

Black MBA Association Constitution

ARTICLE I – NAME

This organization shall hereby be called the Black MBA Association (herein referred to as “BMBAA” or the “Organization”).

ARTICLE II – MISSION

The mission of BMBAA is to build leaders that shape business and the community through diversity and inclusion by bringing awareness of issues facing black professionals and other underrepresented groups in business.

ARTICLE III – PURPOSE

The purpose of BMBAA is to provide academic support, professional development, and networking opportunities as well as innovative programs and activities that emphasize a commitment to excellence, civic engagement and enable incoming and continuing black graduate students to succeed in the Fisher College of Business (herein referred to as “Fisher”).

ARTICLE IV – AFFILIATIONS

BMBAA is a student-run organization at the Max M. Fisher College of Business at The Ohio State University (herein referred to as “Ohio State” or the “University”) in affiliation with the Columbus chapter of the National Black MBA Association (NMBBAA).

BMBAA shall comply with all university and campus policies and regulations as well as local, state, and federal laws.

ARTICLE V – MEMBERSHIP

Section 1: Requirements

General membership to BMBAA is open to all Ohio State students currently enrolled in a graduate, professional, or PhD/doctoral program at the Fisher College of Business. Members must be in good academic standing with the University. Voting is restricted to members that have paid dues and are currently enrolled at Ohio State.

Section 2: Registration Process

Students interested in BMBAA must submit a completed membership registration form and resume. Once registration and resume have been submitted to the Executive Board, new members have fourteen (14) days to submit payment of dues to the Treasurer. Interested students can also submit payment of dues along with their membership registration and resume if they desire.

Section 3: Unique Benefits

BMBA members are provided with a unique opportunity to attend the annual National Black MBA Association (NBMBA) Conference and receive sponsorship from the Office of Diversity and Inclusion Student Services (ODISS) by serving as a conference volunteer. This sponsorship is not guaranteed as it is contingent on available funding in ODISS. Given this variability in the ODISS budget, this opportunity is reserved for dues-paid, “active” members only. Active is defined as consistent participation in organizational meetings, formal programming initiatives, as well as community service and volunteer opportunities. All sponsored volunteers from BMBA are subject to approval by the Executive Board.

Section 4: Non-discrimination Policy

BMBA, its members, and its partners shall not discriminate against any individual(s) on the basis of 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 basis in accordance with Student Organization Registration and Funding Guidelines.

This policy includes but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

Section 5: Anti-hazing Policy

BMBA agrees not to participate in hazing. Hazing, defined by the Ohio Revised Code, means “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.”

Section 6: Suspension

Members not in academic good standing with the University are placed on suspension until they are in academic good standing with the University.

Section 7: Revocation

Members found violating the Fisher Honor Code or participating in unethical or discriminatory practices while representing the Organization will have their membership revoked by a majority vote by the Executive Board. Additionally, unauthorized use of money from the Organization’s account or programming funds will result in immediate membership revocation.

Any member may be removed for just and stated cause through a majority vote by the Executive Board and consensus with the Advisor, provided that the intention to remove the member and cause for removal is documented in the minutes of the Executive Board meeting prior to the Executive Board meeting in which the vote shall take place.

ARTICLE VI – FINANCES

Section 1: Dues

Dues are set by the Executive Board by a majority vote and are be paid on an annual basis at the beginning of the semester by a date specified by the Executive Board. New members registering after the specified deadline will have fourteen (14) days from their registration approval to submit dues to the Treasurer.

Section 2: Accounting Procedures

Funds are allocated based on a consensus vote by the Executive Board. Distribution of funds and reimbursements are processed by the Treasurer. Accounts are also maintained by the Treasurer.

The President, Treasurer, and Advisor are the only members of the Executive Board that can be listed on the bank account. Treasurer is responsible for maintaining the debit card and associated checks.

ARTICLE VII – EXECUTIVE BOARD & OFFICERS

Section 1: Named Officers

The named officers of the Organization shall be President, Vice President, Treasurer, Director of Marketing & Communications, Director of Programming, and Director of Special Initiatives. An additional unnamed officer may also be designated.

The officers shall be charged with setting and implementing the policies of the Organization. Officers are expected to fairly represent and respect general body members and ensure the best interest of the organization.

