



# Bylaws of the UC Davis Graduate School of Management Student Association (GSMSA) Bay Area Adopted 4.26.2019

## MISSION

The UC Davis GSMSA Bay Area (GSMSA BA) aims to improve the experience of students in the UC Davis Bay Area MBA Program to prepare exemplary business leaders who make an impact in the global marketplace.

## ARTICLE I – NAME

The name of this organization shall be the GSMSA Bay Area (BA), or shortened to GSMSA BA.

## ARTICLE II – DEFINITIONS

**GSMSA BA Roles & Committees Document** – Describes the roles and responsibilities of Officers as well as the makeup of current committees. Found on the GSMSA BA web page on <https://gsm.ucdavis.edu/club/bay-area-mba-deans-student-advisory-council-dsac>.

**Committee** – Made of groups of members and formed for the purpose of focusing on a specific task or initiative to improve the Bay Area MBA and GSM experience. A committee is either long-term, and remains as long as need is determined, or is set up as a temporary task force with a short-term expiration.

**Director** – A position held by a member who is assigned by the President and Vice Presidents each year. Positions may be created or eliminated depending on the needs of the GSMSA BA.

**GSM Administration** – Refers to the faculty or staff employed at the Graduate School of Management.

**Member** – An appointed student to the GSMSA BA who is a current UC Davis Bay Area MBA Program candidate. Member must be in good academic standing in the UC Davis Graduate School of Management.

**Officer** – A leadership position held by a member of the GSMSA BA. Officer positions may be created or eliminated depending on the needs of the GSMSA BA.

## ARTICLE III – PURPOSE AND OBJECTIVE

### Section 1. PURPOSE

The purpose of the GSMSA BA is to serve as a liaison between the Bay Area MBA students and the GSM administration.

## **Section 2. OBJECTIVE**

The objective of the GSMSA BA is to act as a strategic advisory board to the deans and administration with the intentions of (a) improving the quality, value, and community of the Bay Area MBA Program, and (b) providing a platform for the discussion and action around issues of student concern.

Additionally, GSMSA BA seeks to grow the value of the GSM in the US and abroad by finding ways to increase the value proposition of the school, and in turn its candidates, for prospective students and potential employers.

## **Section 3. COLLABORATIVE DUTIES**

- a. Representation of the Bay Area MBA student body at meetings held by the GSM administration.
- b. Representation at meetings requested by, or worked on, in collaboration with the GSM Student Association (Full-Time, Sacramento, MPAc and MSBA); and Graduate School of Management Alumni Association (GSMAA);
- c. Representation at GSM-sponsored events and activities.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. ELIGIBILITY**

Membership is limited to UC Davis Bay Area MBA students who are currently enrolled and in good academic standing at the UC Davis Graduate School of Management.

### **Section 2. COMPOSITION**

Student membership is generally comprised of twelve students, each appointed for the duration of their MBA program. Composition generally includes four students from the first-year entering class, four students from the second-year class, and four students from the third-year class, which may include fourth-year students (or those serving for a quarter or two beyond their graduation) who are able to complete a full term. The composition may change year after year at the discretion of the current members.

### **Section 3. APPOINTMENT**

Appointment to the GSMSA BA occurs as follows:

- a. Interested first-year students submit their intent to serve during the fall quarter. Students are required to submit a current résumé and complete an application. Those who are on academic probation or conditionally admitted are not eligible to apply.
- b. Applicants are interviewed and selected by current GSMSA BA members in the fall quarter.
- c. Member selections are submitted to the Assistant Dean for Student Affairs to approve their academic standing before they are appointed.
- d. Selected applicants are notified of appointment by the GSMSA BA President and are asked to commit to serving for the full duration (or remainder) of their MBA program. They are also asked to accept all responsibilities as outlined in the *GSMSA BA Bylaws* and the *GSMSA BA Roles & Committees* document.
- e. If a student declines the appointment, first an offer may be extended to another applicant who is fit for candidacy. If there are no other viable candidates, the GSMSA BA has the discretion to recruit members from other cohorts or proceed without full membership. The current president retains the power to postpone further interviews to winter quarter.
- f. GSMSA BA reserves the right at the beginning of any member appointment time to pass the appointment process to the GSM Administration.

- g. New student appointments will be announced and effective at the start of the winter quarter.

#### **Section 4. GENERAL MEMBER RESPONSIBILITIES**

The general responsibilities of all GSMSA BA members include:

- a. Advocate for (where appropriate) and represent the views and interests of the Bay Area MBA student body.
- b. Solicit and share student opinions and ideas for improving programs and services.
- c. Attend all the GSMSA BA Administration and Committee meetings
- d. Respond to issues raised by the Administration
- e. Participate in the Bay Area MBA Signature Event planning team and any projects, initiatives or directives led by the President, Vice Presidents or Directors..
- f. Represent the GSM at one or more community, outreach or networking events each quarter.

