Inter-Business Council Constitution

Shidler College of Business
University of Hawaii at Manoa
ARTICLE I: NAME

A. The name of this organization shall be the Inter-Business Council of the Shidler College of Business. The official abbreviation the name shall be IBC.

ARTICLE II: PURPOSES

Section I: Objectives

A. To serve as a liaison between the undergraduate student organizations, Alumni Association, and the administration and the faculty of the Shidler College of Business (hereafter referred to as SCB).

B. To promote healthy interaction and continued growth between and for the undergraduate SCB student organizations and the community (business and other wise).

C. To act in the best interests of all the undergraduate SCB student organizations, SCB, University of Hawaii at Manoa, and the community.

Section II: Mission Statement

A. The mission of the Inter-Business Council is to promote leadership and to build and strengthen the relationships amongst the SCB community to better serve the needs of the students within the SCB by creating opportunities that promote an environment of positive interaction, friendly competition, networking, professional interaction, personal development, co-curricular involvement, and academic excellence while upholding the image and integrity of the SCB.

ARTICLE III: MEMBERSHIP

Section 1: Organizations

A. All student organizations affiliated with SCB, upon proper registration with the University of Hawaii at Manoa Co-Curricular Activities, Programs, & Services, as a registered independent organization, shall be eligible for membership.

B. Eligible organizations may apply for membership as prescribed by the bylaws of this Constitution.

C. Organizations shall be considered for membership within two weeks of receipt of proper application during the Fall or Spring semester.

D. Proper application includes but is not limited to the following prerequisites and requirements:

   1. Constitution/ bylaws/ code of conduct/ rules and regulations
2. Submitted formal IBC application with appropriate documents
3. Proof of registered independent organization (RIO) approval
4. Prospectus for the initial semester/year of IBC inclusion
5. Organization’s complete Executive Board at the time of application

E. Eligible organizations shall present to the Dean of Shidler (Dean) in order to determine if the club is worthy of carrying the Shidler brand and if the club is worthy to be a member of IBC.

F. The eligible organization shall email the IBC Executive Board to inform them of the organization meeting with the Dean.

G. The organization shall provide the IBC Executive Board with an email from the Dean regarding the verdict of the meeting.

H. If the Dean approves of the organization, the organization must contact the IBC Executive Board to schedule a presentation at an IBC General Meeting.

I. If the Dean does not approve, the organization will be eligible to re-apply one calendar year from the date the organization initially presented to the Dean.

J. A two-thirds majority of the votes at a General Meeting cast shall be required for acceptance of the applicant into membership following an official hearing and presentation by a prospective organization.

K. If a two-thirds majority is not reached, the organization will be eligible to make another presentation at a General Meeting after one calendar year has elapsed.

Section II: Delegates

A. IBC Delegate membership is composed of the SCB undergraduate organizations’ current President and IBC Senator.

ARTICLE IV: REPRESENTATION

Section I: Definitions

A. Each member organization shall provide one Senator from their membership to serve on an IBC committee.

B. Each organization’s President and IBC Senator is expected to attend the first general meeting of each month and each IBC Senator is expected to attend all Executive Board Meetings to occur biweekly.

C. IBC meeting structure shall be as follows for each month:

   Week 1: General Meeting (Presidents and IBC Senators in attendance)
   Week 2: Executive Board Meeting (IBC Senators in attendance)
   Week 3: ------
   Week 4: Executive Board Meeting (IBC Senators in attendance)

D. The above meeting structure is subject to change under special circumstances.
Section II: Delegates:

A. Each individual Delegate shall represent himself or herself in IBC.

B. Each club has a total of two votes if both delegates are present. In the event of an absence, the absent Delegate(s) may select a representative from their Executive Board. If representative(s) are not present, then the vote is considered null and void.

C. The duties of the Delegates are to assist in IBC activities through committees and active participation, uphold the IBC constitution, and to represent IBC.

Section III: Qualifications

A. The President and Vice President shall have a minimum of one semester of IBC Executive Board experience.

B. For Vice President, the experience requirement may be waived in the case of a vacancy. See Section V.

Section IV: Duties

Senators:

C. Senators of member organizations shall be responsible for representing their respective organizations at all IBC meetings and shall report all IBC activities to their respective organizations.

D. Senators shall be organized into committees.

E. All Senators shall uphold this Constitution.

 Presidents:

A. Presidents are required to attend IBC general meetings at least once per month as designated by the IBC Executive Board.

B. Upon the request of the IBC Executive Board, Presidents are expected to assist in IBC activities.

C. All Presidents shall uphold this Constitution.

Section V: Voting

A. Each club’s President, Senator or elected representative shall have one vote each.

B. Each member of the IBC Executive Board, except the President shall have one vote each.

C. In the event of a tie during the voting process, the IBC President shall cast the deciding vote.
ARTICLE V: OFFICERS AND EXECUTIVE BOARD

Section I: Definition

A. The Executive Board of IBC will consist of the President, Vice President, Secretary, Treasurer, and the Director of Professional Development.

