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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:

a) To serve and promote the School of Business, both on campus and to the business community as a whole
b) To act as an umbrella organization for other undergraduate School of Business organizations and to serve and promote these member organizations
c) To develop and inspire future business leaders with the vision of tomorrow
d) 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.

To become an organizational member of the UBC, an organization must:

a. Be recognized by the University of Kansas and have been in existence for at least one semester
b. Be comprised of at least 2/3 School of Business undergraduate students
c. Be registered with the Student Involvement and Leadership Center (SILC)
d. Be a business organization representing the interests of the students within the School of Business

e. Submit a written request of membership, copy of constitution, proof of university recognition, and demonstrate commitment to the UBC
f. Obtain a 2/3 approval vote by the UBC Executive Board at a regularly scheduled meeting

Organizational responsibilities to the UBC include:

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

Organizational representation on the UBC:

a. Each member organization shall appoint one UBC Representative
b. Appointed representatives must assume responsibility for a minimum of one semester
c. Organizations must maintain professionally responsible behavior throughout all aspects of the organization
d. Organizations shall report their membership size in the Fall semester

Responsibilities of UBC Representatives include:

a. Faithfully representing the interests of the respective member organization by attending UBC general assembly meetings and participating in required UBC activities
b. Routinely informing the organization's officers, advisors, and members of the UBC agenda and activities
c. Maintaining good standing in the UBC as established by the Executive Officers
d. Maintaining good standing in the School of Business and the University of Kansas

Grounds for Removal of UBC Organizational Membership:

a. Any organization which consistently fails to fulfill its obligations to UBC risks having its membership revoked
b. Grounds for probation of organizational membership include:
    i. Failure to be represented at more than 1 General Assembly meeting per semester
    ii. Failure to provide updated officers for more than 1 semester
    iii. Failure to demonstrate that the organization is active and is pursuing its mission statement over the semester
    iv. Any indication that the organization or its officers are no longer in good standing with the School of Business
c. Grounds for suspension of organizational membership include:

i. Notified of probation status for 1 semester with no response

d. Any organization on probation can be reinstated at any time upon request and with a majority executive officer vote. Any suspended organization may reapply for membership in the subsequent semester given it meets the membership requirements.

Article VI. EXECUTIVE OFFICERS

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

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

For UBC Senator and Freshman Intern positions, see Amendments III and IV.
The Executive Officers shall be chosen via a democratic election process. For election procedures, see Article VII.

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

a) Be an undergraduate student in the School of Business
b) Be in good standing with the University, the School of Business, and the UBC
c) 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 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 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

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

Attendance

a) General Absence Policy:
    i. Missing a meeting is one absence
    ii. Missing a required event is one absence
b) Late Policy:
    i. Being late to a meeting is a half absence
    ii. Being late to a required event is a half absence
c) Excused absences:
    i. Marriage or death in the immediate family
    ii. Medical emergency in the immediate family
    iii. University of Kansas required class or examination
    iv. Job or internship interview
    v. Other absences, including those for religious holidays and recruiting events, shall be excused at the discretion of the President and Vice President

Grounds for Executive Board Member Removal

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

a) The President or Vice President may be removed from his or her duties via impeachment
b) 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

c) 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
d) At the next regularly-scheduled meeting, the accused and the accuser may present their arguments. The accused and the accuser will both stand before the 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
e) 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
f) The Faculty Advisor will moderate the impeachment process

Article VII. ELECTIONS

Elections shall be held for Executive Officer positions via the following process

a. Elections shall be held during April General Assembly
b. All current business school students are eligible to run pursuant to the Officer requirements in Article VI
c. Refer to Amendment XII for required vetting process before running
c. Applicants must sign up to run
    i. Official candidacy sign-ups shall open immediately after the third General Assembly of the Spring Semester
    ii. Applicants must talk to the previous officer about the position they are seeking before signing up
    iii. Sign-ups shall close the Friday prior to the scheduled election meeting
    iv. Presidential and Vice-Presidential candidates may also run for one directorial position if their intentions are declared before the deadline
d. Each member of the Council shall have one vote
    i. This includes Executive Officers, General Members, and the representative from each UBC Member Organization
    ii. A member may not vote unless present for all discussions on the matter. Absentee voting is prohibited
e. Election proceedings for each position are as follows:
    i. Individual speeches
    ii. Questioning
    iii. Voting (unless the position is uncontested)
    iv. Announcement
f. Elections shall be held in the following order:
    i. President
    ii. Vice President
    iii. Contested Director positions in alphabetical order
    iv. Uncontested Director positions in alphabetical order