#### **Section 5. REMOVAL**

A member may be removed under the below circumstances, at the discretion of the President and Assistant Dean for Student Affairs. However, members may be removed for personnel reasons by the President.

- a. Failure to attend three or more quarterly Administration and/or Committee meetings annually without reasonable notice to the President.
- b. Failure to remain in good academic standing throughout the MBA program.
- c. Failure to adhere to all other the general responsibilities as laid out in *Article IV, Section 4*.

Once a member is removed a replacement member shall be appointed following the procedures above in *Article IV, Section 3* and shall serve for the remainder of the vacated member's term.

### **ARTICLE V – OFFICERS AND RESPONSIBILITIES**

#### **Section 1. COMPOSITION OF OFFICERS:**

The GSMSA BA shall have officers specified as follows:

- a. one President, at least a second-year student
- b. one Vice President, External Affairs, at least a second-year student
- c. one Vice President, Internal Affairs, at least a second year student
- d. one Director of Academic Affairs, all members are eligible
- e. one Director of Student Affairs, all members are eligible
- f. one Director of Marketing & Communications, all members are eligible
- g. one Director of Signature Event, at least a second-year student
- h. one Director of Student Activities & Club Liaison, all members are eligible
- i. one Director of Professional and Career Development, all members are eligible

The GSMSA BA has the right to add or remove officers as it sees fit in order to meet its needs. The change will typically occur in the transition period during the Spring quarter of every year.

## **Section 2: SPECIFIC OFFICER RESPONSIBILITIES**

Each officer's roles and responsibilities are found on the GSMSA BA website (<https://gsm.ucdavis.edu/club/bay-area-mba-deans-student-advisory-council-dsac>). These duties may change as special projects, initiatives and directives are formed at the discretion of the President.

Each officer term is for one academic year (Summer to Spring quarter). GSMSA BA members graduating before the Spring quarter are eligible to become officers so long as they can serve three of the four quarters (Summer to Winter quarter). The responsibilities of the vacated position are defaulted to the President, who may appoint a successor for the Spring quarter.

## **Section 3. GENERAL OFFICER RESPONSIBILITIES**

The general responsibilities of all GSMSA BA officers include:

- a. Oversee the responsibilities of the respective role to deliver enriching services or events within scope, on time, and under budget; support each other when needed
- b. Display the utmost professionalism and superior customer service when interacting with other GSM students and external parties
- c. Maintain and upload records to the Google team drive for succession planning
- d. Update progress and raise issues to the President in a timely manner

## **ARTICLE VI – ELECTION OF OFFICERS**

### **Section 1. ROLE TRANSITIONS**

The GSMSA BA roles transition process is as follows:

The role assignments will occur on a yearly basis according to the following timeline:

- a. Fall/Winter Quarter
  - i. Select and onboard first-year members
- b. Spring Quarter
  - i. President/Vice Presidents election
  - ii. Remainder of roles assigned after election
  - iii. Self-nomination period:
    1. Note: President/Vice Presidents will assign roles.
    2. President and Vice Presidents will select a person for the position only if more than one person applies (if only one person applies, they are given that position by default)
- c. Summer quarter
  - i. New roles begin service
  - ii. Incoming Director of Signature Event will shadow current Director of Signature Event until fall , then take over for the following year

### **Section 2. ELECTION COORDINATION**

The outgoing President and Vice Presidents will be responsible for coordination of the GSMSA BA officer elections. The outgoing President may coordinate the process alone, with the help of the GSMSA BA officers, or with the help of appointed members.

## **ARTICLE VII – OFFICER TERM LIMITS, REPLACEMENT, AND REMOVAL**

### **Section 1. RE-ELECTION ELIGIBILITY**

All officers can be re-elected to a second term in office. Once the second term has been completed, the officer is no longer an eligible candidate for that office.

### **Section 3. PARTIAL TERMS OF OFFICERS**

Members appointed or elected at a time other than the start of Summer quarter will serve the remainder of that year which will not be counted as a complete term with respect to the two term limit.

### **Section 4. REPLACEMENT OF OFFICERS**

Candidates should run for the GSMSA BA offices only if certain of being able to serve three out of four quarters of the full term. Unforeseen circumstances may arise, however, and these officers can be replaced if the GSMSA BA determines it is necessary.

### **Section 5. REPLACEMENT OF OFFICERS**

If the President cannot fulfill the duties of the office, the below succession plan shall go into effect:

- Vice President, External Affairs
- Vice President, Internal Affairs
- Director of Student Affairs
- Director of Academic Affairs
- Director of Marketing and Communications
- Director of Professional and Career Development
- Director of Signature Event

The GSMSA BA may hold a new election as specified above for vacated position, or the duties of the office may be passed to another officer, as determined by a two-thirds majority vote of the then-current members. The officer serving as the new President may retain the duties of the previous Officer position, or a replacement can be elected.

