1) Mission
   a) The Associated Students of Management (ASM) enhances the value of the student experience at the UC Davis Graduate School of Management (GSM) by creating a collaborative community that facilitates academic, social, and professional growth. We infuse energy into every activity while building a reputation of innovation and excellence.
   b) The ASM provides a framework for incorporating student ideas into the GSM programs, networking with alumni, engaging in philanthropic activities, and coordinating extracurricular events.

2) Membership and Dues
   a) Membership
      i) The membership of the ASM is comprised of current full-time MBA and MPAc students at the GSM who have paid a one-time membership fee.
      ii) Membership entitles full access to and support from the ASM board, activities and clubs.
   b) Non-Members
      i) Non-dues paying students of the Daytime MBA Program and MPAc program are encouraged to participate in ASM sponsored events.
      ii) A per-event fee shall be imposed on any non-dues paying student wishing to participate in an ASM sponsored event.
         (1) The per-event fee shall be determined by the Board of the sponsoring ASM organization or Club.
   c) Dues
      i) Dues are normally collected from the beginning of 1\textsuperscript{st} Year Orientation through the end of the Fall Quarter, and cover the entire time the student is enrolled in the GSM.
         (1) Daytime MBA students wishing to enroll after the end of the Fall Quarter are still encouraged to join ASM, but will be expected to pay the full dues.
         (2) The ASM President and Director for Finance and Operations have the authority to discuss and implement changes to this policy on a case-by-case basis.
      ii) Students joining the GSM for one year, such as MPAc students or transferring Sacramento or Bay Area students, may pay half the regular dues.
      iii) Sacramento or Bay Area students wishing to join a club sponsored by the ASM must pay a one-time $30 pro-rated ASM fee. Otherwise, membership is allowed on a case-by-case basis.
      iv) Dues are determined each year before 1\textsuperscript{st} Year Orientation by the current ASM board.

3) ASM Board Meetings
   a) ASM Board meetings shall be regularly scheduled, and announced, and shall be open to all students.
      i) The ASM Board reserves the right to hold unscheduled closed meetings of the Board as needed.
   b) Minutes for all scheduled meetings will be taken and posted on the ASM website.
      i) Minutes for any closed meeting of the Board shall be taken, but will be maintained by the President of the Board.
   c) All ASM Board meetings will be conducted in accordance with the ASM Policies and Procedures document.
   d) ASM Officers and Representatives are expected to attend all ASM Board meetings. If necessary, absence is strongly discouraged and should be coordinated with the ASM President prior to the meeting.
      i) Repeated absence from ASM Board meetings could lead to removal from office.
4) **Voting and ASM Board Decisions**
   a) The ASM Board, in acting in the best interests of the ASM, should make every effort to make decisions by consensus.
   b) If, after all officers have expressed their opinions in accordance with the ASM Policies and Procedures document, a consensus cannot be reached, a vote shall be taken following these guidelines:
      i) Each officer will be given one vote. Only elected officers may vote, with the understanding that they represent the membership.
      ii) The two 2nd Year representatives and the MPAc representative each have a vote.
      iii) Simple majority determines the decision.
      iv) A quorum of seven officers (of the ten total voting officers) is necessary to vote on any motion.
      v) Votes by proxy are not allowed.
      vi) Voting can be done with non-ASM Board officers present at the discretion of the ASM President.

