

BYLAWS

**MERAGE STUDENT ASSOCIATION
UNIVERSITY OF CALIFORNIA, IRVINE**

**PROVIDING FOR THE BYLAWS OF THE MERAGE STUDENT ASSOCIATION
STUDENT COUNCIL: ESTABLISHING THE RULES OF PROCEDURE AND
PRESCRIBING DUTIES OF COMMITTEES, MEMBERS, AND OFFICERS FOR THE
STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE: PAUL MERAGE
SCHOOL OF BUSINESS.**

1 – DUES: Dues shall be as provided in the MSA Constitution in the amount of \$14.00 per member, per quarter, payable to the UCI Cashier. Of the \$14.00 per student, per quarter, \$4.50 is payable to the Associated Graduate Students for campus-wide representation.

2 – MSA STUDENT COUNCIL: The MSA Student Council shall be as provided in the MSA Constitution. In addition, the MSA Student Council shall approve and govern the budget as developed by the MSA Executive Board.

3 – EXECUTIVE BOARD

3.1 MEMBERSHIP AND AUTHORITY.

3.11 MEMBERSHIP. The MSA Executive Board shall consist of the following elected positions:

- (1) President
- (2) Vice President Internal Affairs (2)
- (3) Vice President External Affairs (2)
- (4) Vice President Communications (2)
- (5) Vice President Finance
- (6) Vice President Information Technology (2)
- (7) Vice President Academic Affairs
- (8) Vice President International Students
- (9) Vice President Programs for Working Professionals (PWP)
- (10) Associated Graduate Students (AGS) Representatives (5 – can change depending on number of Merage students enrolled)

3.12 In addition to the duties provided in the constitution, the Elected Executive Officers shall be responsible for the following additional duties:

3.13 MSA PRESIDENT: The MSA President shall:

- (3.131) Prepare and present an activity report at each MSA Student Council Meeting.
- (3.132) Serve as or appoint a Master's Representative and liaison to the Merage School Faculty Committee.
- (3.133) Serve as an ex-officio member of all appointed committees.

MSA Bylaws

1 (3.134) Review the MSA Constitution and Bylaws annually and report recommendations
2 for amendment to the MSA Student Council.

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4 (3.135) Prepare a President's message for Association publications for the general
5 membership.

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7 (3.136) Assist in the transition of the newly elected Executive Officers.

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9 (3.137) Perform such other duties as may be prescribed by the MSA Student Council.

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11 3.14 MSA VICE PRESIDENT OF INTERNAL AFFAIRS The MSA Vice President of
12 Internal Affairs shall:

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14 (3.141) Coordinate activities with organizations internal to UCI including AGS and
15 ASUCI.

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17 (3.142) Act as parliamentarian for the Association.

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19 (3.143) Prepare and present an activity report at each MSA Student Council meeting.
20 Coordinate student activities including: orientation week activities including the peer
21 mentor program and the international student welcome, sale of MSA products, class
22 picture, and alcohol permits.

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24 (3.144) Assist in the transition of the newly elected Executive Officers. Perform such
25 other duties as may be prescribed by the MSA Student Council.

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27 (3.145) Prepare all agendas for meetings of the MSA Executive Board and MSA Student
28 Council.

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30 (3.1451) All agenda items must be formally received 24 hours prior to being added.

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32 3.15 MSA VICE PRESIDENT OF EXTERNAL AFFAIRS. The Vice President of
33 External Affairs shall:

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35 (3.151) Coordinate activities with organizations external to UCI including: Day on the
36 Job, Corporate Partners, Roundtable, Executive Mentor and Alumni activities.

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38 (3.152) Prepare and present an activity report at each Student Council meeting.

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40 (3.153) Assist in the transition of the newly elected Executive Officers. Perform such
41 other duties as may be prescribed by the Student Council.

