

Associated Students of Management Bylaws for Governance

1) Mission

The Associated Students of Management (ASM) will enhance the value of the student experience at the UC Davis Graduate School of Management (GSM) by creating a connected and collaborative community that facilitates academic, social, and professional growth.

The ASM will provide a framework for connecting the students at the GSM not only with each other, but with administration, faculty, and alumni.

2) Membership and Dues

- a) Membership
 - i) The membership of the ASM is comprised of current full-time MBA students at the GSM who have paid membership fees (\$200 as of 2019 but to discretion of future class/sliding scale).
 - 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 are encouraged to participate in ASM-sponsored events.
- c) Dues
 - i) Dues are normally collected from the beginning of 1st 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 of Finance 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 transferring Sacramento or Bay Area students, may pay half the regular dues (\$100 as of 2019).
 - 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) Exchange Students wishing to join a club or otherwise benefit from the ASM, must pay a one-time \$30 pro-rated fee.

3) ASM Board Meetings

- a) ASM Board meetings shall be regularly scheduled and announced, and these meetings 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 drive.
 - i) Minutes for any closed meeting of the Board shall be taken, but will be maintained by the President of the Board.
- c) ASM Officers and Representatives are expected to attend all ASM Board meetings. Although absence is strongly discouraged, if necessary, it should be coordinated with the ASM President prior to the meeting.
 - i) Repeated absence from ASM Board meetings may 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 through consensus.
- b) If, after all officers have expressed their opinions, 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) Simple majority determines the decision with a priority on building a consensus.
 - iii) A quorum of a majority of the board is necessary to vote on any motion.
 - iv) 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 no less than 5 MBA student officers.
- b) Each MBA student officer is entitled to a vote on any measure 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 works with GSM Student Association (GSMSA and formerly "Umbrella Organization") to coordinate activities across the five GSM programs. Two officers from the ASM participate in the GSMSA Board Meetings.
- e) ASM Board 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 the description of their position, as necessary.
 - ii) Officers are expected to uphold standards and enforce approved bylaws during meetings.
 - 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 tasks assigned by the ASM Board unless they volunteer to do so.
 - vi) Officers shall maintain records to facilitate the flow of knowledge to each new set of officers.
 - vii) There shall be no co-positions for any ASM Board officer position.

f) President

- i) The ASM President shall act as facilitator and coordinator for the ASM board, ensuring all tasks and duties (listed and unlisted) are carried out in the best interests of the students of the GSM.
 - (1) Coordinate and facilitate the activities of the ASM officers and ASM events
 - (2) Meet regularly with the Assistant Dean of Student Affairs and MBA Program Manager (along with the Internal Vice President) to facilitate information transfer between the faculty, staff and the ASM
 - (3) Facilitate ASM meetings, to include the setting of an agenda and scheduling of meetings
 - (4) Send relevant GSM announcements to the school
 - (5) Work with the Administration, Director of Student Affairs, ASM External Vice President and the ASM Board to organize and facilitate a large annual networking event (e.g. The Big Party)
 - (6) Meet with the Dean of the GSM when needed

- (7) Facilitate the transition process after the election of new ASM Board officers
- (8) Facilitate communication about curriculum between the ASM and administration
- (9) Communicate course scheduling conflicts and major student concerns to the Associate Dean of Academics
- (10) Register the ASM annually at the UC Davis Center for Student Involvement (CSI)

g) External Vice President

- i) Primary liaison to the GSM Student Association (formerly “Umbrella Organization”)
- ii) The ASM External Vice President shall support the President in whichever capacity necessary and act as the liaison and representative to the GSM Student Association
 - (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) Spearhead any efforts to address issues that arise as directed by the President
- iii) Be involved with all event committees in which the event is open to all campuses

h) Internal Vice President

- i) The ASM Internal Vice President shall support the President in whichever capacity necessary and act as the liaison and representative of all GSM clubs
 - (1) Manage Club and ASM elections, to include the MPAC Representative officer
 - (2) Be responsible for periodic updates with all Club Presidents
 - (3) Communicate with Clubs regarding their ASM event funding allocation
 - (4) Facilitate communication between the ASM and Clubs
 - (5) Facilitate communication between Student Services and Clubs
 - (6) Represent Club interests to ASM, to include requests for special funding beyond what ASM allocates
 - (7) Organize weekly Club cleaning schedule for the Student Lounge, and maintain lounge utensils and cleaning supplies as needed
 - (8) Serve as liaison with the GSM Business Office and Facilities staff
- ii) The ASM Internal Vice President shall record all pertinent information in regard to the ASM to maintain accountability for the current board as well as for the use of future ASM Boards.
 - (1) Record minutes at weekly ASM meetings, and make those minutes available to the ASM in a timely manner
 - (2) Keep a record of all major ASM activities. These records should include all pertinent information such as date and time of event, number of attendees, resources needed/used, etc.
 - (3) Manage the ASM Bylaws, ASM Policies and Procedures document, and work with the President to develop any additional governing documents that ensure the smooth operation of the ASM
 - (4) Organize feedback sessions, compile, and present findings to the ASM Board and appropriate members of the faculty, staff, and administration
 - (a) ASM 360 feedback sessions in the Spring Quarter, where the ASM Board (2nd Year students) interviews 1st Year students
 - (b) ASM 540 feedback sessions in the Winter Quarter, where the ASM Board (1st Year students) interviews 2nd Year students

