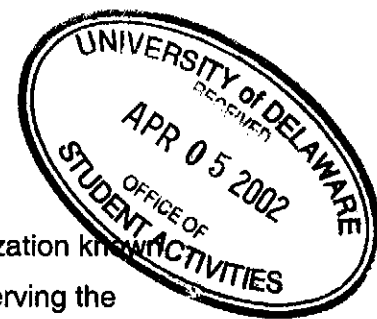


**Business Student Association  
Constitution**



Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Business Student Association for the purpose of recognizing and serving the diverse needs of the University's business students. As well as, familiarizing students with real life activities in the local and national business communities, BSA hopes to increase the sense of community among business students by cultivating outside interests such as community service and social events.

Article One

The organization shall be known as the Business Student Association, and abbreviated BSA. From this point forward we shall refer to the Association as simply BSA.

Article Two

The mission of BSA shall be to expose the diversity of business majors to the available career resources, informational devices, relevant speakers, and field trips with the intent to broaden all members' understanding and appreciation of business community.

Article Three

Any full time University of Delaware student who agrees with the object and purpose of BSA may become a member of the organization. Full time members must satisfy the annual modest membership dues, which are set forth by the BSA executive board.

Article Four

The structure of the BSA executive board shall consist of the following: one president, one vice-president, one treasurer, one secretary, one database coordinator, one webmaster and one organizational marketer. The current board may form additional executive board positions when the demand for new positions is necessary (example: social committee, community service committee). The duties and responsibilities for each position are as noted below:

**President.** The BSA will have one president who is responsible for much of the day-to-day operations of the group. The President is responsible for calling and running all meetings, arranging for a speaker/speakers and preparing the agenda for each meeting. The President shall check for information in the club's mailbox which is located in the

Activities and Programs Office, and disseminating this information to the officers and to the members as appropriate. The President by virtue of being on various departmental/college email lists will also forward all information, potentially of interest to members to the members. As a consequence of being the liaison between the group, and the administration, the President shall act as an ambassador for the club by attending all trainings/mandatory meetings and becoming involved with other programs as he/she feels is necessary (e.g. President's Roundtables). The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire.

***Vice-President:*** The BSA shall have one vice-president who will assist the President in the day to day operations of the organization. Such duties involve scheduling of the room for the meeting. In preparation for the general meetings, the Vice President shall prepare an information handout for each meeting, in consultation with the President. Should the President be removed from office or resign, the Vice President will take over for the rest of the year until elections occur again.

***Secretary:*** The Secretary shall record the events of all general and executive board meetings of BSA, maintain minutes of those meetings, and take attendance of those present at the meetings. The minutes of the executive board meetings, shall be typed, and emailed to the officers as attachments within 5 days of the meeting. Each officer will then be responsible for reading them, making any necessary corrections and printing out the copies for their folder. The minutes of the general meetings shall also be typed, and placed on the website – the file may be sent to the webmaster who will take care of uploading and linking it to the website. A copy of the minutes will also be placed in the Secretary's folder as a permanent record of the events. The Secretary is also in charge of all correspondence with outside parties, including sending thank you cards to speakers, and sending letters to companies etc.

***Treasurer:*** The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall handle the day to day financial operations of the organization, including paying university charges, making reimbursements to officers within a reasonable time frame and keeping the general ledger current. It is imperative that the Treasurer attends the trainings provided by the Activities and Programs office in order to become well-acquainted with the policies of the University. In addition, they will be responsible for applying for funding as necessary from the Allocations Board, but other

officers are encouraged to help with the proposal. The Treasurer should purchase and bring refreshments to the meetings (general), which may be reimbursed from BSA funds.

**Organizational Marketer.** The Organizational Marketer shall be responsible for the public relations and advertising of the group. At least a week in advance of each general meeting (and longer before larger events) posters shall be made, copied onto colored paper, and put up on noticeboards around campus – as per Events Services' rules. Another big role the Organizational Marketer shall play is in overseeing the preparation and execution of both semesters' activities night – including making publicity material, purchasing items to give away and any other tasks that may be needed.

**Database Coordinator.** The Database Coordinator shall be responsible for keeping the member database accurate and current. This list shall be used to populate the UNIX list called bsa-members, which is used to send emails to the whole membership. The Database Coordinator shall also provide a list of paid members to the Treasurer at the end of each semester to turn in with the books for the semi-annual audit.

**Qualifications:** All officers must be full time undergraduate students at the University of Delaware and fulfill the membership requirements at the time of election. The President must have already served as another official in BSA, unless no qualified student wishes to become the President, in which case the President position becomes open for election as outlined in the general process below.

**Elections:** The elections for officers shall be held during the spring semester of the current year for the next year's officers. Firstly, though any non-graduating current executive board members shall be given the option of remaining on the board. This decision may be overruled, if members do not wish that person to remain in their role, in which case they are required to contact BSA's advisor (Professor David Black – Department of Economics) to state so. In this case, a vote shall be taken, from any eligible BSA member who is present at the voting meeting (see explanation below) to make the decision.

The nomination process shall have several steps to ensure that board members are dedicated to the club and are fully aware of the implications of their role. Early on in the spring semester, the current officers shall present an interest meeting – this meeting is mandatory for any interested people in order to be eligible to run, unless people contact the current executive board with an acceptable excuse prior to the meeting (e.g. class,

jury duty). At the interest meeting the responsibilities shall be discussed, and the interested members will state which position they are interested in. At the voting meeting, which shall be held approximately 1 week later, each candidate will have the opportunity to introduce themselves and what their goals/motivations are. If there are more candidates than positions, then a written ballot shall be taken. The results will be tabulated and announced at the meeting.

**Resignations.** Any officer may resign by making the request in writing to the President. If the President wishes to resign, he/she must let the entire executive board know. The Vice President shall then take over as President until the next time that elections occur.

**Removal From Office.** If an officer fails to perform their duties, the executive board shall deal with this fairly. Firstly, they will communicate verbally with the person and let their concerns be known. If after a reasonable time, the person has not improved then the executive board shall provide a written warning. A vote of officers will be taken should the matter not be resolved in due time. There will be a 1 week appeal period. A simple majority of officers is needed for consensus. A new board member shall be solicited from the membership, and be selected on the basis of a written personal statement.

#### Article Five

The BSA shall meet regularly during both the fall and spring semesters in various academic rooms, as scheduling constraints allow. The executive board must also organize regular social and service activities for the membership throughout the year.

#### Article Six

The BSA agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

#### Article Seven

##### *Section 1: Authority*

The BSA executive board shall establish bylaws to carry out the policies set forth in this constitution.

*Section 2: Membership Dues*

The BSA executive board has the authority to declare membership dues in the beginning of fall semester. Dues must be consistent with the purpose, history, and necessity of the organization.

Article Eight

This constitution shall be ratified by a two-thirds affirmative vote of the membership of BSA and approval of this organization's registration by the Student Activities Office and RSO requirements.

Article Nine

Amendments to this constitution shall require approval of at least 51% of the qualified membership (including officers) of the entire organization.

Last Updated: March 7<sup>th</sup> 2002

*A. Alexander*      *03/27/02.*

**APPROVED**  
**Associate Director**  
**Activities & Programs**