

**THE CONSTITUTION OF THE MASTER OF BUSINESS ADMINISTRATION STUDENTS'
ASSOCIATION (MBASA) OF MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

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CONSTITUTION

Article I: Name

The Association shall be known as the Master of Business Administration Students' Association of Memorial University of Newfoundland, hereinafter referred to as the MBASA.

Article II: Mission Statement

The MBASA shall:

- A. Represent Master in Business Administration (MBA) students' interests to the Faculty administration and other organizations, both on and off campus.
- B. Provide MBA students with an educational, social, and cultural organization.
- C. Foster contact and communication amongst MBA members.
- D. Establish and promote contact with other bodies at MUN, within the province, within Canada and internationally.

Article III: Membership

The following shall be considered general members of the MBASA:

- A. All MBA students at MUN upon registration of Business 9000.
- B. Such other persons or groups of persons as the executive shall choose to admit subject to the by-laws Hereinafter known as appointed members. Appointed members hold no voting rights.

Membership will be terminated after convocation or termination from the MBA program or as otherwise decided by the MBASA Executive.

Any general member of the MBASA will hold the title of Class Representative if he/she is interested in assisting the Executive when no executive positions are open. There is no limit to the number of members that can hold the title of Class Representative.

Article IV: Executive

The ruling body of the MBASA shall consist of the Executive Team, consisting of the following positions:

- A. President
- B. Vice-President
- C. Treasurer
- D. Director of Social Affairs
- E. Secretary
- F. Director of Communications

Conditions:

- i. All members of the Executive must be MBASA members.
- ii. Upon graduation a member is no longer eligible to hold an Executive position; however, a member can hold an Executive position while waiting to attend the convocation ceremony.
- iii. A member cannot hold more than one position on the Executive unless approved by a majority vote of the current Executive. In the case of a tie, the President has the final decision.

Article V: Meetings

Executive meetings of the MBASA shall be conducted at least monthly at a time convenient for all Executive members. All members of the MBASA are allowed and encouraged to attend meetings.

Article VI: Elections

A. Timing and Responsibilities

- i. The new Executive shall be elected annually by the all members through an internal election.
- ii. Elected officers shall take up their responsibilities immediately following the election.
- iii. Elections shall occur every winter semester between January and April. The exact date is to be determined by the Executive.
- iv. The executive must announce to MBASA members the positions available at least three (3) weeks prior to the first day of voting for all elections and by-elections.
- v. Members must declare intent to run at least one (q) week prior to the first day of voting for all elections and by-elections.
- vi. Members and executive nominees must be given at least one (1) week notice prior to the first day of voting for all elections and by-elections.
- vii. It is the responsibility of the candidate to ensure his/her eligibility for the position he/she is seeking.

B. Election Procedures

- i. On the day of the election all candidates may give a speech prior to the vote. The length and coordination of these speeches will be determined by the current Vice-President.
- ii. The ballots shall list all candidate names by alphabetical order.
- iii. Only MBASA members may vote or hold office.
- iv. At least two (2) executive members must be present for the vote.
- v. All members except appointed members are eligible to vote. Voting is not mandatory.
- vi. Voters shall place an "X" next to the name of their preferred candidate. The candidate with the highest number of votes will be considered elected. In the absence of an "X", the counting committee shall determine if an otherwise marked ballot is acceptable.

- vii. In the event that only one candidate is running for a position, a vote of confidence must be conducted. The vote of confidence shall only pass if a result of at least two thirds (2/3) majority of the votes cast is obtained.
- viii. All votes must be cast as secret ballots. However, a member can, at their discretion, submit an electronic vote via email to the MBA email address. Electronic votes must be confirmed by at least two executive members.
- ix. No members are able to cast more than one ballot.
- x. At least three (3) Executive members and two (2) independent counters should be present for the counting of the ballots. Independent counters may include general members, external students, staff and faculty members. These members shall be considered the counting committee.

C. By-Elections

- i. The by-election process should commence following the resignation or removal of a member from the Executive. Further information can be found in sections VI(A) and VI(B).