g. All candidates shall have three minutes to give an election speech
    i. While one candidate is speaking, the other candidates must leave the room
    ii. The individual speech order will be randomly decided prior to the election meeting
h. After each candidate has spoken, they shall each answer one question from the outgoing officer
    i. This question shall be the same for all candidates
i. After all candidates for a position have spoken, they must leave the room and voting shall commence
j. In a contested election, a candidate must receive more than fifty percent of the vote to win
    i. If no candidate reaches this requirement, a run-off election shall be held between the two candidates receiving the most votes
k. In the case of a tie, the President's vote shall serve as the tie-breaker
l. The President shall announce the result immediately following the tally of votes
m. Newly elected officers shall officially assume their positions on the following Monday
n. 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 General Assembly meeting following resignation

Article VIII. SELECTED COUNCIL MEMBERS & REQUIREMENTS

a) Appointed UBC members will be organizational members and at-large members
b) 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
c) 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
d) 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 IX. MEETINGS

UBC shall hold Executive Board meetings twice a month during the Fall and Spring semesters
a. The meeting day shall be chosen at the beginning of each semester
b. Special meetings may be called as deemed necessary by the Executive Officers

UBC shall hold General Assembly meetings at 6:30 pm once a month
a. The Executive Board may change General Assembly meeting dates in order to accommodate special circumstances such as holidays and home KU basketball games
b. General Assembly meetings are open to any student enrolled at the University of Kansas.

Article X. 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 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 money will require review and approval by the advisor. There are no membership dues to be a part of the UBC.

Article XII. FUNDING

a. Organizational members shall submit a semester budget that includes revenues and expenses for the entire semester. Along with this information they shall provide the desired amount of funding from the UBC. Lastly, the club should include membership figures from the previous semester.
b. 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
c. Funding requests shall be due no later than September 15th for the Fall semester and January 31st for the Spring semester. Failure to submit a copy of the budget proposal by this date will result in no funding for that organization.
d. Submitted budgets in the proper format will be reviewed by the UBC Executive Board and the UBC Faculty Advisor
    i. The submitted documentation will be entered into the Master Excel Spreadsheet containing formulae and weights to determine the final dispersal amounts to organizations
    ii. The categories that determine the final dispersal amount will include total membership of the club, the participation level of that organization in UBC events, and UBC meeting attendance. The weights for these categories are subject to the approval of the Executive Officers
        1. Total club membership for funding will be facilitated through the Professionalism Program's recorded number from the points system to provide accurate information.
e. General funding disbursements will be voted on by the Executive Board and will require a two-thirds majority vote to be approved.

Article XIII. AMENDMENTS

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:

a. This Constitution may be amended by a 2/3 vote of the UBC members in attendance at any regularly scheduled meeting
b. The Constitution shall be reviewed annually by the UBC Executive Officers at the beginning of the term
c. Amendments must be fully documented at the end of this Constitution

Amendment I. COMMITTEES

General Members will each belong to a UBC Committee. Members of each committee will be led by a Committee Chair, elected during the April Committee Meeting. Members will sit on at least one of the four committees including, but not limited to:

Club Outreach Committee
Diversity, Equity, Inclusion and Belonging Committee
Marketing Committee
Student Events & Engagement Committee (SEEC)

a. **Selection**

Committee applications will open at the beginning of each academic year. Members will be chosen by the Committee Chairs, and the number of accepted members shall vary yearly depending on the need.

b. **Retention**

Once selected, Committee members may retain their spots on UBC, until graduation, provided they remain in good standing with the University, the School of Business, and UBC.

c. **Committee Descriptions:**

Club Outreach Committee - Enhance the value of UBC affiliation for member organizations by inquiring of needs, improving inter-organizational relationships, and providing valuable programming.

Diversity, Equity, Inclusion and Belonging - Celebrate the diversity that exists within the School of Business by promoting initiatives and serving as a resource for students to foster a more inclusive and equitable school community.

Marketing Committee - Develop new, innovative content, highlighting the mission and work of the UBC, its member organizations, and the School of Business.

Student Events & Engagement- Represent and advocate for students of the School of Business by hosting events that cultivate a welcoming environment and celebrate success of individuals within the Business School.

d. **Removal**
All grounds for Executive Board attendance, removal, and impeachment are applicable to Committees Chairs with the discretion of the Executive Board and Faculty Advisor.