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43 3.16 MSA VICE PRESIDENT OF COMMUNICATIONS. The Vice President of
44 Communications shall:

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46 (3.161) Take accurate minutes of all meetings of the membership, Executive Committee,
47 and Student Council, distribute copies to all attendees for review no later than one week
48 after the meeting, and present the minutes for approval at the next meeting.

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50 (3.162) Maintain a book of bylaws, bylaw amendments, policies, procedures, standing
51 rules and meeting minutes.

MSA Bylaws

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(3.163) Prepare and deliver routine correspondence and other correspondence as directed by the MSA President and MSA Student Council.

(3.164) Assist the MSA President in the preparation and distribution of meeting agendas and election ballots.

(3.165) Serve as publisher of all publications of the Association.

(3.166) Appoint an editor and staff for all publications.

(3.167) Prepare and present an activity report at each MSA Student Council meeting.

(3.168) Assist in the transition of the newly elected Executive Officers.

(3.169) Perform such other duties as may be prescribed by the MSA Student Council.

3.17 MSA VICE PRESIDENT OF FINANCE. The MSA Vice President of Finance shall:

(3.171) Ensure that full and accurate accounts are kept of the receipts and disbursements of the Association.

(3.172) Prepare and maintain the annual budget of the Association.

(3.173) Ensure that no MSA funding violates the Smith vs. Regents prohibition of funding activities that could be considered political, religious or ideological in nature.

(3.174) Prepare and publish monthly reports of the transactions and financial conditions of the MSA.

(3.175) Arrange for an annual audit by the incoming Vice President of Finance and at least two other incoming executive officers immediately prior to leaving office.

(3.176) Prepare and present an activity report at each MSA Student Council meeting.

(3.177) Assist in the transition of the newly elected Executive Officers.

(3.178) Perform such other duties as may be prescribed by the Student Council.

3.18 MSA VICE PRESIDENT OF INFORMATION TECHNOLOGY.

(3.181) This section intentionally left blank

3.19 MSA VICE PRESIDENT OF ACADEMIC AFFAIRS.

(3.191) This section intentionally left blank

3.20 MSA VICE PRESIDENT OF INTERNATIONAL STUDENTS.

(3.201) This section intentionally left blank

1 3.21 MSA VICE PRESIDENT OF PROGRAMS FOR WORKING PROFESSIONALS

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3 (3.211) Prepare and Coordinate Annual MSA Softball Tournament

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5 3.22 MSA ASSOCIATED GRADUATE STUDENT (AGS) REPRESENTATIVE

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7 (3.221) The Merage Student Association (MSA) shall elect or appoint a number of AGS
8 Representatives in accordance with AGS Bylaws, Definitions, 1.

9 (1) AGS Bylaws, Definitions, 1: *“A 'seat' shall be an established position on the
10 Council. One seat for each one hundred (100) graduate students or fraction
11 thereof in recognized academic units shall be established. In addition, one seat
12 for each two hundred (200) graduate students or fraction thereof in each
13 recognized Professional School shall be established.”*

14 (3.222) In accordance with AGS Constitution, III, 6¹ and clarified by AGS Bylaws,
15 Council Procedures, A², each AGS Representative may only incur two (2) unexcused
16 absences from AGS Council meetings per academic quarter and may only incur a total of
17 five (5) unexcused absences from AGS Council meetings throughout her/his term in
18 office.

19 (1) AGS Constitution, III, 6: *“Council members shall be subject to removal for
20 failure to provide representation for their academic unit. Failure to provide
21 representation and the mechanism for removal of a Council member for this
22 reason shall be defined in the Bylaws.”*

23 (2) AGS Bylaws, Council Procedures, A: *“'Failure to provide representation' for
24 the purposes of this Constitution shall be defined as unexcused non-attendance of
25 a Council member at more than two meetings in an academic quarter or more
26 than five meetings during his/her term of office. Council shall determine on an
27 individual basis whether absences are excused or not.”*

28 (3.223) In the event of a AGS Representative seat vacancy more than sixty (60) days
29 before the next election, the President of the MSA shall appoint an interim AGS
30 Representative with all the rights, responsibilities and duties of an elected AGS
31 Representative.