5) **ASM Board**
   a) The ASM Board consists of six MBA student officers, an International Liaison, two second-year MBA representatives, an MPAc representative and one GSM staff member.
   b) Each MBA student officer and representative is entitled to a vote on any measures brought to a vote by the Board.
   c) The GSM staff member shall not have a vote for any measure brought to a vote by the Board.
   d) **ASM Board Officers Code of Conduct and General Duties**
      i) Officers work as a team in the fulfillment of the general mission of the ASM and the specific responsibilities of each officer as stated below. All officers are expected to perform duties beyond their position’s description as necessary.
      ii) Officers are expected to uphold standards as stated in the ASM Policies and Procedures document during meetings and enforce approved bylaws.
      iii) Officers shall champion the ethical standards expected of all members of the GSM and UC Davis communities, keeping in mind the spirit of the UC Davis GSM Ethics Pledge.
      iv) Officers shall represent the GSM when required.
      v) Officers are expected to involve all ASM members in organizing activities as much as possible. Many of the responsibilities listed for each officer do not require that the officer personally conduct the activity; other members of the ASM may be appointed instead. The officer is merely responsible for seeing that the duty is completed.
         (1) Non-officers of the ASM are not expected or required to complete task assigned by the ASM Board unless the volunteer to do so.
      vi) Officers shall maintain records in accordance with the ASM Policies and Procedures document to facilitate knowledge flow to each new set of officers.
      vii) There shall be no co-positions for any ASM Board officer positions.
   e) **President**
      i) The ASM President shall:
         (1) Coordinate the activities of the ASM officers and ASM events.
         (2) Facilitate ASM meetings, to include setting an agenda and scheduling meetings.
         (3) Send relevant GSM announcements to the school.
         (4) Work with the Administration, Director of Student Affairs, ASM Vice President and the ASM Board to organize and facilitate a large annual networking event (e.g. Casino Royale).
         (5) Facilitate the planning of UC Davis Picnic Day events.
         (6) Meet with the Dean of the GSM when needed.
(7) Meet regularly with the Assistant Dean of Student Affairs and MBA Program Manager to facilitate information transfer between the faculty, staff and the ASM.
(8) Facilitate the transition process after the election of new ASM Board officers.
(9) Organize selection of a Class Agent for post-graduation alumni events and post-graduation alumni fundraising events.

f) Vice President and Club Liaison
i) The ASM Vice President and Club Liaison shall:
   (1) Facilitate any ASM Board meeting that the President cannot attend.
   (2) Meet regularly with the Assistant Dean of Student Affairs and MBA Program Manager (along with the ASM President) to facilitate information transfer between the faculty, staff and ASM.
   (3) Serve as the student liaison to Career Services and Student Affairs.
   (4) Manage the ASM Bylaws and Policies and Procedures document, and develop any additional governing documents that ensure the smooth operations of the ASM.
   (5) Organize feedback sessions and compile and present findings to the ASM Board and appropriate members of the faculty, staff and administration:
      (a) ASM 360 feedback sessions in the Fall Quarter, where the ASM Board (2nd Year students) interviews 1st Year students, and
      (b) ASM 540 feedback sessions in the Spring Quarter, where the ASM Board (1st Year students) interviews 2nd Year students.
   (6) Spearhead any efforts to address issues that arise as directed by the President.
   (7) Manage Club and ASM elections, to include the MPAc Representative officer.
   (8) Set up communications gathering events and facilitate communication about curriculum between the ASM and administration.
   (9) Conduct faculty evaluations each quarter, distribute the results, and report the results to the Dean of Faculty and the ASM.
   (10) Identify and communicate course scheduling conflicts and major student concerns to the Associate Dean of Academics.
   (11) Attend the quarterly Education Policy Committee Meeting/Faculty retreat.
   (12) Be responsible for period updates with all Club Presidents.
   (13) Facilitate communication between the ASM and Clubs.
   (14) Facilitate communication between Student Services and Clubs.
   (15) Represent Club interests to ASM, to include requests for special funding beyond what ASM allocates.
   (16) Coordinate the election of the 2nd Year Representatives in the outgoing month of office.
   (17) Aid the ASM President in the planning efforts of the annual network event (e.g. Casino Royale).

3) Director of Finance and Operations
i) The ASM Director of Finance and Operations shall:
   (1) Prepare and maintain the ASM budget and submit the budget to the officers for approval during the Spring Quarter.
   (2) Communicate with Clubs regarding their ASM event funding allocation.
   (3) Coordinate quarterly proposal submissions for Club projects and special project funding.
   (4) Prepare and submit requests for GSA-provided funding available to the GSM for activities.
   (5) Keep financial records of all revenues and expenses.
   (6) Record and maintain ASM membership lists.
   (7) Assist with the financial management of all ASM events.
   (8) Maintain the ASM accounts at Bank of America and UC Davis.
   (9) Register the ASM annually at the UC Davis Center for Student Involvement (CSI).
(10) Serve as liaison with the GSM Business Office and Facilities staff.
(11) Organize weekly Club cleaning schedule for the Student Lounge, and maintain lounge utensils and cleaning supplies as needed.

