

The Bylaws of the  
Undergraduate Business Council of  
The University of Texas at Austin

*Approved by UBC on May 2<sup>nd</sup>, 2018*

**Bylaw I:      Membership**

**S1:** Duties of all Active Members:

- (a) Attend weekly general meetings.
- (b) Attend a one-hour office hour each week.
- (c) Attend required events as established at the beginning of the year.
- (d) Serve on one committee during the course of the academic year.

**S2:** Business Foundation Students:

- (a) Are not officially enrolled in the McCombs School of Business.
- (b) Business Foundation students are therefore not eligible to apply for membership in UBC.

**S3:** Master in Professional Accounting students (MPAs):

- (a) Those with graduate standing in the McCombs School of Business are not eligible for membership in the UBC.
- (b) Those with undergraduate standing may serve on the Executive Board, as Elected Members, Organizational Members, or At-Large Members.

**S4:** Inactive Members

- (a) Are those members that are studying abroad or completing their MPA internship
- (b) Are not eligible to vote
- (c) May only be inactive for one consecutive semester

**S5:** Elected Members:

- (a) Additional duties shall be to attend regular Elected Member meetings.
- (b) Election:
  - (i) Signups will be open for a minimum of one week.
  - (ii) Signups must close no less than one class day after UBC interviews for At-Large positions are posted.
  - (iii) Each voter may only vote in contested elections using their own UTEID.
  - (iv) Each voter may vote for a total of three candidates.
  - (v) Each voter may vote for candidates from one classification.
  - (vi) Each voter may only cast one vote per candidate.
  - (vii) If fewer than three candidates from the same classification run for Elected Member, the person(s) with the highest number of votes who did not receive a position in their classification shall fill the vacant position(s).
  - (viii) Each voter must be a McCombs School student as recognized by the BBA Programs Office or the Masters Program in Accounting Office.
  - (ix) No candidate or supporter is allowed to campaign or post campaign materials within ten feet of the voting table.

- (x) Candidates may not run as a group
  - (xi) The written statement that each candidate submits to the Promotions Director will be made available to the voting public.
  - (xii) If a tie occurs, the run-off election will be held the following day.
  - (xiii) The Executive Board must keep all votes on record throughout the school year.
  - (xiv) No campaigning is allowed in the Millennium lab, MOD labs, AIM Reading Room, EDS lab, Reliant Room, and Frito Lay Student Leadership Center.
  - (xv) Candidate must receive a professor's approval before making a classroom announcement soliciting votes.
  - (xvi) If a candidate does not follow the rules outlined above, each violation is grounds for removal at the discretion of the Executive Board.
- (c) Replacement:
- (i) In the event of a vacancy, the Executive Board may offer the vacant position to the candidate with the highest number of votes who did not receive a position in their classification.
  - (ii) If the runner up declines the position, the next runner up shall be offered the position until the position is filled.
  - (iii) If there is no runner up, the Executive Board may appoint an Elected Member.

S6: Organization Members:

- (a) Additional duties shall be to attend regular Organization Representative meetings.
- (b) Selection:
  - (i) Organization Member applications shall be made available at least two weeks prior to the application deadline.
  - (ii) A committee of McCombs School staff members, excluding undergraduate students, shall review all applications for Organization Members.
  - (iii) All applicants shall be given a letter informing them of the Executive Board's membership decision.
- (c) In the event of a vacancy, the Executive Board shall fill the vacancy by appointing an Organization Representative.

S7: At Large Members:

- (a) Selection:
  - (i) At-Large Members will be chosen by a Executive Board through an application process run by the BBA Programs Office.
  - (ii) The Executive Board shall post the interview list the day after applications are due.
  - (iii) All interviewees shall be given a letter informing them of the Executive Board's membership decision.
- (b) A vacancy for an At-Large position may be filled by the Executive Board.

S8: Attendance:

- (a) General Absence Policy:

- (a) Missing a meeting is one absence.
  - (b) Missing an office hour is a half absence.
  - (c) Missing a required event is one absence.
- (b) Committee Absence Policy:
- (i) The committee absence guidelines are written out on the application for the available committee position.
  - (ii) The chair must explain these guidelines during the first committee meeting and outline how they plan to enforce them.
    - i. Any committee member who does not comply with the committee meeting guidelines will be referred to the Executive Board
    - ii. The appropriate penalty will be issued at the discretion of the Executive Board
    - iii. The maximum penalty shall not exceed more than one absence and removal from the committee
- (c) Late Policy:
- (i) Being late to a meeting is a half absence.
  - (ii) Being more than 10 minutes late to an office hour is a half absence.
  - (iii) Being late to a required event is a half absence.
- (d) Excused Absences:
- (i) Marriage or death in the immediate family.
  - (ii) Medical emergency in the immediate family.
  - (iii) University of Texas required examinations.
  - (iv) Rescheduled University of Texas classes required by instructor.
  - (v) Other absences, including those for religious holidays and recruiting events, will be excused at the discretion of the Administrative Director.

