

**The Constitution of  
The General Management Association  
Eli Broad College of Business  
Michigan State University**

Effective: October 8, 2014

Article I  
Name & Purpose

Section I:

- A. This organization shall be called The General Management Association of the Eli Broad College of Business at Michigan State University.

Section II:

- A. The primary goal of the association is to create a dynamic forum for management students and all related parties.

Article II  
Membership

Section I:

- A. All registered students pursuing a degree at Michigan State University are eligible for membership.
- B. The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- C. Only MSU students may be officers and/or voting members.

Section II:

- A. Eligible students must apply for full year or semester memberships by filling out an application and by paying the membership fee regulated by the Board of Executives.
- B. Members must follow the Constitution of the Association to remain in Good Standing by:
  - (1) Retaining a minimum cumulative GPA of 2.00/4.00.
  - (2) Attending a minimum of three (3) member meetings per active semester.
  - (3) Attending a minimum of one (1) GMA sponsored event per active semester.
- C. They must obey resolutions made by the Board of Executives.
- D. All members must follow the University Rules and Regulations.
- E. All members of the Association shall enjoy the following privileges:
  - (1) The using of the facilities provided by the Association.
  - (2) To take part in functions arranged by the Association.
  - (3) To gain career development advice from The General Management Association Alumni and Eli Broad College of Business Faculty.

- F. Executive Board Officers must attend all Executive Board and Member Meetings unless excused prior to the meeting by the President.
  - (1) Executive Board Officers should notify the President twenty four (24) hours prior to the meeting unless in case of an emergency.
  - (2) Two excused unexcused absences will be dealt with during Executive Board Meetings on an individual basis.

Section III:

- A. The fee for membership in the organization is currently \$40.00 for the academic year (August-August) and \$30.00 for an academic semester.

Article III  
Directors & Elections

Section I:

- A. To become an Executive Board Director you must be a member of The General Management Association in good standing. Members will have the opportunity to interview for an Executive Board position. However, the person(s) running for president must meet certain qualifications. Please refer to Article III Section II. The interview is intended to identify the qualifications the person holds that would benefit the organization, and help drive necessary change for GMA (The General Management Association).
  - a. Elections will be held in early December or late November.
  - b. Terms will be from the first January 1<sup>st</sup> until December 31<sup>st</sup> or until next elections, whichever comes first.
  - c. Outgoing seniors of the existing Executive Board will conduct the interviews and decide new Executive Board.

Section II:

- A. If an Executive Board Director vacates their position for any reason then a current Executive Board Officer may fill the position.
  - a. If no Executive Board member fills that position it will become available to all GMA members in good standing.
- B. When there is a vacant position on the Executive Board and no current Executive Board Member wishes to fill that position, the interview process will take place as described in Article III Section I.
- C. Any Executive Board Director may motion for the expulsion of another Executive Board Director during any Executive Board meeting.
  - a. This issue will remain tabled until the next Executive Board Meeting and a vote will take place between Executive Board Members.
  - b. A 2/3 majority is required for the expulsion of the Executive Board Member.
    - i. This person will remain as a paid member in good standing, and will still have all rights as described in Article II Section II.

Section III:

A. The nine (9) Executive Board Officers shall share equal responsibility for the Association and all functions concerning it.

B. The Executive Board Directors of GMA and their duties are as follows:

**a. President:**

- i. Represent The General Management Association in a professional manner at all times.
- ii. Be responsible for overseeing all Executive Board functions, and assures each Executive Board Officer completes his or her duties.
- iii. Provide support for all GMA operations.
- iv. Maintain all contact with the Lear Center and the Eli Broad College of Business Department of General Management.
- v. Responsible for overall business strategy and Executive Board Member development.
- vi. Task delegation to fellow Vice-Presidents.
- vii. Update Eli Broad and GMA Facebook Pages.
- viii. Reply to emails through the GMA email account.
- ix. Facilitate and create itinerary for Executive Board and General Member meetings.
- x. Attend monthly Presidents' Council Meetings.
- xi. Make sure everything is orderly in the meeting room.
- xii. Register Organization as an RSO each academic year.

**b. Internal Vice President:**

- i. Oversee and provide support for Director of Finance, Director of Member Relations, and Director Community Outreach.
- ii. Update GMA Website.
- iii. Responsible for sign-in sheets at meetings.
- iv. Enforce Executive Board and Member attendance policies.
- v. Routinely update member email list.
- vi. Send out event reminder emails (GMA Newsletter).
- vii. Create PowerPoint for meetings.
- viii. Assist in conducting meetings.