Section 2: Officer Responsibilities

President- Aishat Olukotun

- Sets agendas and presides over all Executive Board and regular meetings of the organization
- Serves as the liaison to NBMBA, the Columbus chapter of NBMBA, the Fisher College of Business, including the Advisor and ODISS, The Ohio State University, and the Columbus community at large
- Works with Treasurer to complete, revise, and update the financial budget
- Ensures that the organization meets all applicable guidelines for organizational certification
- Creates any special committees as they deem necessary
- Can appoint members and chairs of committees not expressly appointed in the Constitution and may serve as an ex-officio member on special committees
- Appoints, with the approval of the Executive Board and Advisor, external special administrators, agents or authorities for the purposes of furthering the ends of the Organization
- Serves in the absence of the Director of Special Initiatives

Vice President – Ezichi Anokwuru

- Assumes the duties and responsibilities of the President in the President's absence or at the President's request.
- Serves as President for the remainder of the vacated term should the President resign or be removed.
- Facilitates the election process.
Maintains and promotes relationships between alumni and the Organization in order to promote mentoring, networking, and advising opportunities for current members to further their professional career
- Serves as a resource for the various committees and participates in associated activities as needed.
- Maintains accurate and current information of the Organization's membership.
- Works with the Graduate Programming Office (GPO) to help recruit prospective black students to Fisher.
- Serves as the BMBAA representative for the annual Diversity Awards and other initiatives sponsored by ODISS.
- Coordinates morale activities for the Organization.
- Serves as liaison to other student organizations on campus.
- Perform other duties as assigned by the President.

Treasurer – Antonia Leslie

- Serves as liaison to The Ohio State University for all purposes of organizational funding
- Coordinate preparation of annual budget including individual event budgets and related record keeping
- Maintains accurate and current record of all organizational funds and accounts
- Manages all financial aspects of the organization to ensure proper use and availability of funds for BMBAA activities
- Coordinate with GPO and The Ohio State University to request additional funding and comply with all applicable guidelines for use
- Works with President to coordinate fundraising strategies
- Receives and dispenses funds in accordance with the goals and programs established by the organization
- Serves in the absence of the Vice President
- Perform other duties as assigned by the President

Director of Programming/Marketing – Isaac Aboh

- Coordinates organization events and programs and completes supporting administrative items, including scheduling and facilities, to ensure successful execution of organizational projects
- Coordinates photography efforts at events and meetings
- Completes pre- and post-event reviews before and after an event as appropriate to resolve concerns and better prepare for future event success
- Builds and maintains relationships and partnerships with undergraduate business student organizations at The Ohio State University
- Serves in the absence of the Treasurer
- Responsible for all official correspondence within the Organization

- Keeps records of and tracks attendance at general body, Executive Board, and special meetings.
- Distributes meeting minutes to Executive Board and other specified members.
- Establishes and maintains legacy documents used in the organization's transition
- Develops marketing plan and advertising for all programs and events
- Maintains the Organization's website and social media platforms
- Performs other duties as assigned by the President

Director of Special Initiatives: Robblyn Branch

- Coordinates community service initiatives for the Organization.
- Manages alumni database and facilitates communication with alumni contacts.
- Maintains and promotes relationships between alumni and the Organization in order to promote mentoring, networking, and advising opportunities for current members to further their professional careers.
- Identifies programs and initiatives for the Organization to partner with and cosponsor and coordinates related efforts.
- Leads ad-hoc projects, assignments, and initiatives as determined by the Executive Board
- Provides members and the Executive Board with training on simple parliamentary procedures: how to state a motion, rules of debate, quorums.
- Assists the President with meeting preparation and questions of parliamentary procedure when requested.
- Serves in the absence of the Director of Marketing & Communications.
- Performs other duties as assigned by the President.

Unnamed Officer

Unnamed officer may be created, removed, titled, and have duties assigned or modified by a majority vote of the Executive Board. The office remains in place until it is removed. Election process for this office will follow the steps prescribed in Article VIII. Removal will take effect at the conclusion of the current officer's term.

Section 2: Requirements

Officers must each be currently enrolled graduate or professional students at the Fisher College of Business and in good academic standing with no prior academic violations. Any member applying or selected as a named officer must be, at time of application and selection, dues-paid and active.

Section 3: Terms of Office

The term of all officers shall be a maximum of three academic semesters. The term of each officer shall conclude a maximum of two months following the certification of new officers. No person shall serve as President or Vice President for more than one consecutive term.

Section 4: Resignation

An officer may voluntarily resign from their position with a two-week notice presented in advance to the President and Vice President. In the event the Vice President or another officer becomes President for the remainder of a vacated or removed President's term, that officer is still eligible to serve a full term as President. All officers are free to reapply for an Executive Board position in subsequent terms.

