



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Minority Business Alliance

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Minority Business Alliance (MBA) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of the Students' Association (SA) recognition of this organization.

ARTICLE II - MISSION STATEMENT

We, the students of the Minority Business Alliance (MBA) at the University of Rochester, intend to promote professional development and connect undergraduate minority students with Internship opportunities in the Financial Industry. The Minority Business Alliance aims to mentor, educate, advocate, and connect all minority students with career and financial literacy resources that will help to contribute to their academic and professional success.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate student who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - All the eligible persons may attain membership by attending 50% of general meetings in the course of one academic year.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A general member meeting shall be valid if a quorum is present. Quorum is defined as 5 members or more of the active membership plus three or more officers. B. An executive board meeting shall be valid if a quorum is present. A quorum is defined as two-thirds 2/3 of the executive board.

SECTION TWO- GENERAL MEMBERS MEETINGS

- A. General member's meetings shall be valid and shall be held bi-weekly.

SECTION THREE- EXECUTIVE BOARD MEETINGS

- A. All executive board meetings must be valid and shall be held weekly.\
- B. Procedure – Motions shall be passed with a two-thirds (2/3) majority vote from the executive board members in attendance.

SECTION FOUR- VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President - must have held an executive board position previously to qualify, unless no one else is qualified.
- B. Vice President
- C. Student Senior Advisor - must have held an executive board position, with exception to the Freshmen Representative, unless no one else is qualified.
- D. Secretary
- E. Business Manager
- F. Executive of Outreach/Alumni Relations
- G. Publicity Chair
- H. Transition Manager
- I. Freshmen Representative (min. 1, max. 3)

SECTION TWO - GENERAL DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall host a minimum of one (1) Workshop per school year.
- D. All officers shall enforce this constitution.
- E. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.

SECTION THREE - SPECIFIC DUTIES OF OFFICERS

- A. **President**
 - a. The President shall be the chief executive officer of the Minority Business

Alliance, and thus, is the official spokesperson for the organization.

- b. The President shall oversee the welfare of all offices within the executive board and shall be the liaison to all conjoining organizations.
- c. The President shall have the power to formulate committees and to appoint subsequent committee chairpersons.
- d. The President shall make appointments to fill vacancies pending Executive Board approval.
- e. The President shall preside over the meetings and shall maintain organization within the union, communicate with other officers, and delegate duties to maintain a functional union that fulfills the purposes set forth above.
- f. The President is responsible for creating the agendas for all general and Executive Board meetings.
- g. The President in tandem with the Executive of Outreach/Alumni Relations chairman shall foster a partnership between the Minority Business Alliance and other on-campus organizations including but not limited to the Office of Minority Student Affairs (OMSA), David T. Kerns Center, Greene Center for Education and Connections, etc.

B. Vice President

- a. The Vice President shall assume Presidential responsibilities in the absence of the President.
- b. The Vice President shall be the Chief of Staff, responsible for all chairpersons, and for the initiation and coordination of all committee activities.
- c. The Vice President shall oversee the voting process in all general and executive meetings.
- d. The Vice President shall oversee the operations of finding sponsors and donors to supplement funding for events throughout the semester.
- e. The Vice President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- f. If necessary, the Vice President shall formulate and oversee a judicial review committee, responsible for upholding and maintaining the MBA Constitution.

C. Senior Student Advisor

- a. The Senior Student Advisor is an appointed position by the President of the organization, with a vote of confidence by the general active membership.
- b. Selection is tentative pending approval by the Executive Board through a simple majority vote.
- c. The Senior Student Advisor shall recommend effective actions based on their past executive experiences outside of being a Freshmen Representative.
- d. The Senior Student Advisor should constructively challenge and help develop proposals on strategy.
- e. The Senior Student Advisor should review, approve, and monitor the

Executive Board's medium to long-term goals and strategy.

- f. The Senior Student Advisor shall oversee the performance of the Executive Board in meeting agreed goals and objectives and monitor the reporting of performance.
- g. The Senior Student Advisor is not allotted a vote on the organization's general schemes, short-term goals, and events. The Executive Board, by a unanimous vote, may elect to give voting power to the Senior Student Advisor at the beginning of their term. Once granted, this power is non-rescindable for the duration of the term.

