEMBERSHIP**

As the umbrella organization in the School of Business, the UBC shall offer organizational membership to approved student organizations.

In order to become an organizational member of the UBC, an organization must:

- Be recognized by the University of Kansas and have been in existence for at least one semester
- Be comprised of at least 2/3 School of Business undergraduate students
- Be registered with the Student Involvement and Leadership Center (SILC)
- Be a business organization representing the interests of the students within the School of Business
- Submit a written request of membership, copy of constitution, proof of University recognition, and demonstrate commitment to the UBC

## UBC Constitution & Bylaws

Last Updated: 10 September 2017

---

- Obtain a 2/3 approval vote by the UBC Executive Board at a regularly scheduled meeting

Organizational responsibilities to the UBC include:

- Responsibly representing the interest of the member organization to the UBC in its affairs
- Actively serving and supporting the mission, objectives, and activities of the UBC
- Requiring representatives to regularly attend the UBC meetings and encourage participation in all UBC activities (refer to Article VII)
- Providing a current list of its officers to the Executive Officers of the UBC at the beginning of each semester
- Supplying the UBC with a list of its calendar events as they become known to the organization

Organizational representation on the UBC:

- Each member organization shall appoint one officer as a UBC Representative
- Appointed officers must assume responsibility for a one year term
- Each organization must supply volunteers for the Business and Accounting Career Fairs in the Fall semester as well as any other UBC philanthropy events
- Organizations must maintain professionally responsible behavior throughout all aspects of the organization
- Organizations shall report their membership size no later than September 15<sup>th</sup> in the Fall semester

Responsibilities of UBC Representatives include:

- Faithfully representing the interests of the respective member organization by attending UBC meetings and participating in UBC activities
- Informing the organization's officers, advisors, and members of the UBC agenda and activities
- Maintaining good standing in the UBC as established by the Executive Officers
- Maintaining good standing in the School of Business and the University of Kansas

Grounds for Removal of UBC Membership

- Any organization which consistently fails to fulfil its obligations to UBC risks having its membership revoked
- Grounds for suspension of organizational membership include:
  - a) Failure to be represented at more than one General Assembly meeting per year
  - b) Failure to appoint officers by September 15<sup>th</sup> in the Fall semester
  - c) Failure to supply volunteers for UBC sponsored or cosponsored events
  - d) Failure to demonstrate that the organization is active and is pursuing its mission statement
  - e) Any indication that the organization or its officers are no longer in good standing with the School of Business
- Any organization that has its membership revoked may reapply for membership in the subsequent semester

**Article VI. EXECUTIVE OFFICERS**

The Council shall be managed by a board of Executive Officers. The list of officers will include:

*President*  
*Vice President*  
*Director of Outreach*  
*Director of Funding*  
*Director of J-Café*  
*Director of Marketing*  
*Director of Events*

The Executive Officers shall be appointed for the upcoming year during the first week of April.

To be considered for a UBC Executive Officer position, a student must

- Be in the School of Business
- Be in good standing with the University, the School of Business, and the UBC
- Be able to serve a full-year term

Description of Executive Officer Duties

*President* – Preside over UBC meetings and maintain relations with organizational presidents, faculty, administration, and those outside the School of Business

*Vice President* – Maintain internal relations within the UBC including committees and member involvement

*Director of Outreach* – Serve as the liaison between and the UBC and its constituents, including member organizations, general members, and all other interested students

*Director of Funding* – Manage all aspects of fund distribution to clubs in the form of general allocation, special event, and travel expense requests

*Director of J-Café* – Serve as Treasurer of the J Cafe, handling financial matters and business decisions while acting as a conduit to the UBC

*Director of Marketing* – Maintain the website and social media pages and lead the promotion of all UBC events and activities

*Director of Events* – Lead in the creation, planning, and execution of all UBC events

The appointment of new Executive Officers shall be administered by the current or outgoing President, Vice President, and Faculty Advisor.

# UBC Constitution & Bylaws

Last Updated: 10 September 2017

---

- New officers assume duties on the last regularly scheduled UBC meeting of the Spring semester
- In the event that an Executive Officer is unable to fulfill the term of office to which elected, a special election shall be held at the first UBC meeting following resignation

## Attendance

- General Absence Policy:
  - a) Missing a meeting is one absence
  - b) Missing an office hour is a half absence
  - c) Missing a required event is one absence
- Late Policy:
  - a) Being late to a meeting is a half absence
  - b) Being more than 10 minutes late to an office hour is a half absence
  - c) Being late to a required event is a half absence
- Excused absences:
  - a) Marriage or death in the immediate family
  - b) Medical emergency in the immediate family
  - c) University of Kansas required class or examination
  - d) Other absences, including those for religious holidays and recruiting events, will be excused at the discretion of the President and Vice President

## Grounds for Executive Board Member Removal

- While not inclusive, the following are grounds for removal from the Executive Board:
  - a) Three unexcused absences at Executive Board Meetings in one semester
  - b) Consistent lack of participation in UBC events throughout the semester
  - c) Failure to meet the obligations and duties set forth in this Constitution
  - d) Failure to maintain good standing in the School of Business
- Removal will be at the discretion of the President, Vice President, and Faculty Advisor
- If a member is in consideration of being removed, he or she will receive one warning from the President and Vice President
- If the relevant circumstances persist, then the member will be asked to step down from his or her position on the Executive Board
- Following a Board Member removal, an application process will be held at the beginning of the next semester to fill the vacant seat

## Impeachment Procedures

- The President or Vice President may be removed from his or her duties via impeachment
- To impeach, an Executive Board member must announce during a regularly scheduled meeting which member he or she wishes to impeach and the specific charge(s) brought against that member. The accused member must be present.
- Upon declaration of impeachment, the accuser will have one minute to present the charge, and the accused will have one minute to defend his or her case. The impeachment

declaration will then be put to a vote. A simple majority is required to approve the impeachment declaration. Impeachment procedures may then proceed if approved.

