

Merage Student Association Club Policies & General Info

April 05, 2008

VP External Affairs:
Brenda Le & Marc Rizzie

Assigned VP of External

Brenda Le

- Women In Business
- Consulting Club
- HR/Organizational Behavior
- Information Technology Association
- Marketing Association
- Healthcare & BioPharma Association
- Real Estate Association
- Merage Key Assets
- Golf Club
- China America Business Exchange

Marc Rizzie

- International Business Association
- Sports & Entertainment
- Entrepreneur Association
- Financial Management Association
- Toastmasters
- Net Impact
- Operations Management Association
- Grapevine/Wine Club
- Challenge for Charity (not MSA affiliated)

MSA Club Requirements & Guidelines

- PDA Meeting:
 - If a club has no representation - may be suspended
- Club Business Plan and Charter:
 - Submit to VP's of External by **April 19th**
 - Failure to meet deadline - ineligible for club status
- Year-in-Advance Calendar:
 - Submit a calendar of proposed events and estimated cost
 - Include club officers elections during "MSA Club Election Week"
- Fall Club Fair:
 - Attend Club Fair during the Fall Orientation
 - Failure to participate - face reduced funding



MSA Club Requirements & Guidelines

- Website Maintenance:
 - Maintain/update website at least once per quarter
 - Submit updates at the end of each quarter to the VP's of External
 - Failure to update website - may be suspended
- Catalyst:
 - Download quarterly club rosters from Catalyst
 - Send a copy of the roster to the VP's of External by the end of 2nd week of each quarter
- Club Lockers:
 - 1-2 lockers per club from C4C
- Club Advisor:
 - Advisor should attend club events at least once per quarter



Club Business Plan & Charter

- Required Submission
 - Due date: **April 19th, 2008**
 - Failure to submit – lose club active status
- Details to be included
 - Mission Statement
 - Short- and Long-term objectives
 - Officers' responsibilities
 - Activities supporting club's mission
 - Club guidelines
- Planning/Budgeting
 - Include tentative calendar dates for events
 - Should have value-added events for Fall quarter



Event Planning

- Quarterly minimum:
Please remember these events are a reflection of the school
 - TWO value-added events per quarter
 - Resume workshop
 - Interviewing workshop
 - Speaker series
 - Networking events
 - ONE general club meeting
- Time considerations:
 - Plan ahead: planning for Fall events should start in Spring
 - Avoid date/times that conflict with other club meetings and events
 - FEMBA availability: 5:45 to 7:00 pm



Recommended Goals



- Focus on career related activities
- Help members prepare for careers
- Create activities that provide access to business professionals
- Help members in internship and full-time job searches
- Create a legacy of success with a structure/process that can be perpetuated

Recommended Club Charter



- Establish officer's roles & responsibilities
- Clarify club's logistics: election policy, transitioning policy, self-regulating policy and amendment policy
- Creating norms: meeting, working, communication, and consideration
- Set up routine club officer meetings: bi-weekly meetings

Recommended Club Events

- **Conduct Career Advising Activities**
 - Peer advisor/mentor activities for first-year students
 - Resume/interview workshops
 - Internship information sessions
- **Develop & Deliver Career Awareness Activities**
 - Alumni and industry/function guest speakers
 - Industry roundtables
 - Networking mixers
 - Company site visits

Recommended Club Events (cont.)

- **Participate in MBA Career Center Activities**
 - Generate interest in company information sessions/receptions
 - Participate in career management training workshops
 - Participate in peer advisor program
 - Submit internship evaluations and surveys
 - Help build contacts database and career resource library

* Refer to MBA Career Center Event Support Request form

* All request must be submitted 60 days prior to the event

Steps to Organizing Events

- Who you should consult:
 1. Faculty club advisor
 2. Career center liaison (Tom Kozicki)
 3. Alumni relations (Elizabeth Dahl/ Mitch Spann)
 4. Corporate partners program (Shaheen Husain)
 5. Marketing/Communications (Allyson Cunha/
Diane Sagey)
- Parking pass request procedures (for guests) – submit request to Lindsey Lambert



Steps to Organizing Events

- Event request
 - Must be submitted by 5PM the Friday of the week PRIOR to the event to your assigned VP External
 - *Two-week advance submission recommended*
 - Event approval is required before event can be held
- \$50 fine(s) imposed if:
 - Event is held without gaining approval
 - Event held in “direct” conflict with another event
 - Club submits PDA application after deadline

Steps to Organizing Events

VPs of Communications: Boon Koo & Prerna Srivastava

- Demonstrations (see Word document)
 - Walk-through Outlook for Room Reserve
 - Catalyst event posting submissions
- Email pushes
 - Send requests to both VPs of Comm (we alternate by week)
 - Use brackets in subject line
 - Embed images in email to be pushed
- Limit spamming
 - Maximum 2 email pushes per event
- Other guidelines
 - Club-related magazine subscriptions (VP of Finance to authorize/pay invoices)

Club Financing

VP of Finance: Takeshi Yamamoto



- Funding available for each club per year
- \$25 and under special reimbursement process
- Unused funds
- Time between requesting funds and actually receiving them
- Q&A on financing and general reimbursement

Website Maintenance & Technology

VP of Technology: Raghav Srinivasan

- One update per quarter is required
 - No update = club suspension
- Required on website
 - Officer names and bios
 - Club events announcements
 - Statement of club's mission
- After update, submit web update form to assigned VP External



Website Maintenance & Technology

- Website template/format - Items that must be included
- Web editing software: Frontpage, Sharepoint, Wordpad
- How new clubs get websites
- Outside web hosting
- Standard place for storing files – Makes transferring information to new officers easier
- FTP Site: 128.200.64.20
- Inactive club websites
- Q&A
- **Contact VP's Technology for all technical questions relating to club website**

Club Suspension & Reinstatement

- Suspension
 - No reserving of rooms for events
 - No funding
- Reinstatement
 - Petition to student association
 - Outline steps club will take to meet guidelines
 - Student association will vote on reinstatement



Other Considerations

- Regular meetings with officers and members
- During the Summer, make sure to check Merage email
- Officers should work on events during Summer as needed so your club is ready to go in Fall.
- Routinely check the Merage Student Association website for updates, information, and forms (www.msa.merage.uci.edu)

Thank You
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Any Questions?