32 3.23 DUTIES. Duties of the Elected Executive Officers provided in the Bylaws and in the
Constitution may be delegated to a member of The Paul Merage School of Business
Student Association; however, Constitutional responsibilities and accountability may not
be delegated.

4 – ELECTED REPRESENTATIVES

4.1 DUTIES. Elected Representatives (Representatives) In addition to the provisions in
the Constitution, the Elected Representatives of the Association shall:

MSA Bylaws

(4.11) Solicit input from constituent students on issues which may affect them; report the activities of the Association to their constituent students on a regular basis; prepare and present an activity report as required at each MSA Student Council Meeting; perform such other duties as may be prescribed by the MSA Student Council.

(4.12) The First Year Representatives shall also be responsible for the organization of the Awards Banquets and shall serve on the nominating committee and any other committee appointed by the MSA President.

5 – ELECTIONS

5.1 BALLOTS

(5.11) Electronic ballots shall be used via the intranet, *Catalyst*, guaranteeing no more than one vote per student.

(5.12) Ballot counting procedure shall be presented at the next Student Council meeting following the election, and certified as being performed properly by those present at the counting.

(5.13) Ballots shall be destroyed and the election shall be final when the election results are accepted by the MSA Student Council.

5.2 ELECTION SCHEDULE.

Winter Quarter

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<u>MSA</u> President to E-mail Request for MSA Nomination & Elections Schedule				
Week 2				<u>MSA</u> Deadline to accept or decline nominations	
Week 3				<u>MSA</u> 1. Speeches 2. Online elections open	
Week 4				<u>MSA</u> 1. Online Election Close at 12:01 AM 2. Winners announced at Merage Mixer	
Week 5	<u>General Clubs</u> Begin elections process				
Week 6				<u>General Clubs</u> All officers are elected and winners announced	

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MSA Bylaws

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6 – SPECIFIC INTEREST CLUBS

6.1 CLUBS

(6.11) Sponsored Clubs by MSA

- (1) Consulting Club
- (2) China America Business Exchange
- (3) Entrepreneur Association
- (4) Financial Management Association
- (5) Golf Club
- (6) Grapevine Club
- (7) Information Technology Association
- (8) International Business Association
- (9) Japan Management Association
- (10) Marketing Association
- (11) Healthcare & BioPharma Association
- (12) Net Impact
- (13) Operations Management Association
- (14) Sports and Entertainment Business Club
- (15) Toastmasters
- (16) Real Estate Association
- (17) Woman in Business Association

(6.12) Develop and present activities consistent with the purposes of the club and the MSA.

(6.13) Sponsor its activities in the name of the MSA and the name of the club.

(6.14) Only give preferential treatment for club sponsored activities to members that regularly participate in the activities and operation of the club, provided such treatment conforms to a written policy approved by the Student Council.

6.5 NEW CLUB APPLICATION PROCESS.

(6.51) Business Plan. New Clubs need to present a Business plan including: the name of the club, its purposes, its initial governing board of officers and a signed statement by its president agreeing to operate subject to the general policies, procedures, rules, and guidelines established by the MSA Student Council.

(6.52) Approval Process. Once the Business plan is presented to the VP of External Affairs, the proposed new club and its representing officers need to present their proposed plan to the MSA Student Council for approval with a simple majority vote.

(6.53) Voting. New Club officers who currently hold a position in MSA Student Council must abstain from the voting process.

7 – BYLAW AMENDMENT PROCEDURE

Shall be as proved in the MSA Constitution (See Clause 11.13).

MSA Bylaws

1 8 – APPOINTED POSITIONS

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8.1 DIRECTOR OF MERCHANDISE.

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(8.12) The President shall appoint a director of merchandise to be approved by the MSA Student Council.

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(8.13) Director of Merchandise shall be responsible for the procurement, inventory, sales and marketing of the Merage School merchandise of interest to the Members of the Association.