h) Director of Orientation, Development and Alumni Relations
   i) The ASM Director of Orientation, Development and Alumni Relations shall:
      (1) Chair the 2nd Year class gift fundraising committee and promote 100% participation.
      (2) Serve as an ex-officio member of the GSM Alumni Association Board of Directors and attend all Alumni Association Board meetings.
      (3) Assist ASM Clubs and events with alumni sponsorship and involvement.
      (4) Assist the Director of Marketing and Communications with alumni sponsorship and participation in ASM specific fundraisers and events.
      (5) Organize the traditional 'Briefcase Brigade' in the UC Davis Picnic Day parade.
      (6) Make every effort to be available throughout 1st Year Orientation to assist transition efforts.
      (7) Act as a liaison to all incoming students, including 1st Years, MPAc, Sacramento and Bay Area transfers, and exchange students.
      (8) Lead and manage ASM Orientation.
         (a) Coordinate ASM Orientation activities with the GSM staff and Club officers.
         (b) Facilitate integration of the MPAc class with MBA students.
      (9) Work closely with the Ambassadors Committee to ensure successful MBA Admit Day(s).
      (10) Recruit ASM members and ensure that membership benefits are understood.
      (11) Encourage new student participation in activities and events.
      (12) Oversee the implementation of the 1st Year/2nd Year mentorship program.

i) Director of Marketing and Communications
   i) The ASM Director of Marketing and Communications shall:
      (1) Take minutes during each ASM meeting, and make those minutes available to the ASM in a timely manner.
      (2) Market all ASM specific events and assist Clubs with marketing efforts when applicable.
      (3) Maintain the ASM website and other relevant webpage accounts (e.g. eventbrite, mailchimp, etc.)
      (4) Oversee and ensure Club website maintenance and calendar updates.
      (5) Maintain and manage the GSM all-school calendar for ASM-sponsored events.
      (6) Maintain a written and visual history of the ASM and its events, including photos, videos and news stories.
      (7) Oversee all design and production of signage, fliers and other promotional materials for ASM sponsored activities.
      (8) Coordinate fundraising opportunities with the assistance of the Director of Development and Alumni Relations including, but not limited to, an ASM fundraiser and GSM merchandising, etc.

j) Director of Marketing and Events
   i) The ASM Director of Marketing and Events shall:
      (1) Coordinate ASM events that will appeal to a broad range of the ASM membership and their families, including month BBQs, birthday events and holiday celebrations.
      (2) Conduct at least ASM social event per month.
      (3) Aid in the planning of all ASM specific events including an end of academic year party.
      (4) Organize intramural sports.
      (5) Set up Snow Day Committee to organize an annual student-run ski trip for current students and alumni.

k) International Liaison
   i) The ASM International Liaison shall:
(1) Aid relations between international students, domestic students, faculty and staff.
(2) Help plan international themed events (e.g. Diwali night)
(3) Work with Career Services to aid in job search activities and help international students procure internships/full-time positions.
(4) Make an effort to be available throughout Orientation (with the Director of Orientation) to aid with international students’ transition to Davis and the GSM.
(5) Work with the Director of Events to encourage diverse attendance at all ASM and Club events.

l) MPAc Representative
   i) The ASM MPAc Representative shall:
      (1) Coordinate between MPAc students, MBA students, the faculty and staff.
      (2) Promote ASM membership to incoming MPAc students.
      (3) Promote all ASM events to MPAc students.
      (4) Assist with ASM events as needed.
      (5) Ensure MPAc students are included on any relevant emails sent to the student body from ASM.

m) 2nd Year Representative(s)
   i) The ASM 2nd Year Representatives shall:
      (1) Serve as a full voting member on the ASM Board after completed transition to the 1st Year ASM Board.
      (2) Serve as the liaison between the ASM and the 2nd Year class.
      (3) Encourage 2nd Year involvement in ASM and GSM activities.
      (4) Hold periodic 2nd Year meetings to communicate ASM decision and determine 2nd Year views.
      (5) Organize “Disorientation” activities for the graduating class.
      (6) This position should be co-chaired.

n) Staff Representative
   i) The Staff Representative shall:
      (1) Be a member of the Student Services/Affairs Staff who serves as a non-voting member of the ASM Board.
      (2) Act as a liaison between the ASM and the faculty, staff and administration when appropriate.
      (3) Assist with the transfer of knowledge from one ASM Board to the next.
      (4) Advise the ASM Board on school policies and procedures.

