

MBAA Office Guidelines

The MBA Association (MBAA) Office, located at the Ron Joyce Centre, is the workspace for all business of the MBAA and its affiliated clubs and committees. These guidelines are meant to ensure the space is used appropriately and respectfully.

1. All voting and non-voting members of the MBAA Executive will receive key card access to the MBAA Office, through a \$20 deposit to the Dean's Office at the start of their term. The deposit will be returned in full upon the return of the swipe card at the end of each Executive member's term.
2. Only the President and the Finance Director will have direct access to the back office.
3. An MBAA Executive member is prohibited from giving their access card to any non-MBAA member for their use.
4. At the end of each semester, the on-term MBAA Executive must ensure that the space is left in a clean and presentable manner.
5. Personal items should not be left in the MBAA Office. Any personal items left for more than 1 week in the MBAA office will be removed.
6. The MBAA Office shall be used primarily for business related to the association or its affiliated clubs and committees. Executive members can use the space for personal or other academic reasons, if it is available however MBAA business or the business of clubs and committees shall take priority for use of the space.
7. Should a club or committee want to use the space for club or committee business (e.g. conduct interviews), they must inform the Internal Relations Director within 48 hours of the proposed date and time to book it.
8. Any affiliated club or committee can store non-perishable supplies in the MBAA office however, all efforts must be made to ensure that this is kept to a minimum. In addition, the space will be used to store reclaimed MBAA property (i.e. purchases for club events that are not one-time uses). The Operations Director will be responsible for working with these clubs or committees to anything stored is kept tidy and secure. The MBAA will not be held responsible for any items that are lost or stolen.
9. Should an MBAA member be found to in violation of any of these guidelines, they will lose key card privileges for one full term.