



Rochester Business Association

ARTICLE I - ESTABLISHMENT

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

ARTICLE II - MISSION STATEMENT

The mission of Rochester Business Association is to promote financial literacy and business professional development within at-risk communities in the Greater Rochester Area. We are committed to providing educational, professional, and social programs relevant to the interests of predominantly black communities. Our organization is open to anyone with the goal of promoting dynamic awareness in such areas, and to establish a platform which provides as such.

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 of the College 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 100% general meetings per semester, totaling eight (8) general meetings in the course of one academic year. When you are a member, membership status is maintained throughout student matriculation. Executive board positions shall be exclusive to full members.
- 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. All

eligible persons may attain membership by attending 50% general meetings per semester, totaling (4) general meetings over the course of one academic year.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - GENERAL MEMBERS MEETINGS

- A. General members meetings shall be valid and shall be held bi-weekly.
- B. A meeting shall be valid if a quorum is present. Quorum is defined as ½ members or more of the active membership plus two officer(s).

SECTION TWO - EXECUTIVE BOARD MEETINGS

- A. All executive board meetings must be valid and shall be held weekly.
- B. A meeting shall be valid if a quorum is present. Quorum is defined as two-thirds 2/3 of the executive board.
- C. Procedure – Motions shall be passed with a two-thirds (2/3) majority vote from the executive board members in attendance.

SECTION THREE - 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 – The results of all voting shall be determined by casting ballots and shall be recorded by the secretary.

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 First-Year Representative, previously to qualify. Recommended by President but voted on by all active members.
- D. Secretary
- E. Business Manager
- F. Executive of Outreach/Alumni Relations
- G. Publicity Chair
- H. First-year Representative (2)

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 enforce this constitution.
- D. 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 Rochester Business Association, 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 approval by all active members.
- e. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- f. The President is responsible for creating the agendas for all general and Executive Board meetings.

B. Vice President

- a. The Vice President shall assume Presidential responsibilities in the absence of the President.
- b. The Vice President shall be 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 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.
- e. If necessary, the Vice President shall formulate and oversee a judicial review committee, responsible for upholding and maintaining the RBA Constitution.

C. Senior Student Advisor

- a. The Senior Student Advisor is an appointed position by the President of the organization.
- b. Selection is tentative pending approval by the general membership through a simple majority vote.
- c. The Senior Student Advisor shall recommend effective actions based on their past executive experiences outside of being a First Year 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 scrutinize the performance of the Executive Board in meeting agreed on 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.

- h. In cases of appointment and removal, the Senior Student Advisor is afforded a vote.

D. Secretary

- a. The Secretary shall be responsible for the organization of the RBA office.
- b. The Secretary shall be responsible for the constant communications with the general members
- c. The Secretary shall have the responsibility of recording and providing minutes.
- 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 Rochester Business Association
- 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.
- d. The Business Manager shall preserve all records for future reference

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 one community service event monthly.
- 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 shall foster a partnership between the Rochester Business Association and the Gwen M. Greene Career Center.

G. Publicity Chair

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

H. First-Year Representative

- a. First-Year Representatives shall consist of two (2) elected persons from the first-year class, serving during the academic year, whom are elected by the executive board and approved by general membership.

- b. The Freshmen Representatives 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 FOUR - NOMINATIONS AND ELECTIONS

A. Nomination -

- a. Any member of the Rochester Business Administration may nominate themselves 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 before. 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 Rochester Business Administration.
- 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 academic year, effective immediately following a shadowing period. The shadowing period begins from the day of election until the end of the existing academic year.

D. Timing of Elections -

- a. General elections shall be held on the last scheduled general meeting of March of each academic year.
- b. First-Year Representatives shall be elected during the month of September of the current academic year.

SECTION FIVE - 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. If the vote of no confidence passes, the officer position will be vacant.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Rochester Business Association of the University of Rochester will abide by the Resource Agreement.

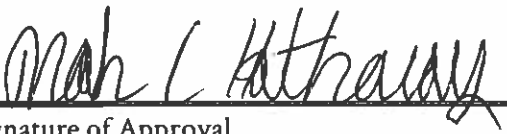
ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Rochester Business Association. 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 Rochester Business Association abides by the nondiscrimination policy of the University of Rochester.

	2/10/2022
_____ Signature of Confirmation	_____ Date
Daisha Danson President, Rochester Business Association	

	02/22/2022
_____ Signature of Approval	_____ Date
Noah Hathaway Chair, Administration & Review Committee	