i) Director of Finance

- i) The ASM Director of Finance shall maintain and track all financial data for the ASM and ensure that the ASM funds are used in the best interest of the students of the GSM.
 - (1) Prepare and maintain the ASM budget and submit the budget during Spring Quarter to ASM officers for approval

- (2) Coordinate quarterly proposal submissions for Club projects and special project funding
- (3) Communicate with Clubs regarding their ASM event funding allocation
- (4) Prepare and submit requests for GSM administration-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) Assist the President in registering the ASM annually at the UC Davis Center for Student Involvement (CSI)

j) _____

k) Director of Intercultural Collaboration

- i) The Director of Intercultural Collaboration shall be the point of contact for both 1st and 2nd year international students and work to aid relations between international students, domestic students, faculty, and staff.
 - (1) Serve as the liaison between the ASM and the collaboration between and among International and Domestic students
 - (2) Contribute to Orientation to aid with international students' transition to Davis and the GSM and to create an atmosphere of intercultural collaboration for all incoming students.
 - (3) Advocate for and enhance communication to and about the unique needs of international students
 - (4) Work with Career Services and Alumni Liaisons to help build stronger communication and opportunity for international students to procure internships/full time positions
 - (5) Work with Academic Liaison to address academic challenges that are brought on by culture or language barriers with students and faculty
 - (6) Work with Health & Wellness and Innovation & Outreach to build opportunity for intercultural collaboration and expanding cultural community, both inside of and outside of ASM and Club sponsored events, including but not limited to Diwali and Lunar New Year.
 - (7) Work with the Internal Vice President to welcome, orient, and create inclusive opportunities for international exchange students
 - (8) Work to encourage diverse attendance at all ASM and Club events

l) Director of Innovation & Outreach

- i) The Director of Innovation & Outreach shall be responsible for marketing and information and the promotion of events.
 - (1) Maintain a written and visual history of the ASM and its events, including photos, videos and news stories
 - (2) Oversee all design and production of signage, fliers and other promotional materials for ASM-sponsored activities
 - (3) Market all ASM-specific events and assist Clubs with marketing efforts when applicable
 - (4) Maintain the ASM website and other relevant webpage accounts (e.g. Eventbrite)

- (5) Notify the GSM community on a regular basis of events, inside and outside of ASM and Club sponsored events, to facilitate academic, social, and professional growth
 - (6) Make efforts to connect the full-time MBA students at the GSM with UC Davis community, and neighboring MBA programs
 - (7) Work with the Career Liaison to organize events to enhance career opportunities
- m) Director of Alumni Relations
- i) The Director of Alumni Relations shall be responsible for keeping MBA candidates connected to the GSM alumni community.
 - (1) Serve as an ex-officio member of the GSM Alumni Association Board of Directors and attend all Alumni Association Board meetings
 - (2) Assist ASM Clubs and events with the alumni sponsorship and involvement
 - (3) Assist the Directors of Innovation and Outreach, Academic Liaison, and Career Liaison with alumni sponsorship and participation in ASM-specific fundraisers and events
 - (4) Organize selection of a Class Agent for post-graduation alumni events and post-graduation alumni fundraising events
- n) Career Liaison
- i) Serve as the student liaison to Career Services and Student Affairs
 - ii) Encourage new student participation in activities and events
 - iii) Recruit ASM members and ensure that membership benefits are understood
 - iv) Work with the career development to organize company visits and organize speaker panels
- o) Academic Liaison
- i) Serve as student liaison to the Associate Dean of Academic Services, Assistant Dean, and Dean for full-time MBA students
 - ii) Promote ethical and enthusiastic participation in academics
 - iii) Encourage student participation in ASM activities and events
- p) Director of Health and Wellness
- i) Promote and take point on health and wellness events that are sponsored by ASM
 - ii) Be an open resource to connect students to opportunities on campus and in the community
 - iii) Assist with general ASM event planning and prioritize student's dietary needs and wellness
- q) Additional responsibilities to Be Distributed to the Board Members
- i) The First Year Liaison shall act as the point of contact between the 1st year students and ASM, faculty and administration. By providing bilateral communication they will allow the students to remain engaged and involved in the GSM community.
 - (1) Act as a liaison to all incoming students, including 1st Years, Bay Area and Sacramento transfers, and exchange students
 - (2) Serve as the student liaison to Career Services and Student Affairs
 - (3) Encourage new student participation in activities and events
 - (4) Recruit ASM members and ensure that membership benefits are understood
 - (5) Lead and manage ASM role in new student Orientation
 - (6) Facilitate integration of the MPAc class with the MBA students
 - (7) Work with the Ambassador Committee to ensure a successful Admit Day; Destination: Impact
 - ii) The Director of Internal Events shall be responsible in the planning and execution of events to increase engagement of the GSM community.

