

By-Laws of the Fogelman College of Business and Economics Student Delegate Board at The University of Memphis

ARTICLE I – NAME and PURPOSE

Section 1.

The name of this organization will be the Fogelman College of Business and Economics Student Delegate Board (FCBE SDB).

Section 2.

The purposes of this organization are:

- (a) to encourage students to choose the Fogelman College of Business and Economics as their college of choice by recruiting students at a variety of events such as College Day.
- (b) to provide quality customer service to students, parents, event sponsors, and visiting personnel,
- (c) to provide informational support for students, parents, and visitors regarding academic programs, student activities, and campus life within the Fogelman College of Business and Economics,
- (d) to enrich the experience for all students in the Fogelman College of Business and Economics through events like Promise Day and Open House.
- (e) to serve as a liaison between the students and the administration in the Fogelman College of Business and Economics
- (f) to serve as dedicated intermediaries to students, parents, and the business community.

Article II - Membership

Section 1.

Description: Membership should be a diversified and fully representative selection of FCBE students.

Membership of this organization shall be comprised of students who:

- (a) have declared a business major,
- (b) must be in good academic standing,
- (c) must have a 2.75 GPA or above,
- (d) must be involved in Fogelman College of Business and Economics promise initiatives,
- (e) should be familiar with Fogelman College of Business and Economics student organizations.

Section 2.

- (a) Selection of members of this organization shall be made without regard to race, gender, religion, sexual orientation, physical disabilities, nationality, or age.
- (b) Membership is limited to undergraduate students in the Fogelman College of Business and Economics. Prospective members cannot be graduating seniors who cannot provide one full year of service to the Delegate Board.

Section 3.

Membership must be approved by a selection committee composed of

- (a) Current delegate board members, in consultation with the organizational advisor

Section 4.

The process for applying for membership will consist of: completion of an application which includes a recommendation from a university faculty/staff or from an active delegate member. Those selected as prospective members shall go through an interview process with the selection committee.

Section 5.

There shall be an open application process. Applications will be collected year-round, with new membership confirmed on an as needed basis.

Section 6.

All members will be considered active. Members are expected to fulfill responsibilities of their association with the Delegate Board. These shall consist of participation in a suitable percentage of Delegate Board activities, as well as a suitable percentage of meetings. Decisions about discipline and dismissals shall be made in accordance with University policies. Members who cannot fulfill their obligations to the Delegate Board will be stripped of membership rights by the Executive Committee.

Section 7.

All active members shall have voting rights in the general selection of Executive Committee.

Section 8.

The organizational advisor is considered a non-voting member and will hold special advisory and information roles.

Article III - Officers

Section 1.

All officers must be active members of the Delegate Board. There shall be a President, an Executive Vice President, a Vice President of Communication, and a Vice President of Finance. The officers shall be referred to as the Executive Committee. **The term of the officers is one academic year (fall to spring). After an officer has served one year they are eligible to run for re-election if their duties were fulfilled while in office.**

Section 2.

The positions within the Executive Committee shall be filled by a membership vote on an as needed basis. All active members are eligible for election to officer positions.

Section 3.

Duties of Officers:

President: Shall preside over all meetings of the Executive Committee and active membership, shall make any needed appointments to the Executive Committee in accordance with Article III, Section 4 of these bylaws, and shall also form ad hoc committees as needed.

Executive Vice President: Shall assume the office of president in the event the elected president is unable to preside and shall assist in the execution of the president's office.

Vice President of Communication: Shall record minutes from all committee and member meetings, shall be responsible for the coordination of and documentation of FCBE SDB member activities, shall correspond with the organizational advisor and shall document the actions of all committee rulings and activities.

Vice President of Finance: Shall be responsible for preparation and presentation of all relevant financial reports, shall have the duty of dispersing all external and internal financial transactions in the name of the FCBE SDB, shall return the balance of any funds not dispersed to the appropriate entity as determined by the executive committee in the event the FCBE SDB should cease to exist.

Vice President of Membership: Shall record all board members attendance and participation. Verify eligibility of current and prospective members. Manage the promotion and expansion of the FCBE SDB.

Section 4.

If the office of the President shall become vacant, it shall be filled by the Executive Vice President. If the office of the Executive Vice President should become vacant, it shall be filled by appointment by the President, with the approval of two-thirds (2/3) of membership present.

Article IV - Finances

Section 1.

There shall be no yearly dues for membership.

Section 2.

There shall be a budget submitted by the Vice President of Finance and approved by the executive committee on an annual basis.

Section 3.

All financial contributions to this organization shall be expended for the purposes of the FCBE SDB. All funds shall be deposited to a business account bearing the name of the organization, with the Vice President of Finance and one more executive committee member.

Section 4.

In the event that the FCBE Student Delegate Board should dissolve, all funds belonging to the FCBE Student delegate board will be put toward scholarships for the Fogelman College of Business and Economics. **Article V - Meetings**

Section 1.

The organization shall have at least one regular meeting a month during the school year on days that the majority of the Delegates have agreed upon and in accordance to school policy and regulation. The nature of these meetings consists of discussing events that the board wants to hold in the college. Participation in events. Community involvement to support the Fogelman College of Business vision and values. Meet with the Dean of the college on occasion and inform him of the events we have planned.

Section 2.

The President, organizational advisor, or any other executive committee member may call a special meeting at any time of the school year.

Article VI - Amendments

Section 1.

All amendments to these By-Laws must be ratified by a vote of the majority of the Student Delegates present.

Section 2.

As needed a special committee of delegates shall review these By-Laws and make recommendation(s) at a regular meeting to determine a course of action. Proposals may be submitted by any member of the Delegate Board to members of the executive committee at any time.