6) Election of ASM Board Officers
   a) The Vice President and Club Liaison shall coordinate the election of the new ASM Board officers.
   b) Election officials may be appointed to conduct or assist in the process, but are subject to approval of the ASM Board.
   c) Election of the MBA ASM Board Officers
      i) Nominations for the MBA ASM Board shall be conducted the third week of the Winter Quarter and Elections for the MBA ASM Board officers shall be conducted in the fourth week of the Winter Quarter to facilitate a transition to the new ASM Board no later than the beginning of the Spring Quarter.
      ii) Only 1st Year ASM members may run or vote for ASM Board officer positions.
      iii) The Vice President and Club Liaison shall conduct a call for nominations during the Winter Quarter.
      (1) 1st Year ASM members should have no less than one week from the nomination call until the deadline to run.
      (2) Candidates may run for more than one office, but are expected to provide preferences for between positions.
iv) Nominees shall provide a statement of no more than 300 words expressing their desire and qualification for office, to be made available during voting proceedings.

v) The Vice President and Club Liaison shall facilitate a 1st Year class meeting where candidates for all ASM Board offices are provided an opportunity (approximately 3 minutes) to speak to their classmates about their desire to hold office.

vi) The Vice President and Club Liaison shall hold an on-line poll election for contested ASM Board offices.

vii) The ASM President should disseminate election results as early as possible to the 1st Year class, 2nd Year class, MPAc class, faculty, staff and administration.

7) **Election of ASM MPAc Representative**
   a) The Vice President and Club Liaison shall coordinate the election of the new ASM MPAc Representative.
   b) The incoming MPAc class should elect the MPAc Representative during the second week of the Fall Quarter.
   c) MPAc students do not need to be ASM members to vote for the MPAc Representative.
   d) The current ASM Board should make every effort to best integrate the MPAc Representative in current AMS procedures.

8) **Election of 2nd Year Representatives**
   a) The Vice President and Club Liaison shall coordinate the election of the 2nd Year Representatives.
   b) The 2nd Year ASM Board officers shall solicit nominations for the positions during the third week of the Winter Quarter.
   c) Only ASM members can be nominated.
   d) The 2nd Year ASM shall vote on nominees during the fourth week of the Winter Quarter.
   e) Nominees should be able to participate in ASM Board meetings as soon as elected, but no later than the beginning of the Spring Quarter (or when the new ASM Board takes office).
   f) The 2nd Year Representatives should not be current ASM Board members.

9) **Term of Office, Replacement of Officers and Removal of Officers**
   a) MBA ASM Board Officers Term of Office
      i) Terms begin at the start of Spring Quarter and end at the conclusion of Spring Break.
      ii) Transition Process
          (1) The newly elected ASM officers should be brought into their new responsibilities with an organized transition program run by the outgoing ASM Board.
          (2) This process will be determined by the outgoing ASM Board but shall include ample time, assistance and training.
   b) MBA ASM Board 2nd Year Representatives
      i) Terms begin at the start of Spring Quarter and end of the academic year.
   c) MPAc ASM Board Representative
      i) Term begins at the conclusion of the MPAc class vote and ends at the end of the academic year.
      ii) There is no transition process for this position.
      iii) MPAc officer is expected to work with the current ASM Board and administration to get up to speed.
   d) Replacement of Officers
      i) Candidates should run for ASM Board office only if reasonably sure of being able to serve their full term. If unforeseen circumstances arise and an Officer is unable to complete their term the ASM Board can determine if a replacement is necessary.
ii) A new election may be held to elect a new officer, but is not necessary.
iii) The ASM Board officers may, through majority vote, determine appointment procedures and scheduling.
iv) The duties of the open position may be passed to another ASM Board officer, as determined by majority vote of the ASM Board officers. The officer serving in the new role may retain the duties of their previous Board position, or a replacement can be appointed.

e) Removal of Officers
i) An officer may only be removed from office by a 2/3 votes of all voting officers.
ii) All voting officers must be present for a vote of removal to occur.
iii) The officer being voted on does not have a vote, but shall be present for the vote if they choose.
iv) Removal of an officer is an extreme situation and must be exercised only if the officer in question has committed a gross dereliction of duty determined to adversely harm the ASM or GSM.
v) It is highly recommended that the decision to remove an officer be discussed with an Assistant Dean before action is taken.