Section 5: Provisions for Removal

If a dues-paid member or another officer(s) is in doubt about another Executive Board position or failure to complete assigned duties, the following procedure is followed:

A written statement that accurately describes the officer's failure of duties is submitted to the Advisor by the dues-paid member or fellow officer exhibiting concerns with the officer in question. The Advisor reviews the statement with the officer in question to determine the accuracy of the statement. If the statement is determined to be false or inaccurate, the Advisor can dismiss the concern. If the statement is determined to be true and accurate, the Advisor assesses the ability of the officer in question to continue in their role by convening a review committee of no less than three (3) dues-paid members and one (1) Executive Board member.

Review Committee

The review committee assesses the officer(s) in question through communication with the other members and any other relevant individuals, information, or evidence. The review committee will convene within two (2) weeks of the initial complaint.

If the review committee comes to a consensus that the submitted concerns have merit, a hearing is held for the officer in question. This hearing will be conducted at a time designated by the review committee and Advisor. This hearing will include the presentation of evidence in which all concerned parties shall be given ten (10) minutes to present their case. At the evidence and case has been presented, the officer in question will have ten (10) minutes to provide a rebuttal for the charges presented against them. The review committee will then have ten (10) minutes to question the concerned parties and officer in question. At the end of the hearing, the review committee decides by a majority vote if the officer in question should be removed.

If the review committee comes to a consensus that the officer in question should not continue in their position, the officer in question will be asked to step down immediately following the review committee's decision, and a successor will be elected through a popular vote of the dues paying members. The voting process is overseen by one of the remaining officers. The newly elected, interim officer will serve out the remainder of the officer's original term.

If the review committee comes to a consensus that the officer in question should continue in their position, he or she receives a written warning. If an officer receives more than two (2) written warnings within one term, he or she is automatically terminated, and a successor is elected by the abovementioned popular vote.

ARTICLE VIII – ELECTIONS

Section 1: Timeline

Elections are held no later than March at a date determined by the Executive Board.

Section 2: Nomination Process

The Vice President facilitates the nomination process by informing the general body of available positions and receiving confirmation from interested and nominated members.

Members may be nominated for an Executive Board position in two (2) ways. Interested members may submit an application to the Executive Board specifying what position they are interested in and their intentions and goals while serving in that position. Members may also be nominated and seconded during a predetermined special meeting. Nominated members must also submit an application. The Executive Board must approve all candidates, and it is the responsibility of the Vice President to inform the individual and disseminate the news throughout the organization.

Section 3: Voting Process

The voting process for Executive Board positions uses a ballot process with each dues-paid, “active” member casting one (1) vote for each available position on the ballot. Voting members running for office may cast a vote in their own favor. The Vice President facilitates the voting process.

The President is responsible for communicating election results to the general body and congratulating newly elected members.

Section 4: Transition Activities

Transition activities occur in the spring semester and provide the Organization with continuity so that new, incoming officers can leverage the knowledge and resources of outgoing officers. The internal transition activities checklist should be used in this process.

ARTICLE IX – MEETINGS

Section 1: General Body Meetings

General body meetings, at a minimum, are held on a monthly basis throughout the year at a time and place determined by the Executive Board. The Director of Marketing and Communications will notify members of the meeting, via e-mail, no later than seven (7) business days in advance of the meeting. Quorum consists of a majority of voting members.

Section 2: Executive Board Meetings

Regular board meetings shall be held as needed throughout the year at a time and place determined by the Executive Board. These meetings are to be held a minimum of four times each semester. The President will notify members of the meeting, via e-mail, no later than five (5) business days in advance of the meeting. Quorum consists of two-thirds of officers.

Section 3: Special Meetings

Special meetings for the general body or Executive Board may be called for any purpose by any member of the Executive Board or one-fourth (25%) of the general body.

Section 4: Conduct

Commonly accepted guidelines set forth in Robert's Rules of Order shall govern meetings of this organization within the requirements of this constitution.

ARTICLE X – ADVISOR

Section 1: Requirements

The organization shall have a maximum of two (2) advisors with at least one being a full-time Ohio State faculty or staff member. (David Harrison, Senior Director, Office of Diversity and Inclusion Student Services and Corporate and Community Outreach)

Section 2: Selection Process

The advisor(s) is selected and approved by the Executive Board through a majority consensus vote.

Section 3: Responsibilities

The advisor assists the Executive Board with goal setting, planning, and organization. The advisor also helps develop critical leadership skills and personal growth within the general body and shall remain informed of all activities sponsored and conducted by the organization.