## **ARTICLE VIII – COMMITTEES STRUCTURE**

### **Section 1. COMMITTEE TYPES**

There shall be two basic types of committees; standing (long-term) and task force (short-term). The GSMSA-BA shall charter standing committees at the beginning of fall quarter. Task Force committees may be chartered at the discretion of any GSMSA BA member at any time.

### **Section 2. STANDING COMMITTEES**

Standing committees shall be chartered for an entire academic year and longer. Members desiring to be appointed chairperson of a standing committee shall make application to the GSMSA-BA. The President and Vice Presidents shall review applications and select the best-qualified chairperson. The committee chairperson shall provide for all direction, including recruitment of members, specific goals, and required reports.

### **Section 3. TASK FORCE COMMITTEES**

Task Force committees shall be chartered for a specific objective and shall be of short duration or until the GSMSA BA deems the committee unnecessary. As noted in *Article VIII, Section 1*, any GSMSA-BA member may charter a task force committee. Members desiring to be appointed chairperson of a standing committee shall make application to the GSMSA BA. The President and Vice Presidents shall review applications and select the best-qualified chairperson. If the actions of the committee are expected to extend beyond 2–3 quarters, the need for the committee shall be reviewed and approved by the GSMSA BA members. Consideration during the review shall be given towards establishing the committee as a standing committee.

### **Section 4. GOVERNING RULES OF ALL COMMITTEES**

Committees are independent from official GSMSA BA roles. They are also fluid year-over-year. That is, if the committee is not deemed vital or in-line with the current goals, it may be terminated. Conversely, when an issue arises through which a committee would be beneficial, it can be instated.

The process for capturing student feedback and creating a committee is as follows:

When student feedback is received, member(s) are responsible for bringing it to the respective officer responsible for this area of concern. The student may also bring this concern to the President and Vice Presidents for discussion. The President, Vice Presidents and member(s) are then responsible for bringing all pertinent information, details, objectives and goals to the GSMSA BA for discussion and to determine if there is the need for a committee.

#### **Governing rules for committees:**

- a. Members can join a committee at any time
- b. Committees can be formed or disbanded when appropriate
- c. Committees will decide internally if they will have a Chair or report up to one of the GSMSA BA Officers
- d. Certain committees may have members of the Bay Area student body when appropriate
- e. If a position has no interested committee member and is deemed vital to the GSMSA BA's functions, one of the following measures may be taken:
  - i. President/Vice Presidents may nominate someone on GSMSA BA. The person must accept the nomination (this is the preferred course of action)
  - ii. The responsibilities will fall on the President or Vice Presidents
  - iii. If the role cannot be filled internally, the committee may reach outside of GSMSA BA for a volunteer from the student body

## **ARTICLE IX – MEETINGS**

### **Section 1. ADMINISTRATIVE MEETINGS**

Administration Meetings are typically held at the discretion of the GSM Administration and are typically held quarterly. Administration meetings shall be announced in advance to all members. Attendance in person or by phone is mandatory for all members unless unavoidable circumstances arise. The member must provide communication of his/her expected absence to the President and Vice Presidents.

## **Section 2. GENERAL COMMITTEE GSMSA BA MEETINGS**

General Committee meetings are held quarterly, but may also be called at the discretion of the President. Meetings shall be announced in advance to the GSMSA BA at large. Task Force Committee chairpersons, who are not members of the GSMSA-BA, are encouraged to attend GSMSA BA Committee Meetings, though they will not have voting rights. Attendance in person or by phone is mandatory for all GSMSA BA members. All GSMSA-BA meetings will have the option of attendance via conference call.

## **Section 3. OFFICER & CHAIRPERSONS INITIATIVES**

All Officers and Committee Chairpersons are required to communicate to the Bay Area MBA student body the initiatives and agendas for their office throughout the year as initiatives progress or change. The communication shall take place in a manner agreed upon by the members, the goal being consistency and effectiveness.

## **Section 4. QUORUMS**

A quorum of a simple majority GSMSA BA members shall be present at any GSMSA BA meeting to conduct general business of the GSMSA BA..

## **ARTICLE X – AMENDMENTS**

### **Section 1. AMENDMENT PROCEDURE**

Proposed by-law amendments may be submitted at any time during the academic year. Proposals for amending the by-laws should be prepared in writing. The proposal shall first be submitted to the President and Vice Presidents for review. Then, the GSMSA BA shall review and discuss all proposed by-law amendments. A vote shall be conducted using a GSMSA BA vote and recorded by the Director of Marketing and Communications in the minutes of the meeting. A two-thirds majority vote of then-current members is required to amend any by-laws. Votes on by-law amendments shall be recorded by indicating the name of each GSMSA-BA member and their vote.

## **ARTICLE XI – RATIFICATION**

### **Section 1. ADOPTION**

This constitution will be adopted if approved by two-thirds majority vote of the GSMSA BA members following the initial presentation of this document. A copy of the bylaws will be provided to the Deans of the University of California, Davis Graduate School of Management for final review and approval.