



PRESIDENTS' COUNCIL HANDBOOK

October 15, 2022

Lauren Kish
President

Caitlin Mattar
Vice President

From the UBC Leadership

Welcome to the Kansas Undergraduate Business Council's semi-annual Presidents' Council meeting! It's our pleasure to host you today and have you as a member of the UBC.

Our key goal every year is to provide as much support to business school organizations as we can. We understand the great responsibility behind leading an organization, and we want to ease your burden by providing you with resources and connections to administration that might otherwise be inaccessible. That being said, we are working hard to foster long-term relationships with you and your organizations to create a strong network for business school students.

One of the ways we strive to achieve this network is through our Club Outreach Committee. Led by committee chair Christopher Raithel, committee members are looking to develop personal relationships with each of their designated clubs and include club announcements on our newsletter. These committee members are your go-to people for promotion and primary questions. In the event you have questions for the Executive Board of the UBC, please reach out to our Director of Club Outreach, Aaron Karchmer, who can provide answers and connections at the administrative level.

We have created this handbook as a supplement to the Presidents' Council. It contains a detailed description of the UBC's role in the School of Business alongside the responsibilities associated with UBC organizational membership. This document is also available on our website at www.kansasbusinesscouncil.com/member-organizations.html. Again, on behalf of the UBC Executive Board, we are delighted to have you. We hope that this event provides you with valuable connections to fellow student leaders and gives you valuable ideas and information to bring back to your organizations.

All the best,

Lauren Kish	Caitlin Mattar
<i>President</i>	<i>Vice President</i>
Kansas Undergraduate Business Council	

Table of Contents

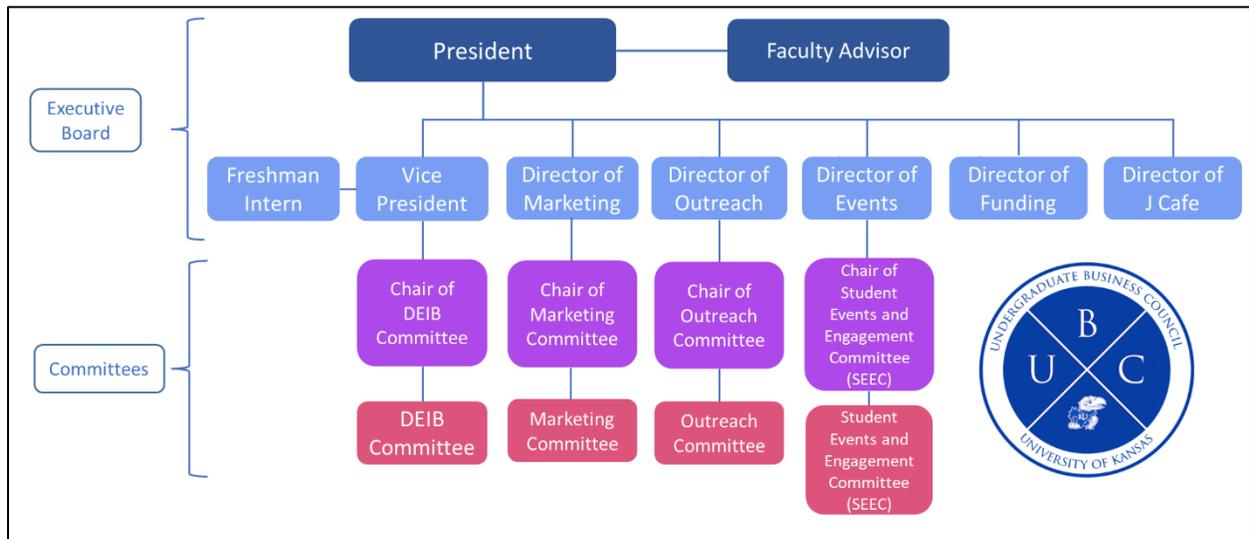
Introduction Letter.....	1
The Undergraduate Business Council.....	5
Organizational Membership.....	7
Events.....	9
Funding.....	13
Additional Resources.....	17

The Undergraduate Business Council

Mission

The 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.

