

Policy 2: MBA Association (MBAA) Executive Meetings

1. PURPOSE

1.1. MBAA Executive Meetings, here forth referred to as Executive meetings, are a venue for discussion and decision making, and as a result it is essential that as many voices of the MBAA Executive are present

1.1.1. This policy will apply to all MBAA Executive who are currently on campus and enrolled in classes full-time (i.e. current-term MBAA Executive) .

2. TIME OF MEETING

2.1. The Communications Director will schedule the set date and time of Executive meetings before the first day of classes each term.

2.2. A time will be determined where all voting and non-voting members are able to attend.

2.3. The Communications Director is responsible for informing fellow Executive of a meeting no less than 48 hours in advance if it is at an irregular time.

2.4. Should there be less than 48 hours notice, a meeting can take place upon a majority vote of the Executive.

2.4.1. This vote, if not proposed during a meeting, shall occur via an email initiated by the Communications Director

3. AGENDA

3.1. The Communications Director is responsible for preparing an agenda for each meeting.

3.2. Each Executive member is responsible for adding items relevant to their position to the agenda and ensuring supporting documentation for any agenda item is made available prior to the meeting

3.3. All motions/items for discussion and relevant documentation must be sent to the Communications Director no later than noon (12:00pm) one day prior to the meeting

3.3.1. Members still have the authority to add items to the agenda at the meeting with a majority vote of MBAA Executive members present

3.4. All items that have not been dealt with at the end of the meeting shall automatically be placed on the agenda of the following meeting.

4. ATTENDANCE

4.1. Attendance for all Executive meetings will be taken by the Communications Director

4.1.1. In the event that the Communications Director is not present, the responsibility of recording attendance will fall on the Operations Director

4.2. All Executive members are required to be present at all MBAA Executive meetings to represent the membership and provide their position-specific perspective to the MBAA

4.3. In the event that an Executive Member is unable to attend a meeting, they should notify the President of their absence no later than 24 hours in advance with appropriate reasoning, in order to receive approval. Should an absence

receive approval, the individual will be marked “Absent with Regrets” on the agenda

4.3.1. Appropriate reasoning includes:

4.3.1.1. Absence due to interviews (on or off-site)

4.3.1.2. Absence due to attendance at MBAA (or affiliated clubs and committees) events

4.3.1.3. Absence due to attendance at DeGroote School of Business events or meetings

4.3.1.4. Absence due to human rights reasons, at the discretion of the President

4.3.2. If there is less than 24 hours of notice, the Executive member will be marked as “Absent” on the agenda

4.4. An Executive member may be removed from their position due to absence if:

4.4.1. The Executive member misses more than three (3) meetings in a row during the semester, without regrets or;

4.4.2. The total number of absences (with or without regrets) exceeds four (4) times in one term

4.5. Once an MBAA member has reached this threshold of absences, this will constitute a formal motion of impeachment as per Article 7 of MBAA Constitution. An Impeachment Committee will be formed and will carry out their duties to determine whether this violation warrants removal of the individual, as per Article 7 of the MBAA Constitution.

4.6. The President will be responsible for warning any MBAA Executive member who may be at risk for impeachment due to absence

4.6.1. If the President is at risk for impeachment due to absence, the Operations Director will be responsible for warning them.

4.7. All active and associate general members of the MBAA can attend an MBAA Executive meeting.

5. MEETING STRUCTURE

5.1. The MBAA President shall chair Executive meetings

5.1.1. In the absence of the President, the Operations Director will assume the chair

5.2. The role of the chair during Executive meetings is to:

5.2.1. Ensure meetings progress in a timely manor

5.2.2. Maintain an atmosphere of respect and order

5.2.3. Maintain a speakers list for discussion items (as required)

5.3. The MBAA President may, at any time, close all or part of an Executive meeting.

5.4. Each MBAA Executive meeting shall have a provision for the following items (though not necessarily in this order):

5.4.1. Attendance

5.4.2. Adoption of agenda

5.4.3. Adoption of previous minutes

5.4.4. A portfolio update from each Executive member

5.4.5. Pitches Period, to hear any funding or sponsorship requests (15 minutes maximum, to be used as required)

5.4.6. Adjournment

6. QUORUM AND VOTING

- 6.1. A vote of the voting members of the MBAA can occur during an Executive meeting in order to approve a motion
- 6.2. An Executive meeting quorum shall consist of one half of the total Executive officers, plus one.
- 6.3. The motion must be seconded by a voting member of the MBAA in order for it to proceed to a vote
- 6.4. A motion will pass by a favourable majority vote

7. MEETING MINUTES

- 7.1. Meeting minutes are an objective and detailed record of an Executive meeting
- 7.2. The Communications Director is responsible for creating meeting minutes in a format approved by all years of the MBAA Executive
- 7.3. In the event that the Communications Director is unable to attend a meeting, the Operations Director will assume the responsibility of recording minutes.
- 7.4. After each meeting, the Communications Director will circulate a draft of the minutes for review. At the next meeting, the MBAA Executive must approve these minutes.
 - 7.4.1. Once approved at an MBAA Executive meeting, meeting minutes must be posted to the MBAA website within 36 hours.