B. IBC in its totality shall consist of the aforementioned Executive Board and the current presidents and senators.

Section II: Duties

A. President: shall preside over all IBC meetings, including Executive Board meetings, special meetings, and changeover meetings; shall prepare the agenda for all meetings and shall perform all other duties of the Office of the President. The President does not receive vote unless a tie occurs. The President shall also coordinate the operations of IBC’s committees.

B. Vice President: shall organize all community services, shall act for the President in the latter’s absence, and be responsible in planning Super Club’s Day. The Vice President shall direct the Student Affairs Committee.

C. Secretary: shall be responsible for keeping official records of IBC, such as taking down meeting minutes, and shall notify all members of meetings, reserve all locations needed for IBC events; and shall check IBC’s email frequently. The Secretary shall lead the Alumni Relations and the Public Relations Committees.

D. Treasurer: shall be responsible for creating the official budget and handle all monetary transactions. The Treasurer shall review and disclose all transactions and an updated financial statement shall be presented at each general meeting. They shall also be in charge of issuing dues. The Treasurer shall lead the Finance Committee.

E. Director of Professional Development: shall be responsible for hosting at least two semesterly workshops and/or career enhancement events. Shall seek out new events to expose SCB students to the Hawaii business community. Shall lead the Executive Committee.

Section III: Term of Office

A. The term of the office for the Executive Board members shall be one year, commencing on their date of installation.

B. The date of installment for the President and Treasurer shall be before the last general meeting of the Spring semester.

C. The date of installment for the Vice President, Secretary, and the Director of Professional Development shall be before the last general meeting of the Fall semester.
Section IV: Elections

A. Elections shall be held before the last general meeting of the semester.
B. Any President, IBC Senator, or IBC Officer may make nominations.
C. Voting shall be by secret ballot.
D. The candidate who receives the most votes shall be appointed to the respective position. In the case unopposed candidates, a two-thirds majority vote must be met for appointment.
E. There shall be a maximum of a five-minute question and answer period for each position.
F. When voting takes place the considered nominees will not be present in the room.
G. The Vice-President and Secretary shall tally up the votes for each position.
H. After all positions are filled, the President shall introduce the new IBC Executive Board and the Election process will have ended.

Section V: Vacancies

A. In the event of a vacancy the Executive Board shall either appoint a temporary member to serve until a special election can be held or assume the responsibilities left by the vacancy amongst themselves.
B. Any IBC officer may fill a vacant position if a temporary elected officer is found for their current position.
C. A temporarily elected officer may hold a position for only one semester.
D. A temporarily elected officer may become a permanent officer by special election.
E. A special election shall be run as a normal election would as stated in Section IV.
F. No special election shall be held if the vacancy occurs within the 30 prior of the regular election.
G. If there is a vacancy for the Office of President, the Vice President shall assume the role of President. A temporarily elected officer shall be selected for Vice President.

ARTICLE VI: COMMITTEES

Section I: Standing Committees

A. The standing committees and their purposes shall be listed and defined in the bylaws.
B. The standing committees are of equal influence and rank and none shall outrank or attempt to disrupt the equilibrium and status quo set in the bylaws.
C. The standing committees are as follows:

**The Finance Committee**: shall be comprised the senators from Accounting Club (AC), Beta Alpha Psi (BAP), and the Financial Management Association (FMA). This committee will work jointly to create a realistic financial plan in order to keep IBC in healthy monetary standing. The responsibilities of this committee will be to issue all reimbursements and notices, and to collect fees and dues. The committee shall also organize and execute all fundraising initiatives. This committee shall be led by the IBC Treasurer.

**The Alumni Relations Committee**: shall be comprised of the senators from the Entrepreneurs' Club (EC) and the International Business Organization (IBO). Duties of this committee include: fostering a healthy relationship with the Alumni Association, and working with the Alumni Association to produce events that allow undergraduates to network and interact with the Alumni. One of the members of this committee shall also attend the Board Meetings of the Alumni Association. This committee shall be led by the IBC Secretary.

**The Public Relations Committee**: shall be comprised of the senators from the American Marketing Association (AMA) and from the Informational Technology Management (ITMA). Duties of this committee include: updating IBC’s website and other social media regularly updating the listserv, coordinating all activities related to the outreach program, and creating all advertisement materials required by IBC to produce a healthy rapport and organizational visibility. This committee shall also actively promote student involvement in the undergraduate organizations of SCB. This committee shall be led by the IBC Secretary.

**The Student Affairs Committee**: shall be comprised of the senators from Delta Sigma Pi (DSP) and the Society for Human Resource Management (SHRM). Duties of this committee include: assisting the Vice President with Super Clubs' Day, finding community service for IBC to participate in, and organizing recruitment week, student mixers, and the Executive Board picnic. This committee shall be led by the IBC Vice President.

**The Executive Committee**: shall be comprised of the senators from the Business Executive Society of Tomorrow (BEST) and Pi Sigma Epsilon (PSE). Duties of this committee include: hosting at least two workshops and/ or career enhancement events every semester, seeking out new events to expose SCB students to the Hawaii business community, and updating the database of professional contacts. This committee shall also and inform the SCB students about job, internship, and mentoring opportunities. This committee shall be led by the IBC Director of Professional Development.
D. The president will facilitate cooperation and transparency amongst the committees and supervise the execution of their responsibilities and duties.