Structure



The UBC also contains a UBC Senator, who represents the interests of the UBC on the KU Student Senate.

Current Executive Officers (2022–2023)

President *Lauren Kish* (she/her/hers), at lvkish02@ku.edu. Presides over UBC meetings and maintain relations with organizational presidents, faculty, administration, and those outside the School of Business.

Vice President *Caitlin Mattar* (she/her/hers), at caitlinmattar@ku.edu. Maintains internal relations and accountability within the UBC, including Committees and the Executive Board.

Director of Events *Marti Lond* (she/her/hers), at martilond@ku.edu. Leads the creation, planning, and execution of all UBC events.

Director of Funding *Jackson Pine* (he/him/his), at jackson.pine837@ku.edu. Manages all aspects of fund distribution to clubs in the form of general allocations, special event funding, and travel expense requests.

Director of the J-Café *Madison May* (she/her/hers), at madisonmay@ku.edu. Serves as treasurer of the J-Café, handling financial matters and business decisions while also acting as a conduit to the UBC.

Director of Marketing *Josué Ortiz* (he/him/his), at josueortiz@ku.edu. Maintains all social media pages and keeps website up to date. Leads the promotion of all UBC events and activities.

Director of Outreach *Aaron Karchmer* (he/him/his), at akarchmer@ku.edu. Serve as the liaison between the UBC and its constituents, including Member Organizations, Committees, and all other interested students.

First-Year Intern *Sarah Moyer* (she/her/hers), at samoyer@ku.edu. Assists the other officers and improves UBC initiatives.

Faculty Advisor *Kelvie Crabb* (she/her/hers), at kacrabb@ku.edu and Capitol Federal Hall, room 4155B. Contributes to UBC meetings and oversees the J-Café.

Officer Selection Process

Executive Board. The President, Vice President, Director of Events, Director of Funding, Director of the J-Café, Director of Marketing, and Director of Outreach are elected in during the UBC General Assembly in April. Sign-ups open after the third spring General Assembly. Any undergraduate student in the School of Business may serve as an officer if they are in good standing with KU, the School of Business, and the UBC; and are able to serve a full-year term. Each executive officer, committee member, and member organization is given one vote.

Other Positions. The members of the Committees and the First-Year Intern are chosen by the Executive Board through an application process at the beginning of the fall semester. The UBC Senator is appointed by the Executive Board. The Faculty Advisor is selected by mutual agreement between the School of Business and the UBC.

Organizational Membership

Becoming a Member Organization

To become a UBC member organization, you must complete the following steps:

1. Be recognized by the Student Involvement and Leadership Center for at least one semester.
 - Please keep evidence from the semester so that you can prove your existence to the UBC. This can be meeting minutes, flyers, pictures from events, receipts, etc., just as long as it shows that your organization has existed for a semester.
 - You can register with the SILC at silc.ku.edu/registration-information.
2. Be comprised of at least two-thirds School of Business undergraduate students.
3. Be a business organization representing the interests of School of Business students.
 - As long as the purpose of your club is related to business or School of Business students, this should not be an issue. (If your organization is designing a concrete hang glider, you may want to go to the Engineering Student Council instead.)
4. Submit a written request of organizational membership to exec@kansasbusinesscouncil.com containing —
 - a. Evidence of SILC recognition for at least one semester; and
 - b. A copy of your constitution.
5. Obtain two-thirds approval from the UBC Executive Board at a regularly scheduled meeting.
 - Once approved, you can email us to apply for \$200 for kick-starter funding. See Kick-Starter Funding at page 13 for more information.

Organizational Member Requirements

General Allocation Funding depends heavily on your organization's contribution to UBC meetings and initiatives during the previous semester. Fulfill these requirements to maximize your funding and maintain good standing as a UBC member organization:

- You must generally —
 - Responsibly and respectfully represent the interests of your organization to the UBC.
 - Demonstrate commitment to UBC by actively supporting the UBC mission and being involved in UBC activities.
 - Ensure your organization and its officers are in good standing with the School of Business.
- You must specifically —
 - During each semester —
 - Assign at least one club representative to the UBC who will regularly attend UBC General Assemblies and communicate with their respective organization regarding important UBC announcements.
 - Notify the UBC if your president, UBC representative, or faculty advisor have changed.
 - This can be done at www.kansasbusinesscouncil.com/member-organizations.html.

