

University of Richmond Reynolds Graduate School of Business

MBA Leadership Council Bylaws

Article I – Mission

The mission of the University of Richmond Richard S. Reynolds Graduate School of Business (RGSB) MBA Leadership Council is to enrich the educational experience for students in the program. The organization accomplishes this through providing feedback and advice to MBA program administration, and providing social and networking events to connect MBA students with each other as well as with alumni and faculty. The members are responsible for overseeing, upholding, maintaining, and sustaining the mission and vision of the organization at all times.

Article II – Membership

All students in good standing in the RGSB MBA program are eligible to participate in the RGSB MBA Leadership Council. The RGSB MBA Leadership Council shall be governed by students who volunteer for the organization and officers of the organization holding an elected position: President, Vice President, MBA Women's Association Co-Chairs, and Marketing & Events Chair. The elected officers are the core group of students who facilitate and plan activities. While all students in the MBA program are encouraged to participate in and help with the planning of events, the officers assume specific responsibilities and duties.

Article III – Officers

Qualifications: Officers shall be students who are in their second to fifth year of the MBA program. Officers are elected annually by the current MBA student body. The term is limited to one year and he or she should be enrolled in the school through the end of the spring during the year their term expires. If the student is finishing his or her education prior to the installation of the new officer, he or she must be willing to fulfill all duties until said installation occurs.

Duties of the Officers:

1. All Officers should help to ensure the group is acting in the best interest of the MBA student body and Council mission by actively welcoming a diversity of opinions from other students, faculty, alumni, staff and other interested parties. All Officers are required to actively participate in the council and contribute to the betterment of the group. In addition, they should actively maintain positive professional relationships with the administration, faculty, staff, fellow officers, MBA alumni and current MBA students.
2. **The President** will serve as the primary spokesperson for the council, will chair meetings, have the power to call emergency meetings with adequate notice, and delegate tasks as needed. The President shall have one vote, except as noted in Article IV. The president is required to attend monthly meetings of the Executive Advisory Council for The Robins School of Business, the monthly Dean's Student Advisory Luncheon and the monthly President's Student Advisory Council. These meetings can be delegated to the Vice-President or MBA Women's Chair when the President is unable to attend. Attendance at these meetings is critical to ensure the voice of the MBA program is heard.
3. **The Vice President** shall fulfill the duties of the President in the absence of the President, assist the President in the executions of their duties and become the President in the absence or removal of the President. The Vice President shall have one vote.

4. **The MBA Women's Co-Chairs** shall be two female MBA students meeting the aforementioned officer qualifications who are responsible for helping to empower women to thrive academically, socially and professionally for long-term success. The MBA Women's Co-Chairs shall have one vote each.
5. **The Marketing & Events Chair** is responsible for event marketing and coordination and will serve as the point-of-contact for events. This officer will receive support from the MBA Administrative Coordinator with vendor payments, reimbursements, and mass communications to the Robins School of Business faculty/staff, MBA alumni, and/or current MBA students. All events and budgets must be approved in advance by the Director of Richard S. Reynolds Graduate School of Business and follow University guidelines. The Marketing & Events Chair shall have one vote.

Article IV – Meetings and Meeting Procedures

The MBA Leadership Council will have four regular meetings each year. Meetings are generally held every other month according to the academic calendar, which begins in August. Meetings will be run by the President of the council with all officers in attendance and will be open to all current MBA students. The President shall send out a meeting announcement and call for agenda items to all officers and current MBA students at least two weeks prior to the meeting date. An agenda of the meeting should be sent out at least one week prior to the meeting date. In addition, special meetings may be called as necessary.

Officers are required to attend quarterly meetings unless there are personal extenuating circumstances, which will be approved by the President on a case-by-case basis. Attendance at 75% of these meetings is required. If an officer misses more than one regular meeting without being excused by the President, he or she will be automatically removed from the MBA Leadership Council and will work with the council to find a replacement.

From time to time, certain issues will require a vote of the council. Voting will take place at a meeting and be decided by a majority vote where a quorum is present. At all meetings, a quorum shall consist of 75% of the officers and at least one other MBA student. In the case of a tie vote, the President will serve as the tie-breaking vote. If members of the council would like to vote but cannot be present for a meeting, their vote will be accepted as long as it is presented to the President at least 24 hours prior to the scheduled meeting where voting is to take place.

Article V – MBA Women

The MBA Leadership Council shall actively support the MBA Women's Co-Chairs to ensure there are women-specific events (i.e. networking, social gatherings, etc.) during the course of the year.

Article VI – General Policies

Amendments: Amendments may be made to these bylaws by the Officers and shall be executed by a majority vote. In the event of a tie vote, the Associate Director for The Richmond MBA will act as the tie-breaking vote. The President shall be responsible soliciting this vote, and for notifying MBA staff of any changes to the bylaws and providing an updated document.

Conflict of Interest: If any member of the council or someone in his or her family will benefit from any event, he or she must disclose this benefit to the council prior to recommending or nominating such event or person to the council. In addition, if this individual has voting rights, he or she will sit out of the discussion and vote of the council to approve or deny the event.

Elections: Elections will take place via online voting organized by The Richmond MBA staff and will take place in the spring prior to final exams. Elections may be held at other times during the year if a position becomes vacant. Elections are only necessary for the titled positions on the council.

Coordination: The RGSB MBA Leadership Council will work with the RGSB Administrative Coordinator to coordinate activities with the Women's Association, Alumni Society, MBA and Robins School of Business events. All reasonable efforts should be made to include all current students, faculty and alumni in all events.

Article VII – Dissolution

Dissolution: If the MBA Leadership Council becomes non-existent, all assets of the group will be given to the University of Richmond, Richard S. Reynolds Graduate School of Business MBA program.