- (1) Aid the ASM President in the planning efforts of the annual network event (e.g. The Big Party)
- (2) Coordinate ASM events that will appeal to a broad range of the ASM membership and their families, including outdoor activities, birthday events and holiday celebrations
- (3) Coordinate at least one ASM social event per month
- (4) Aid in the planning of all ASM-specific events including an end of academic year party
- (5) Organize intramural sports
- (6) Chair the 2nd Year class gift fundraising committee and promote 100% participation
- iii) The Director of External Events shall be responsible for helping the GSM maintain/improve its image outside of the school through communication with Alumni, corporations and other MBA entities.
 - (1) Coordinate fundraising opportunities with the assistance of the Director of Alumni Relations including, but not limited to, an ASM fundraiser and GSM merchandising, etc
 - (2) Oversee and ensure Club website maintenance and calendar updates
 - (3) Maintain and manage the GSM all-school calendar for ASM-sponsored events
 - (4) Facilitate the planning of UC Davis Picnic Day events
 - (5) Facilitate the planning of GSM Olympics (a cross-campus sporting event)

6) Election of ASM Board Officers

- a) The Internal 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 in week seven of classes Winter Quarter with elections being concluded by week eight. Role-shadowing occurs weeks nine & ten, and the official transition occurs at the end of the quarter
 - ii) Only 1st Year ASM members may run or vote for ASM Board officer positions.
 - iii) The Internal 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 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 hold an online poll election for contested ASM Board offices.
 - vi) 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) Term of Office, Replacement of Officers and Removal of Officers

- a) MBA ASM Board Term of Office
 - i) Terms begin at the beginning of the first week of Spring Quarter
 - 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) Term is the Spring Quarter
- c) 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.
- d) Removal of Officers
 - i) An officer may only be removed from office by a 2/3 vote 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.

8) 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) Produces at least one event per year (ideally one event per quarter though if budget permits).
 - iii) 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.
 - iv) Schedules, announces and holds at least two Club meetings per quarter, not including the scheduled event.
 - v) Has a mission statement.
 - vi) Conducts a quarterly update with the ASM Vice President and Club Liaison.
 - vii) Maintains a current and professional website that is up-to-date.
 - viii) 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.
- 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) to receive funding for that quarter.
 - iii) Annual Club funding shall be allocated on a quarterly basis (Fall, Winter, Spring).
 - (1) Clubs should try to use only 1/3 of their annual funds each quarter, and unused funds may roll over to the next quarter within the same academic year.
 - 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 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.
 - 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.
 - x) Refer to the Club Guidebook for additional information
- d) Creating a New Club
- i) Any ASM member in good standing (dues paid) 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 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, a website and a plan for continuity.
 - (3) During the organizing quarter, the Club should hold one event applicable to the Club's stated mission.
 - (4)
 - (5) The ASM Board may vote to provide start-up funding for the Club during its organizing quarter.
- vi)
- 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) Each individual Club should facilitate and conduct elections for their own Club Officers, stressing the importance of active participation by 1st Year students during the election process.
 - (1) Under no circumstances should the outgoing club board "hand pick" their successors. An election process must be planned and approved by the ASM Vice President and Club Liaison and then carried out by the respective Club boards. Anyone interested in club leadership will be allowed involvement in the process.
 - iii) Election timelines will be finalized before the end of the Winter Quarter.
 - iv) Club Officer election deadlines, job descriptions, requirements for nominations, and voting criteria will be distributed during the second week of the Spring Quarter by the outgoing ASM Vice President and Club Liaison with the assistance of the incoming ASM Vice President and Club Liaison.
 - v) Only ASM members in good standing (dues paid) may run for and hold Club Officer positions.
- vi)
- f) Club Officer Transitions
 - i) Outgoing Club Officers should develop a transition plan during the Winter Quarter and be prepared to assimilate the incoming Club Officers during the Spring Quarter.
 - ii) Incoming Club Officers shall take office no earlier than the fourth week of the Spring Quarter and/or one week after ASM Board elections are completed.

9) 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, External Vice President, Internal Vice President, and Director of Finance 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) The ASM Board shall 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.