Amendment II. UBC SERVICE DAY

In addition to the funding requirements listed in Article XII, section D, UBC member organizations must participate in the UBC Service Day initiative by sending at least two participants from their club to volunteer. UBC member clubs will be required to participate at every Service Day that the UBC hosts.

Amendment III. UBC SENATOR

In addition to the Executive Officers listed in Article VI, the UBC Senator is an Executive Officer. Therefore, all Executive Officer election procedures, candidate qualifications, attendance, removal, and impeachment policies apply to the UBC Senator.

a. **Duty**
UBC Senator – Attend weekly KU Student Senate meetings and represent the interests of the UBC

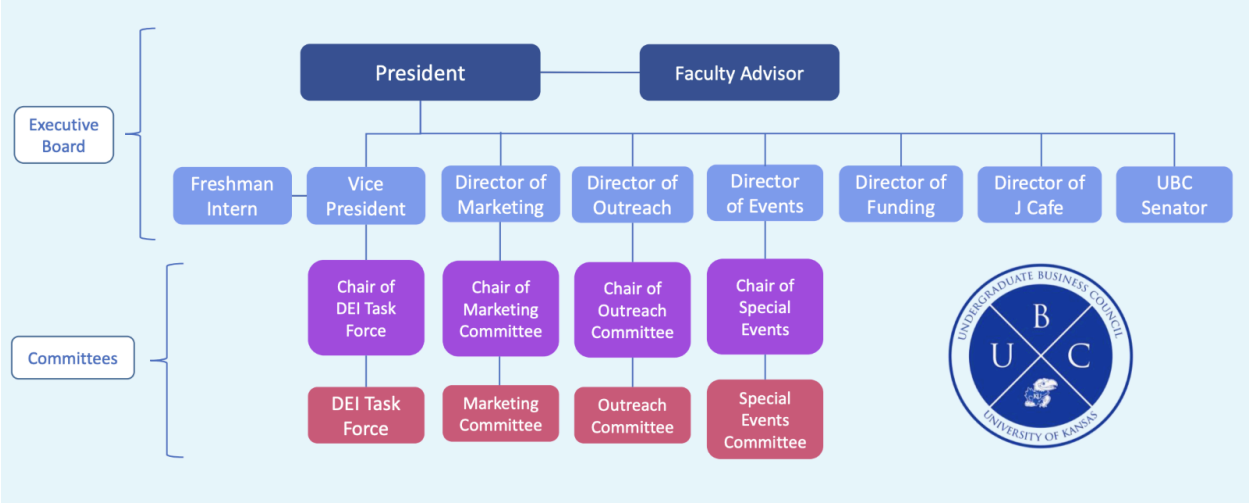
Amendment IV. First Year Intern
In addition to the Executive Officers listed in Article VI, the First Year Intern is an Executive Officer. Therefore, all Executive Officer election procedures, candidate qualifications, attendance, removal, and impeachment policies apply to the First Year Intern.

b. **Duty**
First Year Intern – Assist and aid the current Executive Board & Committees and become familiar with the inner-workings of the organization. The First Year Intern must create and act upon a project, whether internally or externally, for the betterment of UBC.

Amendment V. COMMITTEE & EXECUTIVE BOARD COLLABORATION

To improve communication throughout the UBC, executive board members shall be assigned to each of the committee chairs and will be responsible for serving as the bridge between executive and

committee activities. The responsibilities for the respective executive board member is to meet with their assigned committee chair prior to committee meetings to make sure there is consistent communication between the two parties.
The assignment of executive board members and committee chairs are listed below:



Amendment VI. NON-DISCRIMINATION POLICY

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The UBC will uphold this practice by accepting and inviting all students to participate regardless of identity.

Amendment VII. START-UP FUNDING

In addition to the funding rules outlined in Article XII, new UBC member organizations will be eligible for start-up funding. Since new members will not have fulfilled their funding requirements the previous semester, they are entitled to $200 during their first semester of membership. New member organizations must opt in to receive the funding by communicating with the Director of Funding. This funding will be treated as General Funding regarding what it can be used for. Start-Up funding will be doled out by the Director of Funding when the rest of General Funding Checks are distributed.

