

Policy 3: MBA Association Club Operations and Responsibilities

Clubs are excellent leadership opportunities for MBA students. They also enhance the student experience outside of the classroom, creating occasions for professional and personal development. The purpose of this policy is to provide clear direction and support for clubs and their Executives in the administration of their duties.

1. Club Executive Structure

- 1.1. All clubs ratified by the MBAA must abide by the following structure for the Executive Team
 - 1.1.1. President (who must be a co-op student)
 - 1.1.2. At least two but up to four additional Executive Team Members
 - 1.1.2.1. A maximum of three can be executives in the co-op program and one can be a full-time executive member.
 - 1.1.2.2. One member of the Executive must be responsible for financial record keeping.
 - 1.1.2.3. It is highly recommended that one member of the Executive team be a Full-Time student in order to improve transition and inclusion amongst the DeGroote community.
- 1.2. The names of each of these positions (except for President) are up to the discretion of the clubs.
- 1.3. In the event that a club wants to change their Executive structure, the MBAA Internal Relations Director must receive this request in writing (via email) from all years of the club, no later than December 1st.

2. Roles and Responsibilities

- 2.1. All Club Presidents are required to attend a mandatory President's Meeting at the start of each term. The MBAA Internal Relations Director coordinates this event.
 - 2.1.1. In the event a President cannot attend, another Club Executive can be sent in their place.
- 2.2. All Club Presidents are also required to attend a mandatory President's Transition meeting at the end of the Fall Term. The Internal Relations Director coordinates this event.
 - 2.2.1. In the event a President cannot attend, another Club Executive can be sent in their place.
- 2.3. Students may only be at titled executive on one Club but can participate in any club.
- 2.4. In the event that a President (who is a co-op student) goes off-cycle and is not on their co-op term at the traditional time, the responsibilities of this role must be transferred to another member of the Executive Team.

- 2.4.1. Only if the President chooses to vacate the role entirely will hiring occur to fill this role.
- 2.5. In the event the President does not perform their duty, as recognized by the MBAA or the Club Executive, the MBAA has the authority to review their ability to continue in the role.
 - 2.5.1. In the event that the President is removed, the Internal Relations Director will initiate a hiring process to fill the role.
 - 2.5.1.1. The MBAA can give preference to the role to current Executive of the Club to fill the role.
- 2.6. One member of the Executive team from each Club must attend Town Hall each term in order to hear the concerns of students and address any club-specific issues.

3. Club Events and Initiatives

- 3.1. Each term, a club must hold two events or one large event. These events are classified as follows:
 - 3.1.1. A large event is an event that requires a significant amount of effort in planning and preparation, and reaches an audience of many students. The Club Executive must make a case to the Internal Relations Director to have an event count as a large event.
- 3.2. Failure to hold the appropriate number of events can result in a club being put on "Probation" status, or result in the immediate termination of Club status in severe cases.
- 3.3. In the process of planning any event, Clubs must submit the MBAA Event Planning Form.
- 3.4. All events held by clubs must add value to the student experience at DeGroot, based on the mission and purpose of each club. As such, a social event will not count towards the total events held by the club for the term.
 - 3.4.1. In the event that a Club wants to run a social event, this can be done at the discretion of the MBAA Events Director.
- 3.5. The MBAA Internal Relations Director will make every effort to notify clubs throughout the term who are not planning for the correct number and type of events.
- 3.6. Failure to hold the appropriate number can result in a club being put on "Probation" status.
- 3.7. All events must be open to all MBAA members to attend and cannot be limited based on:
 - 3.7.1. Age
 - 3.7.2. Creed
 - 3.7.3. Disability

- 3.7.4. Family and/or marital status
- 3.7.5. Gender identity and gender expression
- 3.7.6. Race and related grounds
- 3.7.7. Receipt of public assistance
- 3.7.8. Record of offences
- 3.7.9. Sex and/or sexual orientation
- 3.8. Clubs cannot use gift cards as an incentive for student participation. However, students can provide gifts to external speakers (between \$20-\$50 per speaker, depending on the formality of the event and level of the speaker).
 - 3.8.1. For formal events and senior level speakers, a higher dollar value for each speaker gift is appropriate (\$40-\$50 per speaker).
 - 3.8.2. Clubs are encouraged to use DeGroot branded gifts when appropriate.
 - 3.8.3. In extraordinary circumstances, clubs can request to the MBAA Internal Relations Director and President a higher amount for speakers if needed.
- 3.9. Each club executive team would be given only ONE overdraft for their entire term in case of overspending more than \$100 on events.
 - 3.9.1. Post overdraft, unless decided otherwise by MBAA, the amount overspent would not be reimbursed.
 - 3.9.2. The MBAA Internal Relations Director would be responsible for tracking and communicating this to club executives.
- 3.10. For Club events involving alcohol, deadlines mentioned against Tier 1 + 2 events (1 month prior to event) in the MBAA Event Planning form should be adhered.
- 3.11. For club events that require a donation to charities on behalf of MBAA, the MBAA cannot donate more amount than the amount spent by the club on the event.