10) Student Clubs
a) A recognized ASM Student Organization in good standing:
   i) Is open to participation of any UC Davis MBA or MPAc student from any campus that has paid ASM dues or the appropriate Sacramento/Bay Area participation fee.
   ii) Has a membership of at least 8% of the entire Daytime Student body. A Club Membership roster will be due at the beginning of 5th week of the Fall Quarter to the ASM Board.
   iii) Produces at least one event per academic quarter.
   iv) Produces and holds at least one event during 1st Year Orientation aimed at increasing awareness of the Club’s mission and activities with incoming students.
      (1) This Orientation event must be coordinated through the ASM Director of Orientation.
   v) Schedules, announces and holds at least two Club meetings per quarter, not including the scheduled event.
   vi) Has a mission statement and bylaws that mimic those of the ASM.
   vii) Maintains a short-term (Spring Quarter) and long-term (Spring to Spring) events plan with the ASM Vice President and Club Liaison.
   viii) Conducts a quarterly update with the ASM Vice President and Club Liaison.
   ix) Maintains a current and professional website that is updated at least quarterly.
   x) Is professional with their funds and uses one of the following accounting methods:
      (1) Maintains an independent bank account for club use, or
      (2) Keeps its funds in the ASM account and manages said funds in coordination with the ASM Director of Finance and Operations.
   xi) ASM encourages MPAc students to form Clubs specific to their needs and interests.
   xii) Exceptions to the above for MPAc focused Clubs are:
      (1) Has a membership of at least 8% of the entire MPAc Student Body. A Club membership roster will be due at the beginning of the 5th week of the Fall Quarter to the ASM MPAc Representative.
      (2) Produces at least two events per academic year.
      (3) Schedules, announces and holds at least one Club meeting during the Fall Quarter, and two Club meetings during the Winter and Spring Quarters.
      (4) ASM understands that with a one-year program certain limitations are present, but ASM encourages any MPAc Clubs to be fully organized by the middle of the Fall Quarter.
      (5) All other provisions in Section 10) a) above hold true.

b) A recognized ASM Student Organization in good standing is entitled to the following benefits:
i) Eligibility for ASM funding.
ii) Link from the ASM website.
iii) Inclusion in ASM events (i.e. opportunity to be a part of events such as BBQs, and alumni events).
iv) Opportunity to recruit members at ASM functions such as 1st Year Orientation.
v) Representation by ASM Vice President and Club Liaison on behalf of the Club when ASM Board officers work with GSM organizations such as the Dean’s Office, Student Activities, the Graduate Students Organization, and other campus and community groups.
c) ASM Funding for Student Organizations
i) Recognized student organizations will be eligible to request funding from the ASM for their activities.
ii) A minimum of one event must be held each academic quarter (in addition to 1st Year Orientation specific events) in order to receive funding.
iii) Annual Club funding shall be allocated on a quarterly basis (Fall, Winter, Spring).
   (1) Only 1/3 of the approved funding may be allocated each quarter, but unused funds may role over to the next quarter at the determination of the current ASM Board.
iv) To receive funds, Clubs must submit information about their event using the online form on the ASM website as early as possible before the beginning of the quarter in which the event will be held. Retroactive funding requests will be considered by the entire ASM Board on a case-by-case basis.
v) The ASM Board will determine quarterly Club funding allocation based on available funding, and the events requesting funding for that quarter. There is no guarantee that a club will be funded for a given event until final approval each quarter.
vi) No funding will be granted without submission of relevant budgets or receipts unless there is a clear and pre-determined reason why this requirement could not be met.
vii) Consideration for ASM funding shall be based on:
   (1) Potential benefit of the funding to ASM members.
   (2) Reach of the proposed program within and outside of the GSM.
   (3) Professionalism and detail of the funding request.
   (4) Funding awarded in previous years.
   (5) Total amount of funding available from ASM funds.
   (6) The utility of the proposed event relative to other events competing for the same funding dollars.