- This ensures that your club leadership will not miss important communication from the UBC, other students, faculty, or staff.
- Submit calendar events as soon as details are finalized.
 - Submit events at www.kansasbusinesscouncil.com/get-on-the-calendar.html.
 - This is important for collaboration between clubs who are hosting similar events, and for each club to avoid schedule conflicts for the day they plan to host their event.
- Attend the Presidents' Council meeting with your president and UBC representative.
- During each fall semester —
 - Report your membership size to the UBC.
 - Send representatives and volunteers to the Fall School of Business Welcome, which takes place before the semester begins.
- During each spring semester —
 - Assign one representative to vote in the UBC Executive Board's elections.

Some requirements may vary by semester depending on the needs of the School of Business administration and the goals of the UBC Executive Board. These requirements will be made clear at our General Assemblies and through UBC emails.

UBC Representative Responsibilities

Your organization's UBC representative must —

- Faithfully represent the interests of their organization by attending UBC General Assembly and participating in UBC activities;
- Inform your organization's officers, members, and advisor of UBC agenda and activities; and
- Ensure action-items are completed as required by the UBC Executive Board.

Events

Promotion

The Undergraduate Business Council is happy to help member organizations promote their events in a variety of ways. The only requirement is that you must provide us with the pertinent information or graphics before advertising is requested. The particular methods are listed below.

Social Media. The UBC maintains active Twitter, Instagram, and Facebook accounts. Contact the UBC Director of Marketing to promote events on these accounts or tag [@KansasUBC](#).

Big Board. Contact Jon Eddy at joneddy@ku.edu at least 48 hours in advance to be featured on Capitol Federal Hall's electronic billboard.

- Provide start and end dates for the graphic to run.
- Graphics will automatically appear on the smaller screens in Capitol Federal Hall as well.
- If you've designed the graphics, you'll need to provide a JPG or PNG file that is 2546 × 960 pixels in size.
- If you need help designing the graphics, provide basic information about your event and Jon can help you with the design process. If your club plans to have Jon create the graphic, you must notify him well in advance of the event (a few weeks at least).

UBC General Assembly. At our General Assemblies, organizations have the opportunity to make announcements to representatives from the rest of the clubs in the School of Business. If you are interested in making a formal presentation, contact the UBC President at least a week in advance. Otherwise, you're welcome to make your announcement during the time allotted for announcements.

UBC Calendar. The UBC maintains a calendar on the big board and smaller screens in Capitol Federal Hall. Submit your events at www.kansasbusinesscouncil.com/get-on-the-calendar.html.

The KU Event Access and Accommodation Policy requires that notices of events bear the following access notification:

Individuals with disabilities are encouraged to attend University of Kansas sponsored events.

If you require a reasonable accommodation in order to participate in this event, please contact [organizer] by [date] at [telephone number or email address].

The full policy is available at policy.ku.edu/ADA/event-accessibility-and-accommodation.

Capitol Federal Hall Space Reservation

The UBC does not directly coordinate space reservations in Capitol Federal Hall. The information below is from Kendyl Grender, the previous events director for the School of Business. If you have specific questions that are not addressed in this document or our website, please contact the new events director, Adelina Perraglio, at alperraglio@ku.edu or visit them in Capitol Federal Hall, room 2125.

Use the following form to reserve spaces for events or tabling: business.ku.edu/event-form.

- The form must be completed at least 10 days in advance to be considered.
- The online form must be completed for each separate, different event or program.
- Recurring events (e.g., bi-weekly club meetings) can be completed in one form.
- Please use the “Additional Details” box on the event form to add information on the *kind* of room you may need and not a specific room.
- Room forms that do not include dates, times, or number of individuals will not be accepted.
 - “To be determined” is not acceptable.
 - The new form includes space for both the actual time of your event and the additional time you need to set-up. It’s important that you put the actual time of your event logistical and data purposes.
- Once your form is submitted, the reservation is not approved until you receive a confirmation email.