Amendment VIII. COMMITTEE CHAIR ELECTIONS

a. In addition to Article VII, annual elections will be held for committee chair positions via the following process:

i. Elections shall be held during the UBC Committee meeting following Executive Officer elections

b. All current students are eligible to run pursuant to the Officer requirements in Article VI. Recently elected executive officers are ineligible to run.
c. Applicants must sign up to run
    i. Official candidacy sign ups shall open along with the Executive Officer positions
    ii. Applicants must talk to the previous committee chair about the position they are seeking before signing up
    iii. Signups shall close the Friday prior to the scheduled election meeting
    iv. Anyone running for an Executive Officer position can apply for a Committee Chair position. If elected to the Executive Board, their Committee Chair candidacy will close.
    v. Candidates can initially run for President or Vice President, one of the remaining Executive Board positions, and one of the Committee Chair positions.
d. Each member of the Council shall have one vote
    i. This includes Executive Officers and General Members
    ii. A member may not vote unless present for all discussion on the matter. Absentee voting is prohibited
e. Election proceedings for each office are as follows:
    i. Individual speeches
    ii. Questioning
    iii. Voting (unless the position is uncontested)
    iv. Announcement
f. Elections shall be held in the following order:
    i. Contested Chair positions in alphabetical order
    ii. Uncontested Chair positions in alphabetical order
g. Committee Chair candidates shall have three minutes to give their speech
    i. While one candidate is speaking, the other candidates must leave the room
    ii. The individual speech order will be randomly decided prior to the election meeting
h. After each candidate has spoken, they shall each answer one question from the outgoing officer
    i. This question shall be the same for all candidates
i. After all candidates for a position have spoken, they must leave the room and voting shall commence
j. In a contested election, a candidate must receive more than fifty percent of the vote to win
    i. If no candidate reaches this requirement, a run-off election shall be held between the two candidates receiving the most votes
k. In the case of a tie, the President's vote shall serve as the tie-breaker
l. The President shall announce the result immediately following the tally of votes

m. Newly elected officers shall officially assume their positions on the following Monday
n. If a Committee Chair is unable to fulfill the term of office to which elected, the Executive Board will be responsible for filling the position.

Amendment IX. STUDENT MEMBERSHIP

In addition to Article VIII, the UBC is open to participation and membership of all students regardless of major and background. While Executive Board members must be undergraduate students in the School of Business as stated in Article VI, Committee membership is open to all majors across the University of Kansas. Non-Business students are encouraged to attend UBC General Assemblies and participate with all UBC member organizations.

All other rules that apply to student membership will continue as stated. Elections for the Executive Board and Committee Chair positions will continue as outlined in Article VII and Amendment VIII. The Executive Board and Committee members will be eligible to vote in both elections and UBC Representatives will be able to vote in the Executive Board Elections.

Amendment X. COMMITTEE MEETINGS

Committee meetings will be held once a month and will be used for each UBC committee chair and members can meet. During this time, each committee will work on their individual tasks/initiatives and will be led by the committee chairs. Prior to committee meetings, exec members and committee chairs will meet to discuss progress and goals for the committees. Refer to Amendment V for further executive and committee chair collaboration.

Amendment XI. PRESIDENTS COUNCIL

Presidents Council is an event hosted once per semester by the UBC, specifically organized by Outreach Committee, that aims to gather all UBC member organization presidents and/or representatives to share thoughts and ideas for the semester. There will be a handbook provided to attendees that details important information on behalf of the UBC. Presidents Council will be a requirement for UBC member organization presidents and/or representatives to attend which exceptions only granted by the event organizer(s).

Amendment XII. ELECTIONS

All applicants for Executive Positions will be required to interview with 2 executive team members: one on upper leadership and the other who currently holds the position they are running for.

- President applicants must have either served on the UBC Executive Board or have held an executive position within a different business school student organization.

This interview process serves as a way to narrow down the number of applicants who will continue to present a speech at elections and ensure all individuals moving forward have the capability to fulfill the given role.

Article XIV. WITNESS AND APPROVAL

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

Article XV. Advisor Removal

In addition to Article X, an Advisor may be removed from service to the UBC under the following procedure:

a. The Advisor shall be subject to a three-strike policy, observed and documented by the Executive Officers.
b. Each strike shall represent a material failure to fulfill the duties of Advisor as defined in this Constitution.
c. Upon the third strike, the Executive Officers shall hold a vote of removal. A three-fourths (3/4) majority vote shall be required for removal.
d. The Advisor shall not be present during any deliberation or vote

L. Dean Scholz **Sarah Moyer** **Kelvie Crabb**

Dean of the School of Business

UBC President

UBC Faculty Advisor