Section 4: Resignation

An advisor may voluntarily resign from his or her position with a minimum one-month notice presented to the President and Vice President.

Section 5: Provisions for Removal

Should the advisor fail to perform the ascribed duties above, the Executive Board may remove the advisor by a majority consensus vote.

ARTICLE XI – COMMITTEES

Committees are comprised of dues-paid members and support the Executive Board in furthering the Organization's mission. These committees carry out essential functions that contribute to the success of the Organization. Committee chairpersons must be approved by the Executive Board. Should special committees be enacted, each officer is expected to serve on at least one special committee outside of the Executive Board.

Section 1: Standing Committees

Standing committees are committees with a continued existence, formed to do its assigned work on an ongoing basis. Unless otherwise specified by the Executive Board, quorum constitutes a majority of members on any standing committee. Actions taken by a standing committee must be agreed upon by a majority of the members present and approved by the Executive Board. Committee members must be dues-paid members.

Executive Committee

The Executive Committee, formally known as the Executive Board, is headed by the President of the Organization and is the governing and lawmaking body of the Organization. It is responsible for all matters concerning the Organization. It is a permanent body consisting of all officers.

Review Committee

The Review Committee is headed by the Advisor of the Organization and is responsible for facilitating the officer removal process. Although this committee is a permanent body, the review committee must consist of no less than three (3) randomly-selected dues-paid members and one randomly-selected (1) Executive Board member. Committee composition changes for each removal process. The Advisor is the only constant member of this committee.

Section 2: Special Committees

Special committees are committees created by the Executive Board to perform a special function that is beyond the authority, capacity, or scope of a standing committee. Unless otherwise specified by the Executive Board, quorum constitutes a majority of members on any standing committee. Actions taken by a standing committee must be agreed upon by a majority of the members present and approved by the Executive Board. Committee members must be dues-paid members.

Fundraising Committee

The Fundraising Committee is headed by the Treasurer, Director of Programming, or their designee and identifies opportunities and avenues for the Organization to secure funds for chapter events, programs, and initiatives that fall within OSU guidelines. The Fundraising Committee reviews all previous year fundraising activity and makes recommendations for improvements for current year and is also responsible for securing co-sponsorships, if needed.

Membership & Hospitality Committee

The Membership & Hospitality Committee is headed by the Vice President and is responsible for retention and recruitment of members. Activities include identifying liaisons to develop new member relationships, managing and hosting tables at student involvement and information fairs, and assisting with membership drives and renewal processes. The Membership & Hospitality Committee also helps foster and promote a friendly, welcoming, and caring atmosphere for members and guests at chapter meetings, programs, and events as well as develops processes for using member information such as recognition of birthdays, planning social outings, and other membership morale initiatives.

Marketing Committee

The Marketing Committee is headed by the Director of Marketing & Communications and determines the short-term and long-term marketing needs of the Organization including the coordination of effort around the BMBAA brand, public relations, organization website, social media presence, internal and external communications, and annual marketing budget recommendations. All marketing efforts must include format considerations for various social media platforms.

Philanthropy Committee

The Philanthropy Committee is headed by the Director of Special Initiatives or their designee and plans, coordinates, and evaluates all philanthropy and service projects. The Philanthropy Committee ensures that philanthropy events operate effectively and provide a positive experience for members and benefactors while simultaneously representing the Organization to charitable organizations and community agencies in a positive light.

ARTICLE XII – CONSTITUTIONAL AMENDMENTS

Section 1: Review Period

The constitution must be reviewed by the Executive Board at a minimum of every two years.

Section 2: Ratification Process

This constitution may be amended upon two-thirds vote of the Executive Board. Amendments shall take effect immediately after ratification by a majority consensus vote of the general body membership at predetermined special meeting. Proposed amendments must be distributed to the general body membership at least two (2) in advance to the predetermined special meeting. Every time the organization amends the constitution, a revised copy must be filed with the Student Union.

ARTICLE XIII – DISSOLUTION OF ORGANIZATION

The Organization may be dissolved by one (1) of two (2) methods:

1. The Executive Board can propose dissolving the Organization. The dissolution of the Organization must be approved by unanimous vote of the Executive Board with final approval by the Advisor.
2. If the Executive Board does not meet for four consecutive semesters, then the Organization is dissolved.

Should any organization assets and debt exist, assets should be used to cover any outstanding with debt with any remaining assets being donated to ODISS.

This constitution was updated on April 11, 2024.