The form also includes a section to suggest that ePoints be offered for participation at your event.

Reservable spaces include classrooms, the Colloquium, the Atrium, and the Hive. Conference rooms are unfortunately not available because they are locked in the evenings. All Capitol Federal classrooms are unavailable Mondays and Wednesdays until 5:30 PM. Tuesday and Thursday evenings offer more flexibility, with more classrooms being available at 5:00 PM.

Please keep in mind the following rules for using space in Capitol Federal Hall:

- Food.
 - No food or drink other than water is allowed in any classrooms. If you are planning on having food or drink at your event, reserve a designated space where food is allowed. These include the Colloquium, the Atrium, and the Hive.
 - You must use KU dining, unless your event is only open to your club's members. If KU Dining does not offer the specific food items you want, you may under limited circumstances request an exemption at deptsec.ku.edu/~policy/forms/form/4.
- Set-up.
 - You must book the Atrium in order to set-up parts of your function in that space — this is mostly to ensure that other events are not scheduled in that space. You can email the events director with any set-up information so that those involved are informed.
- Signage.
 - If you have taken out white boards, added signage to doors, etc., these items need to be put back at the end of your event. Movable whiteboards should not be placed in the middle of walkways and instead should be placed near the walls to allow traffic flow.
 - If your event is over multiple days, signage can be left out overnight if there are no events between your reservation times in that space.
- The Atrium Jayhawk.
 - Nothing should be placed on the Jayhawk in the Atrium due to the Jayhawk’s high cost to repair. This includes high-top tables, 6-foot tables, whiteboards, and anything else event-related.

- Clean-up.
 - Rooms are to be kept clean, tidy, and the way you found them for the next group, because spaces are often used more than once in a day. This has especially been an issue in the Colloquium, where tables and chairs are constantly moved.
 - Any trash should be taken to the dumpsters behind the Hive.

Guest Speaker Parking

If your organization is hosting a guest speaker, and that speaker is visiting during a time when Lot 90 is restricted (8 AM–4 PM, Mon.–Fri.), you will need to record you guest’s license plate information (number and state of registration), and then either —

- a. Pay for a permit directly at the KU Parking office within the Allen Fieldhouse parking garage; or
- b. Have your faculty advisor send an email to KU Parking requesting a permit that is charged to the School of Business, and let Parking know which student organization will be receiving the permit.

Guests cannot park in the blue spots facing Capitol Federal Hall, but all spots in Lot 90 (yellow parking) are available.

Guest Speaker Gifts

To secure a gift for your speaker, paid for by the UBC, follow these instructions:

1. Visit the gift cabinet in Capitol Federal Hall, room 2127.
2. Tell the person working that your club is a UBC organization.
3. Select your gifts and fill out the check-out form.
 - a. Use the UBC CF1 code (CF1 code numbers are located on the first sheet of the binder).
 - b. Please note each selected gift’s name and price.
4. Email our Faculty Advisor with a list of each gift, its price, and what each gift is for. See Current Executive Officers at page 6 for the advisor’s contact information.

Funding

The UBC's Director of Funding manages funding requests and communicates funding information. If you have any questions about funding from the UBC or other sources, please message him. See Current Executive Officers at page 5 for the director's contact information.

Kick-Starter Funding

New member organizations are eligible for kick-starter funding of \$200. To request this funding, send an email to exec@kansasbusinesscouncil.com.

General Allocation Funding

UBC General Allocation Funding is available to all member organizations. It is distributed at the beginning of each semester. This funding is meant to accommodate general expenses that will occur throughout the semester for an organization, not including special event and travel expenses, which are discussed below.

