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# UBC

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Undergraduate  
Business Council

## CONSTITUTION OF THE UNDERGRADUATE BUSINESS COUNCIL

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## **MISSION STATEMENT**

To serve as the primary representatives of undergraduate business students and organizations in order to boost the undergraduate business experience by fostering the Fisher Community.

## **VALUED ACTIVITIES**

The Undergraduate Business Council serves as the primary student governing body for undergraduate business majors, oversees the Council of Presidents (COP), and acts as the umbrella group for Fisher student organizations. Members provide guidance on major policy issues affecting students in the college. Additionally, the Council plans regular activities designed to foster a sense of community around the Fisher campus while increasing extra-curricular business learning.

## **ARTICLE I: MEMBERSHIP**

### **SECTION 1: Officers of the Undergraduate Business Council**

Officers shall include President, Vice President of College Relations, Associate to the Dean of Undergraduate Programs, Vice President of Finance, Vice President of Operations, Vice President of Marketing, Vice President of Community Engagement, Class Representatives (8-12), and Advisor. These officers comprise the body that shall herein be referred to as the Undergraduate Business Council (UBC), with the chain of succession according to the order in which the officers are listed above.

### **SECTION 2: Responsibilities of Active Members**

Active members shall be subject to the following responsibilities: attend and have voting rights at all business meetings and participate in at least one initiative.

### **SECTION 3: Absences**

All Undergraduate Business Council members have up to three excused absences per semester, which can be used at any time. Members must inform the Vice President of Operations at least 12 hours in advance of their absence and any more than three absences will require a discussion with the President and Advisor for extenuating circumstances.

### **SECTION 4: Non-Discrimination**

Non-Discrimination – Membership into the Undergraduate Business Council, or the right to hold office therein, shall in no way be determined on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law.

### **SECTION 5: Membership Revocation**

Membership Revocation – An officer who does not meet the attendance requirements, breaks one of the University's discriminatory practices, or steals from the organization will be removed from membership after a majority vote of UBC. Using money inappropriately will require the officer to be immediately removed.

**SECTION 5.1: Officer Resignation** – An officer who is resigning must submit a notice to the President at least two weeks prior to leaving. If this is not done, they can be removed with a majority vote of UBC.

**SECTION 5.2: Officer Removal** – If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is derelict in performance of the duties of their office, or is in violation of The Ohio State University Student Code of Conduct, they can be removed through a majority vote of UBC.

**SECTION 5.3: Advisor Removal** – Advisors can resign at any time but must give two weeks' notice and help in the finding of another advisor. UBC can also vote to replace an advisor if said advisor is not fulfilling their role, as long as UBC notifies the advisor and has a replacement in mind.

## **ARTICLE II: SELECTION AND DUTIES OF OFFICERS**

### **SECTION 1: Selection Process**

The Undergraduate Business Council be selected through an application and interview process conducted by a selection committee.

**SECTION 1.1: Selection Committee** – The selection committee will consist of the outgoing UBC President, any graduating officers and the UBC Advisor. In the event that the current UBC President reruns for presidency, the Vice President of College Relations will lead interviews for the presidency.

**SECTION 1.2: Class Representative Selection Committee** – The selection committee will consist of the UBC President, at least two other UBC officers and the UBC Advisor.

### **SECTION 2: Term of Office**

Applications for UBC will be available at the end of January and will be due mid-February. Applications for the Class Representatives positions will be available early September and will be due late September. The term of office for UBC members will be from selection in early spring semester through the end of new officer selections in the following academic year, unless the officers' role is resigned or revoked. The term of office for First Year Representatives will be from selection through the end of new officer selections.

### **SECTION 3: Officer Duties**

The duties of all officers herein described shall include, but are not limited to, operating within the bounds of upholding the Undergraduate Business Council Constitution, the Fisher College of Business Statement of Mission, and the programs set forth by the Undergraduate Business Council.

### **SECTION 4: Duties of the President**

The duties of the President shall include:

- Realizing the Undergraduate Business Council's vision to provide an enhanced undergraduate business experience and an enriched undergraduate business degree;
- Carrying out the Undergraduate Business Council's dual missions to "serve as the primary representatives of undergraduate business students and organizations," and to "boost the undergraduate business experience by fostering the Fisher Community";
- Implementing and coordinating policies set forth and agreed upon by the Undergraduate Business Council;
- Chairing all general and executive UBC meetings;
- Keeping abreast of all issues and projects concerning the Undergraduate Business Council;
- Acting as the primary liaison between the Undergraduate Business Council and other student organizations;
- Enabling the free flow of information between the student body and the Undergraduate Business Council;

- Maintaining relationships and regular contact with administrators, faculty, staff, and students involved in the undergraduate program;
- Setting the Undergraduate Business Council calendar;
- Leading the Council of Presidents;
  - In the event that the President cannot attend a COP meeting, the President of College Relations, or the Vice President of Finance will lead the meeting in their place.

#### **SECTION 5: Duties of the Vice President of Student Relations**

The duties of the Vice President of Student Relations shall include:

- Increasing visibility of UBC to undergraduate students
- Leading and assigning efforts to collect feedback from other students, including;
  - Supporting class representative focus groups and other related feedback events
- Overseeing the Vice President of Marketing, including;
  - Consulting on strategy implementation;
  - Providing guidance on pertinent UBC/Fisher issues or actions that affect the Vice President of Marketing's roll;
- Supporting the Vice President of Operations' recruitment responsibilities by increasing awareness of the application;
- Serving as the Undergraduate Business Council representative and liaison in regular attendance at business student organization meetings;
- The Vice President of College Relations will also be responsible for additional duties assigned by the President.