ARTICLE VII: CODE OF CONDUCT

Section I: Disciplinary Action

Offenses

A. Failure to attend a meeting without a valid excuse will result in a first warning. The IBC Executive Board and Officers will determine validity of excuse.

B. Failure to perform duties as assigned without a valid excuse will result in a first warning. Validity of excuse will be determined at the discretion of the IBC Executive Board.

Charges

A. Any Senator, President, or IBC Officer may instigate suspension or expulsion proceedings.

B. Any Executive Board member may be charged with these proceedings.

C. Formal charges must be in writing and presented to the Executive Board at a regular meeting. Formal charges shall state the name of the transgression, offense, or failure of duties performed with empirical documentation, corroboration, and punitive or corrective actions to be taken.

D. A special meeting shall be held within one week of receipt of formal charges for the sole purpose of a trial.

Section II: Procedure

A. Senators or organizations being tried shall be granted the right to defend themselves.

B. The accused shall not be present during voting.

C. Voting shall be by secret ballot.

D. A two-thirds majority of the votes cast shall be required for conviction, and enforced immediately following an upheld conviction.

Section III: Determination Of

A. First offense will cause a warning.
   Definition: formal notice issued to President of club or IBC Senator in question with a request for reply.

B. Second offense will issue a notice of probation.
   Definition: an injunction with a specific time and date and required action of compliance shall be issued to the convicted. Failure to comply will merit a third offense.

C. Third offense will cause a suspension with an expulsion hearing.
Definition:
Suspension: at this time, all rights short of having tangible property in the Clubroom will be taken away; i.e. no notices on the IBC or individual club bulletin boards will be allowed, suspended club or executive board member will be excluded from IBC activities and the use of its property.

Expulsion: shall result in the physical removal of any evidence of club’s existence within the Clubroom and removal of all IBC privileges. Senators shall be removed from IBC and lose all IBC privileges with all evidence of their inclusion on the Executive Board removed. Expelled Executive Board members will also lose all privileges pertaining to IBC.

Reapplication: Clubs and IBC Senators may re-apply after the said time determined after the hearing.

ARTICLE VIII: IMPEACHMENT

Section I: Reasons
A. Executive Board members may be impeached for failure to fulfill duties of his/her office, for failure to uphold this Constitution and Bylaws, or for conduct contrary to the objectives of IBC.

Section II: Charges
A. Impeachment proceedings may be instigated by any Senator, President, or Officer.
B. Formal charges must be made in writing and presented to the Executive Board at any regular meeting. Formal charges shall state the name of the transgression, offense, or failure of duties performed with empirical documentation, corroboration, and punitive or corrective actions to be taken.
C. A special meeting for the sole purpose of a trial shall be held within one week of receipt of formal charges.

Section III: Procedure
A. When the President is to be tried, the Vice President shall preside.
B. Persons being tried shall be given the opportunity to defend themselves.
C. The accused person shall not be present during voting.
D. Voting shall be by secret ballot.
E. A two-thirds majority of the votes cast shall be required for the conviction.
F. Upon conviction, the convicted person shall be considered to have resigned from office. All IBC privileges shall be revoked and all evidence of their inclusion on the Executive Board removed.
ARTICLE IX: REGISTRATION

A. IBC and its member organizations shall register with the University of Hawaii Co-Curricular Activities, Programs, & Services as a Registered Independent Organization (RIO) in accordance with the rules and procedures.

ARTICLE X: AMENDMENTS

A. Any Senator, Club President, or Officer may propose an amendment.
B. Proposed amendments shall be submitted to the Executive Board in writing.
C. Notice of proposed amendments shall be posted on the IBC bulletin board by the Secretary, not less than 10 days prior to the meeting at which the proposed amendments will be considered.
D. All Officers and Senators shall receive copies of the proposed amendments not less than one week prior to its consideration.
E. A two-thirds majority of the votes cast shall be required to adopt the proposed amendments.
F. Copies of the adopted amendments shall be posted on the IBC bulletin board by the Secretary within one week after their adoption and shall remain for not less than two weeks.
G. All Officers and Senators shall receive copies of adopted amendments within one week after adoption.

ARTICLE XI: CLUBROOM USE (E402 and E502)

A. Each club will be responsible for maintaining the cleanliness and appearance of its own area (including the occasional cleaning of windows in their area) and, to a limited extent, the entire clubroom.
B. The windows and stairs must be kept clear of obstructing articles or furniture (exception being that items no higher than the window railings will be allowed against the railing).
C. No accumulation of articles or trash will be allowed along the walls or on the floor (remove all unwanted items and trash immediately).
D. Consumption of food and drinks will be allowed, but any resulting trash must be deposited in the appropriate receptacles.
E. Absolutely no smoking.
F. Absolutely no alcohol will be allowed.
G. Clubs will be responsible for the Clubroom if they choose to use it during closed hours.
H. Each club will respect another club’s property and privacy and will not create any disturbances.