4. EOHSS Requirements

- 4.1. All Clubs are required to fill out appropriate EOHSS forms for their event and submit to their Internal Relations Director
- 4.2. All forms must be submitted within the appropriate time frame as indicated on the MBAA Event Planning Form. Failure to do so without adequate notice to the MBAA Internal Relations Director will result in the event being postponed from the original planned date.
- 4.3. Before any EOHSS documents are submitted to the MBAA Internal Relations Director, these forms must be reviewed and approved by the Club President.

5. Collection of Membership Fee

- 5.1. No Club ratified by the MBA Association can collect a membership fee to participate from any MBA student at the DeGroot School of Business.

5.2. Clubs can create club-specific swag for sale or distribution. Any profits made from these sales will be held by the MBA Association, ear-marked specifically for the club's future spending.

5.2.1. All swag is property of the MBAA until sale to students.

6. Hiring of Club Executives

6.1. In the Fall term of each year, the outgoing club executive will be responsible for recruiting and selecting the new executive for each club.

6.2. Working with the Internal Relations Director, the clubs shall abide by the following process.

6.2.1. Each Executive Team will promote the availability of all of the different positions within their club and their club-specific hiring process.

6.2.1.1. The Internal Relations Director will be responsible for promoting the availability of roles and the hiring process overall.

6.2.2. After a period of at least one week of applications being open, each Executive Team will first close and hire the new Club President.

6.2.2.1. Once appointed, the Club President will be involved in the hiring of the new Executive Team.

6.2.2.2. Before moving forward in the process, a member of the outgoing Executive Team must communicate with the MBAA Internal Relations Director their selection for President.

6.2.3. Once the President role is confirmed, the roles for the remaining Executive Team members will be closed and hired.

6.2.4. Once all roles are hired, a member of the outgoing Executive Team must:

6.2.4.1. Inform the MBAA Internal Relations Director of all appointments

6.2.4.2. Announce publicly the new Executive Team.

6.3. While each club has flexibility to control the hiring process, all clubs must have the following components as part of their process:

6.3.1. A formal application

6.3.2. An interview component (either group or individual)

6.4. Club Hiring must begin immediately following the conclusion of the election for the MBAA Executive team.

6.5. In the event that an Executive Team member leaves their role, due to competing priorities, a remaining Club Executive (i.e. the President, unless they vacate their role), should:

6.5.1. Contact the MBAA Internal Relations Director immediately to notify them of the vacancy.

6.5.2. At their earliest convenience, begin an augmented hiring process to identify a replacement candidate.

7. End of Term Transition Report

- 7.1. Each club will be required to submit a one-page transition report, which outlines events hosted, suggestions for improvement for future Executive Teams during that term, and an overall summary of operations during the term.
- 7.2. Each term report will be reviewed by the MBAA and a status update/evaluation will be completed and sent to each Club President before the start of the next term.
- 7.3. Failure to submit the report in a timely manner may result in the club being subject to “probation” the following term until the document is submitted.

8. Application for Club Status

- 8.1. Annually, all MBAA clubs must apply for club status. The MBAA Internal Relations Director must receive all club status applications no later than December 31st.
- 8.2. The club status application must include (at least) the following:
 - 8.2.1. A cover letter stating the club’s purpose and desire for club status.
 - 8.2.2. A list of all Executive Teams and their contact information
 - 8.2.3. A proposed charter or any amendments to the existing one
 - 8.2.4. A proposed year plan listing events and initiatives for the upcoming year (January – December)
 - 8.2.4.1. The MBAA recognizes that this may change. This form is an attempt to begin planning and clubs will not be obligated to follow through on all listed events/activities.
 - 8.2.5. A proposed budget indicating the possible funding request from the MBAA.
 - 8.2.6. An overall year-end report describing the results of the past year’s activities and suggestions for the next year.
- 8.3. Before a club is officially recognized by the MBAA, they are considered a Student Interest Group.
 - 8.3.1. This group is eligible to request funds from the MBAA.
 - 8.3.2. They are required to submit EOHSS forms.
 - 8.3.3. However, they are not given official club status by the MBAA.
- 8.4. In order for a Student Interest Group to be recognized as a club, they must meet the following criteria:
 - 8.4.1. Have had three semesters with two events that meet the needs of students with appropriate attendance
 - 8.4.2. Must submit a club status application before the end of the third term to the MBAA Internal Relations Director.
 - 8.4.3. Must present their application to the on term MBAA Executive of the final semester as to their rationale for club status.