viii) Ad-hoc funding from the ASM for short-term projects may be requested at any time during the school year and will be awarded based on availability of remaining funds as well as the criteria above.

ix) Clubs should expect no more than $200 in ASM funding per quarter for events.
d) Creating a New Club
i) Any ASM member in good standing may propose creation of a new Club.
ii) If possible, ASM members proposing new clubs should petition the ASM Board at the beginning of Spring Quarter for budgeting purposes, but the ASM Board has the option of entertaining new Club proposals at any time.
iii) The petitioning Club should make a presentation to the ASM Board with their proposal.
   (1) Presentation should cover goals of and need for the Club, planned events, what GSM communities the Club will serve, a request for start-up funding if needed, a list of interested students, etc.
iv) The ASM Board shall discuss the Club’s proposal and either reach a consensus or vote whether or not to give the Club provisional status for an organizing quarter.
   (1) A majority vote is required if needed.
v) Organizing Quarter
(1) Provisional ASM Club status lasts for one quarter. This allows the ASM to support potential Clubs during their organizing phase without committing ASM funding to a Club that may not be able to recruit members or successfully organize events.
(2) During the organizing quarter, the Club should recruit members, and create a mission statement and bylaws, a website and a plan for continuity.
(3) During the organizing quarter, the Club must hold one event applicable to the Club’s stated mission.
(4) The Club must register with the UC Davis CSI as a Club.
(5) The ASM Board may vote to provide start-up funding for the Club during its organizing quarter.

vi) MPAc Club Formation
(1) ASM Vice President will meet with incoming MAPc Student body as early as possible during the Fall Quarter and solicit interest for MAPc led Clubs.
(2) Formal proposals from MAPc students for new Clubs will be due to the ASM Vice President no later than the third week of the Fall Quarter.
(3) For MAPc Clubs, the Fall Quarter is considered the Organizing Quarter.
(4) MAPc Clubs will be expected to hold their first event during the Winter Quarter, but should have Club meetings during the Fall Quarter.
(5) MAPc Clubs should operate under the assumption that future MAPc classes could continue the Club’s stated mission, and should therefore maintain appropriate documentation for continuity purposes.
(6) Incoming MAPc classes will be encouraged to continue prior MAPc Clubs’ missions, but will be given leeway to develop their own Clubs based on students interests.

e) Club Officer Elections
i) The ASM Vice President and Club Liaison, with the Club Presidents, will create a schedule and coordinate the election procedure for all Club Officers.
ii) Election timelines will be finalized before the end of Fall Quarter.
iii) Club Officer election deadlines, job descriptions, requirements for nominations, and voting criteria will be distributed during the fifth week of Winter Quarter by the outgoing ASM Vice President and Club Liaison with the assistance of the incoming ASM Vice President and Club Liaison.
iv) Only ASM members in good standing may run for Club Officer positions.

v) MPAc Clubs will maintain similar Board structures to all other ASM Clubs.
vi) MPAc Club Board positions will be comprised of current MAPc students and Board positions will be voted on by the any dues paying ASM MAPc students
(1) After Board elections are held, if there are unfilled Board positions, they may be made available to any ASM MBA students.

vii) Participation in MAPc Clubs is open to any ASM member.

f) Club Officer Transitions
i) Outgoing Club Officers should develop a transition plan during the Fall Quarter and be prepared to assimilate the incoming Club Officers during the Winter Quarter.
ii) Incoming Club Officers shall take office no later than the first day of Spring Quarter.

11) Changes to the Bylaws
a) Changes to the ASM Bylaws may be made by simple majority vote of the current ASM voting officers.
b) Changes to the ASM Bylaws may also be made by consensus of the President, Vice President and Club Liaison, and Director of Finance and Operations when speed and efficiency are in the best interest of the ASM.
c) Once a change is made, the Bylaws may simply be rewritten.
i) A list of changes is not necessary, but the ASM Board should maintain a historical record of old versions of the Bylaws.

d) Revised bylaws must be posted on the ASM website as soon as possible after changes are made, and a notification of change must be published to all current ASM members.