#### **SECTION 6: Duties of the Vice President of Faculty Relations**

The duties of the Vice President of Faculty Relations shall include:

- Maintaining relationships and regular contact with administrators, faculty, and staff involved in the undergraduate program;
- Attending Core Academy meetings and finding replacements when unable to attend;
- Representing the interests of the Undergraduate Faculty to UBC;
- Serving as the voice of students to the Faculty (and specifically) the Associate Dean for Undergraduate Students and Programs.
- Meeting regularly with various Faculty at Fisher including, but not limited to,
  - Core Faculty members;
  - Department Chairs;
  - Associate Dean for Undergraduate Students and Programs;
  - Associate Dean for Diversity and Inclusion;
  - Staff in ULEO, Advising, Diversity & Inclusion, Career Management, etc.
- Informing the Faculty of the ideas, goals, and initiatives of UBC and the undergraduate student body;
- Planning and running any events and initiatives for the Faculty and UBC (i.e. Donuts with the Dean, Coffee with the Council, etc.).

#### **SECTION 7: Duties of the Vice President of Finance**

The duties of the Vice President of Finance shall include:

- Managing the Undergraduate Business Council finances;
  - Serving as treasurer and completing all required trainings and funding applications in the required timeframe;
  - Creating semester budgets;
  - Maintaining balanced fiscal records;
  - Collecting all monies owed to the Undergraduate Business Council;
  - Establishing internal accounting controls;
  - Understanding accounting processes and controls material to the Undergraduate Business Council treasury operations;
  - Facilitating funding and payment for UBC operation and programming;
- Overseeing COP Fund Finances;

- Marketing the Fund to business student organizations;
- Serving as the primary contact for inquiries, requests, and funding status' of COP Funds
- Budgeting and tracking Fund usage;
- Assisting the Undergraduate Leadership & Engagement Office, in its role as treasurer of the Fund, to disburse approved grants;
- Running the funding portion of COP Meetings;
- The Vice President of Finance will also be responsible for additional duties assigned by the President.

## **SECTION 8: Duties of the Vice President of Operations**

The duties of the Vice President of Operations shall include:

- Maintaining the rosters of UBC officers, including event and meeting attendance;
- Recording minutes of UBC and COP meetings;
- Reporting all attendance policy violations to the President and Advisor;
- Providing and keeping public record of historical UBC and COP minutes;
- Overseeing both the Class Representative application process (fall) and the Undergraduate Business Council recruitment process (spring), including the distribution of applications, reviewing submitted applications, coordinating interviews and the selection process;
- The Vice President of Operations will also be responsible for additional duties assigned by the President.

## **SECTION 9: Duties of the Vice President of Marketing**

The duties of the Vice President of Marketing shall include:

- Leading membership recruitment and UBC informational campaigns;
- Establishing marketing campaigns including;
  - Website management and social media;
  - Schoenbaum lobby's bulletin board;
  - Display materials for organization fairs;
- Working with the Vice President of Community Engagement to keep record (written and visual/photography) of UBC special events;
- The Vice President of Marketing will also be responsible for additional duties assigned by the President.

## **SECTION 10: Duties of the Vice President of Community Engagement**

The duties of the Vice President of Community Engagement shall include:

- Setting the mission and overseeing the logistics of UBC-sponsored and co-sponsored special activities targeted to individuals outside of UBC, such as Fisher Fall Frenzy, Fisher Week of Welcome, Fish Bowl Competition, etc.;
- Budgeting program funding for special events with the Vice President of Finance and the Undergraduate Leadership & Engagement Office (ULEO);
- Working with the Vice President of Marketing to promote and keep record (written and visual/photography) of UBC special events;
- Coordinating UBC's involvement in other college-wide events;
- The Vice President of Community Engagement will also be responsible for additional duties assigned by the President.

## **SECTION 11: Duties of the Class Representatives**

There are a total of eight (8) to twelve (12) Class Representatives.

Duties of the Class Representatives shall include:

- Serve as a representative of their class, participating in UBC outreach and engagement initiatives;
- Work on a committee under a group of E-board members to shadow E-board;
- Coordinating and hosting various focus groups for the respective class;

- Drafting and sending semesterly newsletters to respective classes;
- Monitoring and reviewing Fisher Feedback submissions;
- Working with the VP of Public Relations on the feedback-related events above;
- Assist in the coordination of UBC-sponsored events including, but not limited to; Fisher Fall Frenzy, Fisher Spring Festival, Fisher Impact Day, Donuts with the Dean, Reading Day, the Undergraduate Recognition Ceremony, and additional UBC-sponsored or co-sponsored events throughout the year;
- Coordinating at least one UBC project/initiative per semester;
- Actively participating in the Fisher Citizenship Program and serve as liaisons between the Fisher Citizenship Program and the Undergraduate Business Council;
- Class Representatives will also be responsible for additional duties as assigned by the President.

## **ARTICLE III: COMMITTEES**

### **SECTION 1: Formation of Committees and Task Forces**

The President of the Undergraduate Business Council can propose to create committees, task forces, and initiatives as needed. The proposal must be approved by a majority of UBC. Members of task forces and initiatives may include UBC members and non-UBC members.

## **ARTICLE IV: POLICY AND REGULATIONS**

### **SECTION 1: Policies**

The Undergraduate Business Council by majority vote of the office shall have the power to establish Undergraduate Student Policy names Statements of Policy, create regulations named UBC Regulations, and institute organization change such that it sees fit to pursue the goal of its purpose within the guidelines established through this constitution and the Fisher College of Business Statement of Mission.

### **SECTION 2: Amendments**

A majority vote of 75% (three-fourths) membership of the Undergraduate Business Council shall make a specifically worded and proposed amendment or change approved and this document will be amended. Any amendments must receive majority vote in order to take in affect.