D. Recounts

- i. A written request by a candidate requesting a recount must be received by the counting committee, no later than 48 hours after the election results have been released.
- ii. The written request should outline briefly the basis upon which the candidate is requesting a recount.

Article VII: Amendments

- A. The Constitution may be amended at any meeting in which all Executive members and willing members are present.
- B. A two thirds (2/3) majority of the votes cast shall be required for the adoption of any amendment.
- C. Proposed amendments shall be circulated to all Executive members two (2) weeks in advance of the time of voting.

Article VIII: By-Laws

- A. All decisions of the Executive intended to stand as having the force of law within the Association (rather than merely having the force of a resolution expressing the opinion of the Association) shall be enacted and recorded as by-laws.
- B. By-laws may be enacted, amended, or repealed at any meeting of the Executive.
- C. The enactment, amendment, or repeal of any by-law shall require two thirds (2/3) majority vote of all Executive members and members present at a meeting.
- D. Any proposed changes to the by-laws shall require three (3) weeks notice to be given to all Executive members.
- E. Should any article, provision, or part of these by-laws be void by reason of being contrary to law, the remainder of these by-laws shall not be affected thereby.

BY-LAWS

By-Law 1: Duties of the MBASA Members

- A. In addition to any duties contained in these by-laws, all Executive members shall perform duties at the direction of the President.
- B. The duties of the President shall be:
 - i. To be responsible for the guidance of the affairs of the Association.
 - ii. To preside over and facilitate all meetings of the Executive.
 - iii. To abide by any resolution passed by a majority vote of the Executive.
 - iv. To report on the general progress of the Association at any given time.
 - v. To ensure the mission of the MBASA is being met.
 - vi. To oversee and ensure adequate performance by all Executive members.
- C. The duties of the Vice-President shall be:
 - i. To be responsible for all presidential duties and responsibilities in the absence of the President.
 - ii. To work in co-operation with the President in conducting the business and affairs of the Association inside and outside the university.
 - iii. To monitor and work in cooperation with the Treasurer and Director of Social Affairs to ensure duties are being met.
 - iv. To facilitate all elections and by-elections, with the help of all other Executive members.
- D. The duties of the Treasurer shall be:
 - i. To make recommendations of financial policy to the Executive.
 - ii. To act as financial advisor to the Executive.
 - iii. To keep clear and accurate records of all financial transactions of the Association.
 - iv. To prepare statements of the accounts at the request of the Executive.
 - v. To supervise the accounts of any subsidiary bank accounts of the Association.
- E. The duties of the Director of Social Affairs shall be:
 - i. In absence of the President and Vice-President, to assume the duties and responsibilities of the President.
 - ii. To prepare, in consultation with the President and Vice-President, a program of social events to be held during the year.
 - iii. To book and sign under contract all bookings for space required for any social event, and all individuals required to be employed in the execution of any social event.
 - iv. To be responsible for the ordering, purchase, and delivery of all foods, drinks, and other materials required for the execution of any social event.

- v. To be responsible for the running of all social events.
 - vi. To ensure at least one member of the Executive is present at all social events.
- F. The duties of the Secretary shall be:
- i. To record, in typewritten form, the minutes of all Executive meetings and to distribute them to all Executive members by email within four (4) business days of the particular meeting.
 - ii. To notify all Executive members of the time and place of meetings and to provide them with an agenda approved by the President prior to the particular meeting.
 - iii. To file all minutes, correspondence, and other records, pertaining to the MBASA in the MBA Executive Office.
- G. The duties of the Director of Communications shall be:
- i. To maintain all correspondence of the MBASA and to cooperate with the President and the Vice-President in the conduct of business of the MBASA.
 - ii. To communicate with other members to determine any concerns or questions and voice those concerns or questions during meetings.
 - iii. Manage and maintain all internal and external MBASA communications and all channels. Including but not limited to Facebook, email, MBASA webpage, and Twitter.
- H. The duties of the Class Representatives shall be:
- i. To promote all events held by the MBASA to MBA students.
 - ii. To assist the Executive when needed.