

Challenge for Charity
Bylaws for Governance
Revised and Adopted 3/13/2017

1) Mission

- a) Challenge for Charity (C4C) enhances the value of the student experience at the UC Davis Graduate School of Management (GSM) by organizing volunteering and fundraising events for our community partners: The Special Olympics of Northern California, Sacramento SPCA, and Habitat for Humanity.
- b) C4C provides a framework for engaging in philanthropic activities.

2) Membership and Dues

- a) Membership
 - i) The membership of the C4C is comprised of all current full-time MBA and MPAC students at the GSM.
 - ii) Membership entitles full access to the C4C board and activities.
- b) Dues
 - i) There are no dues.

3) C4C Board Meetings

- a) C4C Board meetings shall be regularly scheduled, and announced, and shall be open to all students.
 - i) The C4C Board reserves the right to hold unscheduled closed meetings of the Board as needed.
- b) All C4C Board meetings will be conducted in accordance with the C4C Policies and Procedures document.
- c) C4C Officers and Representatives are expected to attend all C4C Board meetings. If necessary, absence is strongly discouraged and should be coordinated with the C4C President prior to the meeting.
 - i) Repeated absence from C4C Board meetings could lead to removal from office.

4) Voting and C4C Board Decisions

- a) The C4C Board, in acting in the best interests of the C4C, should make every effort to make decisions by consensus.
- b) If, after all officers have expressed their opinions in accordance with the C4C 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) Simple majority determines the decision.
 - iii) Votes by proxy are not allowed.
 - iv) Voting can be done with non-C4C Board officers present at the discretion of the C4C President.

5) C4C Board

- a) The C4C Board consists of three MBA student officers.
- b) Each MBA student officer and representative is entitled to a vote on any measures brought to a vote by the Board.
- c) C4C Board Officers Code of Conduct and General Duties
 - i) Officers work as a team in the fulfillment of the general mission of the C4C 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 C4C 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 C4C 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 C4C may be appointed instead. The officer is merely responsible for seeing that the duty is completed.
 - (1) Non-officers of the C4C are not expected or required to complete task assigned by the C4C Board unless they volunteer to do so.
- vi) Officers shall maintain records in accordance with the C4C Policies and Procedures document to facilitate knowledge flow to each new set of officers.
- vii) There may be Co-Presidents, but no co-positions for any other C4C Board officer positions.
- d) President
 - i) The C4C President shall:
 - (1) Coordinate the activities of the C4C officers and C4C events.
 - (2) Facilitate C4C meetings, to include setting an agenda and scheduling meetings.
 - (3) Manage the C4C Bylaws and Policies and Procedures document, and develop any additional governing documents that ensure the smooth operations of the C4C.
 - (4) Send relevant GSM announcements to the school.
 - (5) Work with the C4C Board to organize and facilitate a large annual fundraising event (e.g. Wine Tasting and Auction).
 - (6) Facilitate the transition process after the election of new C4C Board officers.
- e) Vice President of Marketing
 - i) The C4C Vice President of Operations shall:
 - (1) Facilitate any C4C Board meeting that the President cannot attend.
 - (2) Spearhead any efforts to address issues that arise as directed by the President.
 - (3) Aid the C4C President in the planning efforts of the annual fundraising event (e.g. Poket Night and Auction).
- f) Vice President of Finance
 - i) The C4C Vice President of Finance shall:
 - (1) Prepare and maintain the C4C budget.
 - (2) Submit quarterly proposal submissions to ASM.
 - (3) Keep financial records of all revenues and expenses.
 - (4) Assist with the financial management of all C4C events.
 - (5) Maintain the C4C account at Wells Fargo.
 - (6)
 - (7) Organize weekly Costco runs to stock the student lounge honor bar.

6) Relationship with the Associated Students of Management (ASM)

- a) To maintain membership with ASM, the C4C agrees to:
 - i) Produce at least one event per academic quarter.
 - ii) Produce and hold at least one event during 1st Year Orientation aimed at increasing awareness of the Club's mission and activities with incoming students.
 - (1)
 - iii) Schedule, announce and hold at least two Club meetings per quarter, not including the scheduled event.

- iv) Maintain a short-term and long-term events plan.
- v) Conduct a quarterly update with the ASM Vice President.
- vi) Maintain a current and professional website that is updated at least quarterly.
- vii) Abide by the following funding rules:
 - (1) Is professional with funds and uses one of the following accounting methods:
 - (a) Maintain an independent bank account for club use, or
 - (b) Keep funds in the ASM account and manage said funds in coordination with the ASM Director of Finance and Operations.
 - (2) 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.
 - (3) 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.

7) Election of C4C Board Officers

- a) The election of new board officers is coordinated by the ASM Vice President and Club Liaison.
 - i) Only 1st Year GSM MBA students may run C4C Board officer positions. And current C4C board votes for next C4C Board.
 - ii) ASM membership, along with associated fees, is required for students in leadership positions.

8) Term of Office, Replacement of Officers and Removal of Officers

- a) MBA C4C Board Officers Term of Office
 - i) Terms begin at the start of Spring Quarter and end at the conclusion of Spring Break the following year.
 - ii) Transition Process
 - (1) The newly elected C4C officers should be brought into their new responsibilities with an organized transition program run by the outgoing C4C Board.
 - (2) This process will be determined by the outgoing C4C Board but shall include ample time, assistance and training.
- b) Replacement of Officers
 - i) Candidates should run for C4C 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 C4C 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 C4C Board officers may, through majority vote, determine appointment procedures and scheduling.
 - iv) The duties of the open position may be passed to another C4C Board officer, as determined by majority vote of the C4C Board officers. The officer serving in the new role may retain the duties of their previous Board position, or a replacement can be appointed.
- c) 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 C4C or GSM.
 - v) It is highly recommended that the decision to remove an officer be discussed with an Assistant

Dean before action is taken.

9) Changes to the Bylaws

- a) Changes to the C4C Bylaws may be made by simple majority vote of the current C4C voting officers.
- b) Changes to the C4C Bylaws may also be made by consensus of the President and Vice President of Operations when speed and efficiency are in the best interest of the C4C.
- c) Once a change is made, the Bylaws may simply be rewritten.
 - i) A list of changes is not necessary, but the C4C Board should maintain a historical record of old versions of the Bylaws.
- d) Revised bylaws must be posted on the C4C website as soon as possible after changes are made, and a notification of change must be published to all current C4C members.