

## Article I- Membership

A Member is considered all students enrolled in the Evening MBA Program at the University of Washington Foster School of Business that have paid membership dues

Members-at-large are students in the Evening MBA Program at the University of Washington Foster School of Business that have not paid membership dues

## Article II- Officers

Members of the Evening MBAA Executive Council are the President, Executive Vice-President, Secretary and Treasurer as outlined by the MBAA Constitution.

The position of Secretary will be known as “Executive Vice President of Communications”

The position of Treasurer will be known as “Executive Vice President of Finance”

The position of Executive Vice President will be known as “Executive Vice President of Operations”

Member of the Evening MBAA Council are the Executive Council, Vice Presidents and Class Representatives

The term of office is April 1 to March 31, with the exception of the First-year Class Representative which is October to March 31.

All members of the Evening MBAA Council are eligible to vote in MBAA Council Meetings

Evening MBAA Vice-Presidents are:

Vice-President Academic Affairs

Vice-President of Alumni Affairs

Vice-President of Community Outreach

Vice-President of Members

Vice-President of Program Relations

Vice-President of Student Affairs

Vice-President of Information Technology

Vice-President of Diversity

### **Article III- Elections**

Elections for the Evening MBAA Executive Council and Vice-Presidents will take place yearly before the end of winter quarter

Elections for Class Representatives will take place in Fall Quarter for the incoming class and Spring Quarter for continuing classes

The Executive Vice President of Communications will be responsible to run elections and will establish the election timeline 6-weeks before the election with consultation of the MBAA Executive Council

The election timeline will be published to the membership 4-weeks before the election.

Only MBAA Members can vote for the Executive Council and Vice Presidents, all members of a class can vote in the Class Representative election

### **Article IV- Membership Dues**

Membership dues will be set by the Evening MBAA Executive Council every June for the following academic year

Membership dues must be approved by the Evening MBAA Council by a 2/3 majority vote

### **Article V- Budgets**

The Evening MBAA fiscal year runs July 1 to June 30. The Evening MBAA Executive Council is responsible for drafting the MBAA budget and presenting it to the Full MBAA Council for approval. The budget must be approved by no later than June 30.

### **Article VI- Meetings**

Evening MBAA Council meetings will be called and run by the President

Meeting will be announced 7 days prior to all Evening MBAA Members and Members-at-large

The President will draft the agenda 7 days before the meeting

The Executive Vice President of Communications will be responsible for distributing the meeting agenda to all MBAA Members and Members-at-large

Meeting minutes will be distributed to all Evening MBAA Members and Members-at-large 3 days after the meeting by the Executive Vice President of Communications

## **Article VII- Organization Report**

The Evening MBAA President will make a report to the MBAA Council and the members about the health of the organization at least once a year.

The report will be made at the first MBAA meeting of Spring Quarter

## **Article VIII- Clubs**

### Section 1 – Club Types

MBAA Clubs are split into two categories:

- Professional Clubs are clubs whose focus is on a particular industry or job function
- Non-Professional Clubs are clubs whose focus is on anything else

### Section 2 – Club Benefits

Following are the benefits that a MBAA Club receives:

- Access to the initial MBAA budget round and ongoing financial support from the MBAA.
- Opportunity to host a website on the MBAA website, along with the appropriate IT support and training from the VP of IT
- Access to the MBAA Club Fair for first-year students during orientation
- Administrative support from the Program Office, MBAA Council, and additional Foster resources, as requested.

### Section 3 – New Club Guidelines

Following are the requirements and procedures for a club to be admitted to the MBAA.

Club Requirements:

Membership Commitments

1. If applying fall or winter quarter, club must have written commitment to join from 20 students from the total full-time or evening student body, including leadership.
2. If applying spring quarter, must have written commitment to join from 20 students from the first-year full-time or first-year and second-year evening student body, including leadership.

### Statements of Intent

1. Club must provide a written mission statement clearly indicating the purpose of the club
2. Club must provide a written statement indicating the value that the club will provide to students above and beyond current clubs. Proposing specific events as examples of value in this statement is encouraged.

### Proof of Leadership

1. Club must provide a list of at least 3 students committed to leadership positions within the club.
2. Club may also provide the name(s) of faculty or professionals committed to acting as advisors to the club.
3. Club may also provide proof that it is connected to a related national organization.

### Procedure for Admission:

1. Club must pass a 2/3 vote by the MBAA Council to be admitted, based on their assessment of the provided documents, as well as their assessment of the club's potential value to students and the Foster program.
2. If a club is admitted, it enters a one-year proof of concept period, described below.
3. If a club is not admitted, the club may not reapply until the subsequent school year.

### Proof of Concept Period

The purpose of the proof of concept period is to establish the sustainability of a club. A club must outlast its founder(s) to be considered sustainable.

1. While in the proof of concept period, clubs have access to all MBAA benefits with the exception of access to the initial budget round. Clubs in proof of concept can apply for ad hoc funding from the MBAA similar to all other clubs.
2. Upon change of leadership, the club must provide the following information to the MBAA:
  - a. Membership Commitments as outlined above
  - b. Statements of Intent as outlined above

- c. Proof of Leadership as outlined above
  - d. Evidence that the club has added value to Foster students and program
3. Club must pass a 2/3 vote by the MBAA Council to be admitted, based on their assessment of the provided documents.
4. If a club fails a proof of concept vote, the club may reapply for admission the following year. The club is no longer considered on proof of concept and must start from the beginning of the process.

#### Section 4 – Club Representatives

Each club is encouraged to have an Evening MBAA representative. Each Evening MBAA club representative will liaise between the club administration and the Evening MBAA. If a club does not have an Evening MBAA representative, the Vice President of Program Relations will serve as the primary liaison.

The Vice President of Program Relations will facilitate the training for the Evening MBAA club representatives in partnership with the Evening MBA Program Office.

#### **Article IX- Amendment of Bylaws**

The Bylaws can be amended by a 2/3 majority vote of the MBAA Council.

Amendments need to be submitted to the Executive Vice President of Communications in writing 1 week before the next scheduled Evening MBAA meeting.