Our process for allocating general funding is as follows:

1. The UBC Director of Funding will email all club presidents and representatives with an update on the general funding process, the deadline for applications, and the up-to-date application, including instructions for submission.
2. Organizational members will submit a semester budget that includes their —
 - a. Expected revenues and expenses for the semester;
 - b. Club membership figures from the previous semester; and
 - c. Desired amount of UBC Funding.
3. Clubs' budgets are required to be signed by both their president and faculty advisor. This signals that the officers have read through the required financial information of that respective club. If the budget is to be submitted virtually, the signing may be done by copying the individual on the confirmation email or submitting an email from them expressing their consent.
4. Funding requests will be due no later than September 15 for the fall semester and February 15 for the spring semester. If there is a delay or change in this day, the Director of Funding will specify the change.
5. Submitted budgets in good form will be reviewed by the UBC Executive Board and Faculty Advisor.
6. The disbursements will be made following approval of the Faculty Advisor and a two-thirds vote in favor by the Executive Board.

Here are the three factors that our funding model considers:

1. Size of the organization, 30% weight.
 - a. Larger organizations will be eligible for more funding due to this factor.

- b. Example: There are 500 students involved in UBC Organizations that are applying for funding. Club A has 100 members. Club B has 50 members. Club A would receive 20% and Club B would receive 10% of the funding in this allocation.
2. General meeting attendance, 35% weight.
 - a. For this factor, at least one member of your organization should attend the UBC General Assemblies on the first Monday of each month.
 - b. These meeting dates will be announced at the beginning of the semester. If no one can attend, contact the Director of Outreach to be excused.
3. Involvement in UBC events, 35% weight.
 - a. For this factor, at least one member of your organization should attend different UBC Events throughout the semester.
 - b. If an event is to be considered for this factor, this information will be included in the event announcement. For example, the President's Council is always a required event for funding.

Funds are assigned to the clubs based on their involvement and weight in each factor. After all three are calculated, they are added together for each organization, and the total is distributed to the club.

Special Event Funding

The UBC can provide additional funding to any School of Business organizations registered with the Student Involvement and Leadership Center for special events throughout the year. The maximum amount of funding available for a special event is \$500, except under special circumstances. The Director of Funding and the Executive Board will consider all requests based on —

- The number of students affected by the event;
- The impact of the event on the School of Business and students;
- The impact of your event on the Lawrence community;
- Efforts by the organization to receive outside funding; and
- The inclusion of a reasonable timeline.

Requests for special event funding can be made at any point during the semester so long as they are submitted at least two weeks before the proposed event. The request form can be found at www.kansasbusinesscouncil.com/funding.html. The request must include —

1. A detailed description of the event, including its expected impacts and effects; and
2. An outline of the estimated costs of the event, listed by item, including (a) the individual item's cost, (b) the quantity required, and (c) the total cost of the item.

Once finished, email the form to the Director of Funding.

Travel Funding

The UBC and the School of Business offer support to students and organizations traveling for professional development. Funding may be used for registration fees, hotel expenses, and airfare

and mileage. It cannot be used for meals. Travel funding requests must be made at least two weeks before the proposed event.

Travel funding is handled on a case-by-case basis, so if you are interested in receiving UBC funding for a trip, read the travel funding info on our website at www.kansasbusinesscouncil.com/funding.html and schedule a meeting to discuss the details with the Director of Funding.

Other Funding Opportunities

If your organization needs further funding, please consider these other organizations who may assist you:

- The Student Senate, at studentsenate.ku.edu/apply.
- The Pepsi Program, at studentaffairs.ku.edu/pepsi-program-funding.
- The Student Endowment Board, at seb@kuendowment.org.
- Launch KU, at launchku.org.

Additional Resources

UBC Website

Our website, www.kansasbusinesscouncil.com, condenses all the information in this handbook into one easily accessible location, and also offers a PDF of this handbook. Please visit it for more information regarding UBC requirements, funding, and event information.

Business Career Services

Business Career Services provides services such as resume reviews and coordinates events with employers such as career fairs, tabling, and mock interviews. BCS can also be a helpful resource for planning events with employers for your specific (typically career-focused) club. Visit them at business.ku.edu/kubuscareer or contact Director Jennifer Jordan at jjordan@ku.edu.

Dean's Office

The Dean's Office oversees the School of Business, so if you are having issues with particular parts or departments of the school, they will be able to help you. Their purview includes IT, events, advising, and undergraduate programs. Visit them at business.ku.edu/people/deans-office or contact Associate Dean for Undergraduate Programs Christopher Anderson at cwanderson@ku.edu.