D. Secretary

- a. The Secretary shall be responsible for the organization of the MBA office.
- b. The Secretary shall be responsible for the constant communication with the general members.
- c. The Secretary shall have the responsibility of recording and providing updates for both the E-board meetings and General Member Meetings.
- d. The Secretary shall be responsible for the upkeep of accurate attendance records and membership directories upon request for inspection (see Art. IX).
- e. The Secretary shall be responsible for the preservation and organization of all historical records, programs, and additional documents.

E. Business Manager

- a. The Business Manager shall be the financial officer of the Minority Business Alliance.
- b. The Business Manager shall maintain accurate up-to-date records of all financial transactions incurred by the organization. The Business Manager shall be responsible for all funds, both assets and liabilities, affecting the financial status of this organization.
- c. The Business Manager and the President shall be responsible for the annual budget, including allocating funds for the conjoining organizations.
- d. The Business Manager shall preserve all records for future reference (see Art. IX).

F. Executive of Outreach/Alumni Relations

- a. The Executive of Outreach/Alumni Relations shall be responsible for community relations and for the initiation and coordination of all community service projects.
- b. The Executive of Outreach/Alumni Relations is responsible for providing at least two community service events throughout the semester.
- c. The Executive of Outreach/Alumni Relations shall help with fostering connections between distinct Alumni and current undergraduate students.
- d. The Executive of Outreach/Alumni Relations in tandem with the President shall foster a partnership between the Minority Business Alliance and other on-campus organizations including but not limited to the Office of Minority Student Affairs (OMSA), David T. Kerns Center, Greene Center for Education and Connections, etc.

G. Publicity Chair

- a. The Publicity Chairperson shall be responsible for the publicity of all Minority Business Alliance events (meetings, events, etc.) set forth by the executive board.
- b. Publicity shall include social media posts, fliers, posters, handouts, emails, or any means of publicizing the intentions of the executive board to its intended audience.

H. Transition Manager

- a. The Transition Manager shall be responsible for the oversight of the necessary tasks needed to stay SA-recognized going into the next school year.
- b. The Transition Manager will be in charge of staying up to date with any outstanding/completed documents required to maintain the official operation of the Minority Business Alliance.
- c. The Transition Manager will be responsible for compiling the end of year documentation required to be submitted to SA for further review.
- d. The Transition Manager must be an Undergraduate student returning the following school year (ie. cannot be a current Senior).

I. Freshmen Representative

- a. The Freshmen Representative shall consist of one to three (1-3) elected persons from the freshmen class, serving during the academic year.
- b. The Freshmen Representative's responsibilities shall include developing at least one program and/or activity each semester, relaying information from the executive board, and being a spokesperson for their class.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nomination -

- a. Any member of the Minority Business Alliance may nominate his or herself or another person for office provided that person is in compliance with the rules outlined by Article III.
- b. Nominations for all office positions shall open ten (10) days prior to the election date, and shall close at midnight the day of. No further nominations shall be accepted unless the candidate position is vacant.
- c. Nominations shall be given to the Secretary, who will also be responsible for creating voting ballots.
- d. Only SA undergraduate members are eligible for nomination. This excludes Staff, Graduate Students, and Alumni.

B. Election Procedure -

- a. The election shall be presided over and conducted by either the President or Vice President, unless both are candidates. If both are unable, any non-candidate executive board member may conduct the elections.
- b. Elections shall be conducted by secret ballot. Officers must earn a simple majority of the votes cast through official voting ballots provided by the Minority Business Alliance.
- c. In the event of a tie, a runoff election shall be held within one week during an emergency general meeting.

- d. Election winners shall be notified at the end of the day or subsequent morning by those conducting the elections.
- C. Term of Office -
 - a. All newly elected officers shall serve a term of one full year, effective immediately following a shadowing period. The shadowing period begins from the day of the election until the end of the existing academic year.
 - b. If an elected official is unable to complete their term in office for any reason approved by a majority vote within the E-board, an additional election will be held amongst E-board members to elect an Interim Officer. The Interim Officer will be selected by a majority vote amongst E-board members.
- D. Timing of Elections -
 - a. General elections shall be held in the Spring Semester, at least two weeks before the last day of classes.
 - b. Freshmen Representatives shall be elected during the month of September of the current academic year, or at least two weeks before the last day of classes.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Minority Business Alliance of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Minority Business Alliance. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Minority Business Alliance abides by the nondiscrimination policy of the University of Rochester.

C. Cary

12/4/23

Signature of Confirmation

Date

Cameron Cary

President, Minority Business Alliance

Evan Ji

12/11/23

Signature of Approval

Date

Evan Ji

Chair, Student Organization Administration & Review Committee