



# **Bylaws of the UC Davis Graduate School of Management Student Association Bay Area (GSMSA-BA) Adopted 03/21/23**

## **MISSION**

The UC Davis GSMSA-Bay Area (GSMSA-BA) aims to improve the student experience in the UC Davis Bay Area MBA Program to prepare exemplary business leaders who make an impact in the global marketplace.

## **ARTICLE I – NAME**

The name of this organization shall be the GSMSA-Bay Area, or shortened to GSMSA-BA.

## **ARTICLE II – DEFINITIONS**

**GSMSA-BA Roles** – Describes the roles and responsibilities of President, Vice Presidents, and Directors herein.

**Director** – A position held by a member who is assigned by the President and Vice Presidents each year. Positions may be created or eliminated depending on the needs of the GSMSA-BA.

**GSM Administration** – Refers to the faculty or staff employed at the Graduate School of Management.

**General Member** – An appointed student to the GSMSA-BA who is a current UC Davis Bay Area MBA Program candidate. Member must be in good academic standing in the UC Davis Graduate School of Management.

## **ARTICLE III – PURPOSE AND OBJECTIVE**

### **Section 1. PURPOSE**

The purpose of the GSMSA-BA is to serve as a liaison between the Bay Area MBA students, other GSM programs, and the GSM Administration.

## Section 2. OBJECTIVE

The objective of the GSMSA-BA is to act as a strategic advisory board to the deans and administration with the intentions of (a) improving the quality, value, and community of the Bay Area MBA Program, and (b) providing a platform for the discussion and action around issues of student concern.

Additionally, GSMSA-BA seeks to grow the value of the GSM by finding ways to increase the value proposition of the school, and in turn its candidates, for prospective students and potential employers.

## Section 3. COLLABORATIVE DUTIES

- a. Representation of the Bay Area MBA student body at meetings held by the GSM administration.
- b. Representation at meetings requested by, or worked on, in collaboration with the GSM Student Association (Full-Time, Sacramento, MPAc and MSBA); and Graduate School of Management Alumni Association (GSMAA);
- c. Representation at GSM-sponsored events and activities.

## ARTICLE IV – MEMBERSHIP

### Section 1. ELIGIBILITY

Membership is limited to UC Davis Bay Area MBA students who are currently enrolled and in good academic standing at the UC Davis Graduate School of Management.

### Section 2. APPOINTMENT

Appointment to the GSMSA-BA occurs as follows:

- a. Interested students submit their intent during the fall quarter. Students are required to submit a current résumé and complete an application. Those who are on academic probation or conditionally admitted are not eligible to apply.
- b. Applicants are interviewed and selected by current GSMSA-BA members in the **fall quarter**. And begin to shadow current members in the **winter quarter** as general members.
- c. All incoming members are required to attend GSM leadership summit in Davis.
- d. Member selections are submitted to the Assistant Dean for Student Affairs to approve their academic standing before they are appointed by **spring quarter**.
- e. Selected applicants are notified of appointment by the GSMSA-BA President and are asked to commit to serving for the full duration of the academic year. They are also asked to accept all responsibilities as outlined in the *GSMSA-BA Bylaws* and the *GSMSA-BA Roles* document.
- f. If a student declines the appointment, first an offer may be extended to another applicant who is fit for candidacy. If there are no other viable candidates, the GSMSA-BA has the discretion to proceed without full membership. The current president retains the power to postpone further interviews to the winter quarter.
- g. GSMSA-BA reserves the right at the beginning of any member appointment time to pass the appointment process to the GSM Administration.
- h. New student appointments will be announced and effective at the start of the **summer quarter**.

### Section 3. REMOVAL

A member may be removed under the below circumstances, at the discretion of the President and Assistant Dean for Student Affairs. However, members may be removed for personnel reasons by the President.

- a. Failure to attend three or more quarterly Administration and/or Committee meetings annually without reasonable notice to the President.
- b. Failure to remain in good academic standing throughout the MBA program.
- c. Failure to adhere to all other the general responsibilities as laid out in *Article IV, Section 3*.

Once a member is removed a replacement member shall be appointed following the procedures above in *Article IV, Section 2* and shall serve for the remainder of the vacated member's term.

## **ARTICLE V – OFFICERS AND RESPONSIBILITIES**

### **Section 1. COMPOSITION OF OFFICERS:**

The GSMSA-BA shall have officers specified as follows:

- a. One President, at least a second-year student
- b. One Vice President, External Affairs, at least a second-year student
- c. One Vice President, Internal Affairs, at least a second year student
- d. One Director of Academic Affairs, all members are eligible
- e. One Director of Student Affairs, all members are eligible
- f. One Director of Marketing & Communications, all members are eligible
- g. One Director of Professional and Career Development, all members are eligible

The GSMSA-BA has the right to add or remove officers as it sees fit in order to meet its needs. The change will typically occur in the transition period during the Spring quarter of every year.

### **Section 2: SPECIFIC OFFICER RESPONSIBILITIES**

Each officer's roles and responsibilities are found on the GSMSA-BA website

(<https://gsm.ucdavis.edu/post/gsm-student-association-bay-area-gsmsa-ba>). These duties may change as special projects, initiatives and directives are formed at the discretion of the President.

