

NBMBAA Collegiate Chapter Sample Constitution & By-Laws (Form C)

These constitution & by-laws are meant to be utilized as guidelines. Please adapt them to fit your chapter's needs.

PREAMBLE

Whereas we believe that a group of college students interested in the field of business should organize for mutual benefit, we hereby establish a collegiate chapter of the National Black MBA Association which shall be known as

_____ at _____
_____ (College/University).

ARTICLE I. PURPOSE

SECTION 1. The purpose of the _____ Collegiate Chapter of the National Black MBA Association shall be:

- a. List the specific objectives of the chapter as defined by the membership

ARTICLE II. MEMBERSHIP

SECTION 1. Membership shall be open to students of any major who are interested in business and any other individuals who are approved by the Executive Committee.

SECTION 2. Any individual approved for membership must become a member of the National Black MBA Association.

ARTICLE III. EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall be the faculty advisor, president, executive vice president, vice president of communications, vice president of finance, vice president of programs, vice president of membership, and vice president of advertising and promotions, as well as any other officers deemed necessary by the collegiate chapter.

SECTION 2. The Executive Committee and the chapter officers shall be elected in the spring of each year to serve the following year. The faculty advisor shall be chosen as provided in Article V.

SECTION 3. All elected officers shall be chosen by secret ballot, and nominations shall be made from the floor. The candidates receiving a plurality of all votes cast shall be elected.

SECTION 4. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity may be removed. Such action shall be effective only upon a majority vote of the Executive Committee taken at an official meeting called for such purpose.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

SECTION 1. The president's duties shall be to preside at all meetings, to appoint all special committees, and to be the chairperson of the Executive Committee.

SECTION 2. The executive vice president shall perform the duties of the president in the president's absence. In the event of vacancy of the presidency, the executive vice president shall succeed to the presidency.

SECTION 3. The vice president of communications shall keep all records, except financial, handle written correspondence, perform such other related duties as the president delegates, and prepare a written report of each meeting which will be read at the next meeting.

SECTION 4. The vice president of finance shall collect all collegiate chapter funds and deposit them in an account on behalf of the collegiate chapter of the National Black MBA Association. He/she shall work closely with the vice president of membership in collecting the NBMBAA dues. He/she will be responsible for making all necessary expenditures when authorized by the president and faculty advisor, keeping financial records, and submitting a written financial report to the collegiate chapter at the last regular meeting of each semester. He/she will perform such related duties as the president shall delegate.

SECTION 5. The vice president of membership shall provide an NBMBAA student membership application to all potential student members. He/she shall check each application for accuracy, making sure all information requested is given and keep accurate membership records. In accordance with the chapter's determined goals, he/she shall conduct an active and aggressive membership campaign.

SECTION 6. The vice president of programs has responsibility for developing, recommending, and implementing programs for the collegiate chapter. Additional chairpersons may be appointed by the president to handle special programs such as projects and seminars.

SECTION 7. The vice president of advertising and promotion is primarily responsible for promoting the events and affairs of the collegiate chapter to the school, community, and NMBBAA Headquarters.

ARTICLE V. FACULTY ADVISOR

SECTION 1. The administration of the college/university shall appoint a faculty advisor who will be the personal representative of the administration. The faculty advisor must be a professional member of the Association. In schools where the chapter may select its own advisor, this should be done in conjunction with and approved by the administration of the college/university.

SECTION 2. The advisor will serve for at least one full school year, shall attend the meetings of the collegiate chapter, and shall aid and advise the group on matters under consideration.

SECTION 3. The faculty advisor shall be responsible for the continuity of records and other property of the collegiate chapter.

SECTION 4. Additional faculty members may be asked to join the appointed faculty advisor whenever the tasks involved make it feasible to have additional faculty representation. (However, only one member of the faculty may vote as a board member as indicated in Section 1, that person being the designated faculty advisor.)

SECTION 5. The faculty advisor shall be the official contact with the National Black MBA Association Headquarters.

ARTICLE VI. COMMITTEES

SECTION 1. There shall be the following standing committees: the Executive Committee, the program committee, and the membership committee.

SECTION 2. The Executive Committee, which consists of all the elected officers and the advisor of the collegiate chapter at _____ College/University, shall decide on the policies of the group, as well as aid and advise the president of his/her duties

SECTION 3. The membership committee, under the supervision of the vice president of membership, shall enlist all eligible persons desiring to join the _____ Collegiate Chapter, and perform such other related duties as the president shall delegate.

SECTION 4. The program committee, under the supervision of the vice president of programs shall arrange programs for the _____ Collegiate Chapter and perform such other related duties as the president shall delegate.

SECTION 5. The president shall appoint any other committees as deemed necessary.

ARTICLE VII. RECORDS

SECTION 1. The records of the _____ Collegiate Chapter shall consist of a minutes book, membership records, and financial records, as well as any other such records as the chapter deems necessary.

ARTICLE VIII. BYLAWS AND AMENDMENT

SECTION 1. The constitution, together with the bylaws, shall constitute the operating basis of the chapter.

SECTION 2. The constitution may be amended by a majority vote of the members present, with proper notification having first been given to the entire membership.

SECTION 3. Bylaws may be added or amended by a majority vote of the members present, with proper notification having first been given to the entire membership.

BYLAWS OF THE _____ COLLEGIATE CHAPTER

NUMBER 1. The collegiate chapter will be responsible for renewing its charter with the National Black MBA Association each year. Upon notification by the Association, the chapter will submit the following to renew its affiliation:

- * 15 NBMBA student member minimum
- * Collegiate Chapter Officer Report Form
- * Chapter Plan
- * Annual Report
- * Update of the chapter constitution
- * Other items as required by the Association

These items are considered to be NBMBA policy and must be included in the constitution and followed by the collegiate chapter.

NUMBER 2. _____ Collegiate Chapter's dues shall be \$ _____ per year, paid to the vice president of finance, whose responsibility it will be to hold the collegiate chapter dues, and send the accurate amount to NBMBA Headquarters with correlating membership applications. Checks may be made payable to the National Black MBA Association.

NUMBER 3. A copy of the constitution of the _____ Collegiate Chapter shall be provided for each member of the Executive Committee. The constitution will be reviewed annually to ensure that it is in keeping with the needs and activities of the collegiate chapter.

NUMBER 4. The number, location and times of meetings shall be determined by the Executive Committee. Notice of all such meetings shall be posted or sent in writing to all members not less than five days in advance of the date set for the meeting.

Date approved by the chapter: _____

Name of faculty advisor

Name of vice president of communications

Signature of faculty advisor

Signature of vice president of communications

Name of president

Signature of president