S9: Removal of Members:

- (a) Over three unexcused absences in one semester is grounds for removal at the discretion the Executive Board.
- (b) To remove a member, there must be a unanimous vote of the Executive Board.

S10: Impeachment Procedures:

- (a) To impeach, a member must announce during a regularly-scheduled meeting which member or officer the member wishes to impeach and the specific charge against that member or officer. The accused member must be present.
- (b) Upon declaration of impeachment, the accuser will have one minute to present the charge and the accused will have one minute to defend their case. The impeachment declaration will then be put to a vote before Council. A simple majority is required to approve the impeachment declaration. Impeachment procedures may then proceed if approved.
- (c) At the next regularly-scheduled meeting, the accused and the accuser may make their points. The accused and the accuser will both stand before council. The accuser will have two minutes to present their case. The accused will have two minutes to refute the accuser's arguments, and have one minute to cross-examine the accuser.

- (d) The Council will be allowed five minutes of questions for each party, after which the Council will vote. A three-fourths majority of the entire Council may remove the accused. No further vote on this impeachment can be made.
- (e) The President shall moderate the impeachment procedure.
- (f) If the President is the accuser or accused, the Vice-President shall moderate the impeachment procedure.
- (g) If the President and Vice-President are both involved in the impeachment procedure, the Administrative Director will moderate.

**Bylaw II: Executive Board**

S1: Election

- (a) Signups will be open to members only for a minimum of one week
- (b) Applicants must talk to the previous executive officer about the position they are seeking before signing up
- (c) Inactive members may run for an executive position if they will be physically present for executive transition
- (d) Signups must close one week prior to the scheduled election meeting
- (e) Election Proceedings for each office are as follows: individual speeches; questions to the candidates; voting; announcement.
  - (i) Elections for officers will begin with President then Vice President then contested elections in alphabetical order, then uncontested elections in alphabetical order.
  - (ii) Individual election speeches shall occur before Council.
  - (iii) Inactive members have the option of submitting their speech that will be read by the moderator in the event that their live connection fails
  - (iv) The President and Vice President will have five minutes to give an election speech; all other offices will have three minutes to give an election speech.
  - (v) After all candidates for an office have spoken, they will be assembled before Council and answer two questions: the first question will come from the outgoing officer; the second question will come from a member of council selected by the outgoing officer; the third question will be submitted by council during the executive election signup period and will be selected by the election monitor, and all candidates running for the same position will answer the same submitted question.
  - (vi) In the event that a live connection fails, the inactive members will bypass the questioning period.
  - (vii) Quorum must be present for elections.
  - (viii) A member must hear all speeches for an office in order to vote
  - (ix) Candidates will leave the room prior to Council's vote. Each member will have one vote to cast per office position.
  - (x) Votes will be counted by: The President, Administrative Director, and an election monitor. Should a conflict of interest exist with the

- President or the Administrative Director and the counting of votes, additional election monitors will be selected.
- (xi) Election monitors are appointed by the President.
  - (xii) In a contested election, a candidate must receive more than fifty percent of the vote to win a position.
  - (xiii) If no candidate receives more than fifty percent of the vote, there will be a run-off election between the two candidates receiving the most votes.
  - (xiv) In the run-off election, the candidate receiving the most votes shall win the position.
  - (xv) If there are only two candidates in an election, the candidate receiving the most votes shall win the position.
  - (xvi) In the case of a tie, the President's vote shall serve as the official tie-breaker.
  - (xvii) The election monitor will announce the result immediately following the tally of votes.
  - (xviii) Presidential candidates and Vice-Presidential candidates are permitted to run for other offices if their intentions are submitted in writing to the current President before the closure of election signups.
- (f) When Council is not able to physically assemble, voting for executive office shall take place over email
- (i) Members that were active during the original election may vote
  - (ii) Members that were active or inactive during the original election may run for the open position
  - (iii) Candidates wishing to run must send written applications to the President and Administrative Director to be sent out over the list serve
  - (iv) Votes shall be sent via email to the President and Administrative Director
  - (v) Voting shall remain open for two weeks after the written applications have been sent out
  - (vi) A justification of why a member is voting for a candidate must be provided with a vote
  - (vii) If quorum is not reached or a tie occurs, the Executive Board selects the candidate

