

University of Richmond
Robins School of Business Graduate Programs
Student Leadership Council Bylaws

Article I – Mission

The mission of the Robins School of Business Graduate Programs Student Leadership Council is to enrich the educational experience for students in the program. The organization accomplishes this by providing feedback and advice to the Graduate Programs administration and hosting social and networking events to connect Graduate students, alumni, and faculty. The members are responsible for overseeing, upholding, maintaining, and always sustaining the mission and vision of the organization.

Article II – Membership

All students in good standing in the Graduate Programs are eligible to participate in the Robins School of Business Graduate Programs Student Leadership Council (SLC). The SLC is governed by students who volunteer for the organization and officers holding elected positions: President, Vice President, MBA Women’s Co-Chairs, Marketing & Events Chair, Inclusion and Belonging Chair, and MSM Chair. The elected officers are the core students who facilitate and plan activities. While all students in Graduate Programs are encouraged to participate in and help plan events, the officers assume specific responsibilities and duties.

Article III – Officers

Qualifications: Officers shall be students in their second year of the MBA program or first year of the MSM program. Officers are elected annually by the current Graduate Programs 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 when the term expires. If the student is finishing his or her education before 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 Graduate Programs 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 group’s betterment. In addition, they should actively maintain positive professional relationships with the administration, faculty, staff, fellow officers, alumni, and current graduate 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 will 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 an MBA Women's Chair when the President is unable to attend. Attendance at these meetings is critical to ensure the voice of Graduate Programs 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 will have one vote.
4. **The MBA Women's Co-Chairs** shall be two female MBA students meeting the officer qualifications who are responsible for helping empower women to thrive academically, socially, and professionally for long-term success. The MBA Women's Co-Chairs will 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 Graduate Programs Specialist with vendor payments, reimbursements, and mass communications to the Robins School of Business faculty, staff, alumni, and/or current Graduate Programs students. All events and budgets must be approved in advance by the Associate Dean of the Robins School Graduate Programs and follow University guidelines. The Marketing & Events Chair will have one vote.
6. **The Inclusion and Belonging Chair** is responsible for collaborating with the Student Leadership Council to ensure SLC programs actively support and promote diversity, equity, and inclusion among all students and foster a sense of belonging. With the SLC, the chair will create and implement programs that equip our cohort with skills and resources to become equitable leaders in the workforce. The chair may assist in recruiting for graduate programs to attract diverse candidates. The Inclusion and Belonging Chair will have one vote.
7. **The MSM Chair** is the primary spokesperson for the MSM program. This officer is responsible for ensuring the inclusion of MSM students in all SLC sponsored programs and events. Additionally, this officer will collaborate with SLC officers to ensure MSM topics and concerns are discussed and accounted for. The MSM chair has the option 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 to promote and advocate for the MSM program. The MSM Chair will have one vote.

Article IV – Meetings and Meeting Procedures

The SLC will have four regular meetings each year. Meetings are scheduled every other month according to the academic calendar, which begins in August. Meetings are run by the President of the council with all officers in attendance and will be open to all current graduate students. The President shall send out a meeting announcement and call for agenda items to all officers and current graduate students at least two weeks prior to the meeting date. An agenda of the meeting is sent out at least one week prior to the meeting date. In addition, special meetings are 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 Student Leadership Council and will collaborate with the council to find a replacement.

From time to time, certain issues will require a vote of the council. Voting will occur 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 student, In the case of a tie vote, the President will serve as the tie-breaking vote.

If council members would like to vote but cannot be present for a meeting, their vote will be accepted if it is presented to the President at least 24 hours before the scheduled meeting where voting is to take place.

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, Graduate Programs will function as the tie-breaking vote. The President shall be responsible for soliciting this vote, notifying the Graduate Programs staff of any changes to the bylaws, and providing an updated document. The officers may amend these bylaws by a majority vote.

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: When students return from international residency in June, the Graduate Programs Specialist organizes online voting. If a position becomes vacant, elections may be held at other times during the year. Elections are only necessary for the titled positions on the council.

Coordination: The Student Leadership Council will work with the Graduate Programs Specialist to coordinate activities with alumni, Graduate Programs and Robins School of Business events. All reasonable efforts should be made to include current students, faculty, and alumni in SLC events.

Article VII – Dissolution

Dissolution: If the Student Leadership Council ceases to exist, all its assets will be given to the University of Richmond, Robins School of Business Graduate Programs.