- At the next regularly-scheduled meeting, the accused and the accuser may present their arguments. The accused and the accuser will both stand before council. The accuser will have two minutes to present his or her case. The accused will have two minutes to refute the accuser's arguments, and have one minute to cross-examine the accuser.
- The Executive Board will be allowed five minutes of questions for each party, after which the Board will vote. A three-fourths majority of the entire Board is required to remove the accused. No further vote on this impeachment can be made.
- The Faculty Advisor will moderate the impeachment process.

#### **Article VII. SELECTED COUNCIL MEMBERS & REQUIREMENTS**

- Appointed UBC members will be organizational members and at-large members
- Members will serve on the UBC on a yearly basis provided that they do a satisfactory job of representation of the UBC as designated by the Executive Officers
- Should no representative from a club be present at a meeting, they will receive less funding based upon the number in which they are not present
- There will be a review period by the Executive Officers for all UBC members and clubs at the end of each semester at which each member's and each club's status for the following semester will be determined

#### **Article VIII. MEETINGS**

UBC shall hold Executive Board meetings once a week during the Fall and Spring semesters

- The meeting day shall be chosen at the beginning of each semester
- Special meetings may be called as deemed necessary by the Executive Officers

UBC shall hold General Assembly meetings at 7:00pm on the final Monday of each month

- The Executive Board may change General Assembly meeting dates in order to accommodate special circumstances such as holidays and home KU basketball games

#### **Article IX. ADVISOR**

The UBC and its Executive Officers shall be served by an Advisor selected by mutual agreement among the Administration of the School of Business and the UBC. The Advisor must be a member of the Faculty or Staff of the School of Business, employed at least part-time.

#### **Article X. REMOVAL FROM MEMBERSHIP**

Any organization which consistently fails to fulfil its obligations to UBC risks having its membership revoked

# UBC Constitution & Bylaws

Last Updated: 10 September 2017

---

Grounds for suspension of organizational membership include:

- Failure to be represented at more than one General Assembly meeting per year
- Failure to appoint officers by September 15<sup>th</sup> in the Fall semester
- Failure to supply volunteers for UBC sponsored or cosponsored events
- Failure to demonstrate that the organization is active and is pursuing its mission statement
- Any indication that the organization or its officers are no longer in good standing with the School of Business

In the event that an affiliated organization meets any of the aforementioned grounds for removal, the Executive Board shall rescind membership and deny privileges or positions in accordance with the stipulations of the UBC.

- The organization or in question shall have the right of defense in an open hearing before the UBC Executive Board prior to the final decision of removal
- The organization may reapply for membership in the subsequent semester, pursuant to the organization meeting all UBC requirements

## **Article XI. FINANCES**

The UBC shall use the Commerce Bank Savings Account to deposit and distribute funds. Funds must be deposited within one business day. Expenditure of any UBC monies will require review and approval by the advisor. There are no membership dues to be a part of the UBC.

## **Article XII. FUNDING**

- Organizational members shall submit a semester budget that includes revenues and expenses for the entire semester. Along with this information they shall provide a desired amount of funding from the UBC. Lastly, the club shall include membership figures from the previous semester
- Clubs' budgets will be required to have signatures from both the Club President and Faculty Advisor signaling they have read through the required financials of that respective club
- Funding requests shall be due no later than September 15<sup>th</sup> for the Fall semester and February 15<sup>th</sup> for the Spring semester. Failure to submit a copy of the budget proposal by this date will result in no funding for that organization
- Submitted budgets in the proper format will be reviewed by the UBC Executive Board and the UBC Faculty Advisor
  - a) The submitted documentation will be entered into the Master Excel Spreadsheet containing formulae and weights to determine the final dispersal amounts to organizations
  - b) The categories that determine the final dispersal amount will include Total Membership, Activity Level of that Organization, Proposed Budget, and UBC Meeting Attendance. The weights for these categories are subject to the approval of the Executive Officers

## **Article XIII. AMENDMENTS**

In order to maintain reasonable consistency in UBC affairs, this Constitution may be amended only as is deemed necessary and proper by the Executive Board. The following stipulations must be adhered to in the amendment process:

- This Constitution may be amended by a 2/3 vote of the UBC members in attendance at any regularly scheduled meeting
- Proposals must be written and submitted to Executive Officers one week prior to meeting
- The Constitution shall be review annually by the UBC Executive Officers at the beginning of the term
- Amendments must be fully documented at the end of this Constitution

# UBC Constitution & Bylaws

Last Updated: 10 September 2017

---

## Article XIV. WITNESS AND APPROVAL

This Constitution has been reviewed, voted upon by the UBC, and approved as attested by the following:

\_\_\_\_\_  
Dean of the School of Business

\_\_\_\_\_  
UBC President

\_\_\_\_\_  
UBC Advisor