## S2: Duties

- (a) The President shall be the Chief Executive of UBC. They shall preside over all sessions of the Council meetings, and Executive Board meetings. They shall have the power to appoint special committees with a majority of Executive Board approval. The President shall serve as a co-chair of the College Tuition & Budget Advisory Committee. The President is also responsible for maintaining relations with the administration of the McCombs School and the University.
- (b) The Vice-President shall serve in place of the President when the President is absent. In addition, the Vice-President shall be in charge of coordinating meetings in which the Organizational Representatives will

- discuss activities and issues facing the organizations, and shall oversee the Organization Member selection process.
- (c) The Academics Director shall be responsible for programs and activities relating to faculty and student interactions.
  - (d) The Administrative Director shall be responsible for: recording minutes for all UBC and Executive Board meetings, election procedures, and maintaining supplies and equipment to keep the UBC office functioning properly.
  - (e) The Careers Director shall be responsible for coordinating UBC programs related to career assistance for the student body.
  - (f) The Financial Director shall be responsible for handling, receiving, disbursing, and maintaining all financial records. The Financial Director will also maintain locker sales and other finance related activities.
  - (g) The Internal Controls Director shall be responsible for keeping UBC in compliance with the rules of a Sponsored Organization and rules from the BBA Programs Office as well as any other programs assigned to this office.
  - (h) The External Relations Director shall be responsible for all UBC recruitment activities, encouraging active student engagement in McCombs School affairs, and expanding relationships with the entire student body. The External Relations Director will coordinate the Elected Representatives.
  - (i) The Communications Director shall be responsible for all UBC media content, including, but not limited to the UBC website, a social media presence, and general advertisements. The Communications Director will manage current and future technological demands for the organization. They will also manage the UBC Application procedures.
  - (j) The External Relations Director shall be responsible for facilitating collaborations between the UBC and all other college councils. Additionally, the External Relations Director shall oversee the Elected representatives' election process and coordinate Elected Representatives' meetings and initiatives related to directly serving the student body.
  - (k) In the event that the Executive Board must appoint a replacement for a vacant Student Government Business Representative position, the replacement must have the approval of a majority of the Executive Board and meet all requirements listed in the Student Government Constitution.

S3: Removal

- (a) See Impeachment Procedures.
- (b) In the event of a vacancy, elections will proceed for the vacant office(s) as described in Bylaw I, Section I.

**Bylaw III: Senate Representative**

S1: Shall be elected by those members eligible to vote

S2: Is not an Executive Board position

S3: Shall be elected the meeting after Executive Board elections through the same process as all executive Board members apart from the President and Vice-President

**Bylaw IV: Finances**

S1: Budgetary Process:

- (a) All funding and expenditures for events must go through Undergraduate Program Accounts.
- (b) The budgetary process must be completed at the time of the Executive Board Retreat. At that time, the finalized budget must be presented for consideration and then approved by a majority vote of the Executive Board.
- (c) Officers and program chairs can be held responsible for any funds that exceed the budgeted allotment for the related programs.

S2: Use of Funds:

- (a) The President may act on behalf of the Financial Director under special circumstances and with the consent of the Executive Board.
- (b) Before anyone can use allotted funds, the expenditures must be approved by the Financial Director.
- (c) The Financial Director must ensure that all financial procedures comply with University and McCombs School policies.
- (d) The Financial Records of UBC shall consist of records for all disbursements and deposits of UBC. These records must be made available to any interested party upon request, including McCombs School students not on UBC. A copy of the budget must be kept in the office at all times.
- (e) The Financial Director has the right to refuse to process any expenditure which is in violation of the Constitution of UBC or the organization regulations of the University of Texas at Austin and the McCombs School.

**Bylaw V: Committees**

S1: The Executive Board has the power to create committees

S2: The Executive Board shall select membership of the committees

S3: The Executive Board may open membership to the entire McCombs School

**Bylaw VI: Quorum and Voting Procedures (Excluding Bylaw II, S1, e)**

S1: Quorum shall be defined as two-thirds of Council excluding inactive members.

S 2: In order to fast-track legislation, there must be a motion and a second from a council member.

- a. The council member who motions must be one who is not presenting the provision.
- b. A unanimous vote is required for legislation to be fast-tracked. Discussion can continue if the motion to fast-track is denied.