Each officer term is for one academic year (Summer to Spring quarter). GSMSA-BA members graduating before the Spring quarter are eligible to become officers so long as they can serve three of the four quarters (Summer to Winter quarter). The responsibilities of the vacated position are defaulted to the President, who may appoint a successor for the Spring quarter.

Other general responsibilities of all GSMSA-BA officers include:

- a. Oversee the responsibilities of the respective role to deliver enriching services or events within scope, on time, and under budget; support each other when needed
- b. Display the utmost professionalism and superior customer service when interacting with other GSM students and external parties
- c. Maintain and upload records to the Google team drive for succession planning
- d. Update progress and raise issues to the President in a timely manner

### **Section 3. GENERAL MEMBER RESPONSIBILITIES**

The general responsibilities of all GSMSA-BA members include:

- a. Advocate for (where appropriate) and represent the views and interests of the Bay Area MBA student body.
- b. Solicit student opinions and ideas for improving programs and services.

- c. Attend all the GSMSA-BA Administration and Committee meetings.
- d. Respond to issues raised by the Administration.
- e. Participate in the Bay Area MBA All-stars (Signature Event) planning and any projects, initiatives or directives led by the President, Vice Presidents or Directors.
- f. Represent the GSM at one or more community, outreach or networking events each quarter.

## **ARTICLE VI – ELECTION OF OFFICERS**

### **Section 1. ROLE TRANSITIONS**

The GSMSA-BA roles transition process is as follows:

The role assignments will occur on a yearly basis according to the following timeline:

- a. Fall/Winter Quarter
  - i. Select and onboard first-year students as General Members
  - ii. Shadow current members and perform general members responsibilities
- b. Spring Quarter
  - i. President/Vice Presidents election
  - ii. Remainder of roles assigned after election
  - iii. Self-nomination period:
    - 1. Note: President/Vice Presidents will assign roles.
    - 2. President and Vice Presidents will select a person for the position only if more than one person applies (if only one person applies, they are given that position by default)
- c. Summer quarter
  - i. New roles begin service

### **Section 2. ELECTION COORDINATION**

The outgoing President and Vice Presidents will be responsible for coordination of the GSMSA-BA officer elections. The outgoing President may coordinate the process alone, with the help of the GSMSA-BA officers, or with the help of appointed members.

## **ARTICLE VII – OFFICER TERM LIMITS, REPLACEMENT, AND REMOVAL**

### **Section 1. RE-ELECTION ELIGIBILITY**

All officers can be re-elected to a second term in office. Once the second term has been completed, the officer is no longer an eligible candidate for that office.

### **Section 3. PARTIAL TERMS OF OFFICERS**

Members appointed or elected at a time other than the start of Summer quarter will serve the remainder of that year which will not be counted as a complete term with respect to the two term limit.

### **Section 4. REPLACEMENT OF OFFICERS**

Candidates should run for the GSMSA-BA offices only if certain of being able to serve three out of four quarters of the full term. Unforeseen circumstances may arise, however, and these officers can be replaced if the GSMSA-BA determines it is necessary.

### **Section 5. REPLACEMENT OF OFFICERS**

If the President cannot fulfill the duties of the office, the below succession plan shall go into effect:

- Vice President, External Affairs
- Vice President, Internal Affairs
- Director of Student Affairs
- Director of Academic Affairs
- Director of Marketing and Communications
- Director of Professional and Career Development

The GSMSA-BA may hold a new election as specified above for vacated position, or the duties of the office may be passed to another officer, as determined by a two-thirds majority vote of the current officers. The officer serving as the new President may retain the duties of the previous officer position, or a replacement can be elected.

## **ARTICLE VIII – MEETINGS**

### **Section 1. ADMINISTRATIVE MEETINGS**

Administration Meetings are typically held at the discretion of the GSM Administration and are typically held quarterly. Administration meetings shall be announced in advance to all members. Attendance is mandatory for all members unless unavoidable circumstances arise. The member must provide communication of their expected absence to the President and Vice Presidents.

### **Section 2. OFFICER INITIATIVES**

All Officers are required to communicate to the Bay Area MBA student body the initiatives and agendas for their office throughout the year as initiatives progress or change. The communication shall take place in a manner agreed upon by the members, the goal being consistency and effectiveness.

## **ARTICLE IX – AMENDMENTS**

### **Section 1. AMENDMENT PROCEDURE**

Proposed amendments to the by-laws may be submitted at any time during the academic year. Proposals for amending the by-laws should be prepared in writing. The proposal shall first be submitted to the President and Vice Presidents for review. Then, the GSMSA-BA shall review and discuss all proposed by-law amendments. A vote shall be conducted using a GSMSA-BA vote and recorded in the meeting minutes. A two-thirds majority vote of current officers is required to amend any by-laws. Votes on by-law amendments shall be recorded by indicating the name of each GSMSA-BA officers and their vote.

## **ARTICLE X – RATIFICATION**

### **Section 1. ADOPTION**

This constitution will be adopted if approved by two-thirds majority vote of the GSMSA-BA officers following the initial presentation of this document. A copy of the bylaws will be provided to the Deans of the University of California, Davis Graduate School of Management for final review and approval.