**c. External Vice President:**

- i. Oversee and provide support for Director of Business Operations, Director of Recruitment and Director of Consulting Program.
- ii. Plan main events (overnight corporate visits, day visits, conferences, etc.) for GMA throughout the year.
- iii. In charge of CCC, ASMSU and Hall Government Funding for GMA main events.
- iv. Provide support for Director of Business Operations regarding purpose, planning, and the logistics of events.

- v. Work closely with Director of Consulting Program to develop business plan and program organization.
- vi. Assist Director of Recruitment in creation and design of flyers.
- vii. Promote GMA through advertisements electronically and in hard-copy form.
- viii. Assist President in developing future business strategy.
- ix. Work closely with speakers and business professionals.
- x. Help with facilitating meetings.

**d. Director of Business Operations:**

- i. Obtain contacts for potential presenters and/or networking opportunities.
- ii. Plan bi-weekly member meetings with professional speakers.
- iii. Point of contact and liaison between GMA and business professionals.
- iv. Contact speakers a few days prior to meetings to ensure their attendance.
- v. Send thank you emails to companies the day after they present.
- vi. Create an Event Committee as necessary comprised of GMA members.
- vii. Keep updated list of GMA professional contacts and pass down new Director of Business Operations is elected.
- viii. Collaborate with fellow business organizations to plan professional and social member events.
- ix. Report to External Vice President.

**e. Director of Finance:**

- i. Collect, record, and deposit membership fees.
- ii. Create a continuously updated list of current paid members.
  - 1. Send updated member list to GMA Executive Board Officers weekly.
- iii. Send President weekly financial updates.
- iv. Create budget for GMA in general and for specific trips and events.
- v. In charge of all member reimbursement matters.
- vi. Work closely with Director of Community Outreach and Internal Vice President.
- vii. Report to Internal Vice President.

**f. Director of Member Relations:**

- i. Be open to all members' questions concerning careers, interviews, resumes, and study habits.
- ii. Work with Internal VP to create PowerPoint for General Member meetings.
- iii. Refer members to Lear Center services.
- iv. Seek out career-enhancing opportunities around campus, and inform members of these opportunities.
- v. Compile all members' resumes, and send out to recruiter(s) after each bi-weekly presentation.
- vi. Contact GMA alumni for donations and potential mentoring interest.
  - 1. Create a GMA Alumni Mentor Contact List for members.
  - 2. Create and maintain Mentor Program for members.
- vii. Help plan social events for members or alumni with Director of Business Operations.
- viii. Report to Internal Vice President.

**g. Director of Consulting Program:**

- i. Implement consulting program by finding a company if needed.
- ii. Develop in depth business plan and overall strategy of program.
- iii. Form Consulting Program Team comprised of GMA Executive Board Officers and General Members.
- iv. Contact local businesses to gauge need for student consulting help.
- v. Assign positions and specific tasks to all Consulting Program team members.
- vi. Oversee and direct all business operations of program.
- vii. Hold a minimum of bi-weekly meetings with a strict attendance policy.
- viii. Report to External Vice President.

**h. Director of Recruitment:**

- i. Always help promote GMA.
- ii. Update plasma screen in BCC with upcoming GMA events.
- iii. Implement new and creative ways to advertise GMA.
- iv. Actively network and interact with members and potential members.
- v. Assist in creation and distribution of flyers as necessary.
- vi. Work with Director of Business Operations and Director of Member Relations to plan recruitment events.
- vii. Create a Recruitment Committee comprised of GMA members when needed.
- viii. Report to External Vice President.

**i. Director of Community Outreach:**

- i. In charge of all fundraising events.
- ii. Contact businesses and set reachable goals each semester.
- iii. Work closely with Director of Finance.
- iv. Create a fundraising committee comprised of GMA members if necessary.
- v. Collaborate with fellow business organizations.
- vi. In charge of all community service events.
- vii. Find events that will be beneficial and rewarding for community and GMA.
- viii. Report to Internal Vice President.

Article IV

General Operating Procedures

Section I:

- A. The General Management Association must hold bi-weekly General Member and Executive Board meetings.
- B. The Executive Board is responsible for establishing these bi-weekly meetings for the members in good standing.
- C. Executive Board Officers are responsible for holding department meetings if necessary. The frequency of these meetings is up to the discretion of the current Executive Board.

Section II:

- A. Rule of Order: Executive Board Meetings will follow a standard agenda to be provided by the President of the Association.

Article V

Amendments

Section I:

- A. All members in good standing may propose amendments to the constitution.
  - a. Suggestions to amendments must be presented during any type of meeting in written form. The Executive Board must vote on the amendment twenty one (21) days from initial proposal.
  - b. Amendments are repealed or amended by a 2/3 majority vote of the Executive Board. These amendments will take immediate effect.

Article VI  
Constitution

Section I:

- A. Interpretation of the Constitution shall rest with The General Management Association Executive Board.