

The Constitution of the  
Undergraduate Business Council of  
The University of Texas at Austin  
*Established February 7, 1959*

**Article I: Name**

This organization shall be known as the Undergraduate Business Council of The University of Texas at Austin, and shall be referred heretofore as UBC.

**Article II: Purpose**

UBC shall be a democratic affiliation formed as the official representative organization of the undergraduate students enrolled in the Red McCombs School of Business at The University of Texas at Austin. UBC shall be dedicated to the continuous improvement of the McCombs School by encouraging active participation in college affairs, improving the quality of education, and providing those services deemed to be in the best interest of the students.

**Article III: Sponsored Organization**

- S 1:** The BBA Programs Office may make additional changes as required to comply with University guidelines for sponsored organizations. “Sponsorship requires support, endorsement, supervision and the assumption of responsibility for the action and activities of the sponsored organization.”
- S 2:** Each year, At-Large Members will be chosen by the Executive Board as outlined by the BBA Programs Office.
- S 3:** The BBA Programs Office must approve all events and activities that UBC sponsors.

**Article IV: Membership**

- S 1:** UBC membership shall consist of:
- (a) Executive Board
  - (b) Elected Members
  - (c) Organization Members
  - (d) At-large Members
- S 2:** The Council shall consist of all members of UBC except for the President.
- S 3:** All members of UBC must be enrolled in the McCombs School of Business.
- S 4:** Dues may not be charged for UBC membership.
- S 5:** Application fees or election fees may not be charged for UBC membership.
- S 6:** The Council may not exceed 100 active members as outlined in the Bylaws.
- S 7:** Members who do not fulfill the duties as outlined in the Bylaws of UBC are subject to removal from UBC in accordance with the procedures outlined in the Bylaws of UBC.
- S 8:** Vacancies of membership will be addressed as outlined in the Bylaws of UBC.
- S 9:** All members are expected to comply with The Code of Conduct and report any known violations to the Internal Controls Director. See appendix for more details.

## **Article V: Executive Board**

**S 1:** The Executive Board of UBC shall consist of:

- (a) President
- (b) Vice-President
- (c) Academic Director
- (d) Administrative Director
- (e) Careers Director
- (f) Financial Director
- (g) Internal Controls Director
- (h) External Relations Director
- (i) Communications Director

The Executive Board must fulfill the duties set forth in the Bylaws of UBC.

**S 2:** The following requirements must be met in order for an individual to qualify for an Executive Board position:

- (a) The individual must be enrolled in the McCombs School at the time of election and for the complete duration of the elected one-year term.
- (b) Each applicant must be in good academic standing in accordance with the BBA Programs Office or the Masters Program in Accounting Office for the duration of the elected term.
- (c) The individual must be either an active or inactive member of UBC at the time of elections.

**S 3:** In the case of a vacancy of office:

- (a) If the office of the President becomes vacant, the Vice-President will assume the position of President immediately at the time of vacancy, and the position of Vice-President will then be considered vacant.
- (b) If any office other than that of the President becomes vacant, then that office is to be filled immediately following the procedures outlined in the Bylaws of UBC.
- (c) If an individual currently serving on the Executive Board wishes to run in order to fill a vacant office, that individual must first resign their current position before announcing formal candidacy for the other office.
- (d) During the time between the vacancy of office and the election of a replacement officer, the President may delegate responsibilities of the office as deemed appropriate.
- (e) An office may not remain vacant for a period greater than three class weeks.
- (f) Any special election must take place during a long semester session.
- (g) To determine if an office is vacant for reasons other than resignation or impeachment, a three-fourths vote of the Council is needed.

**S 5:** Officer Elections are to be held during the month of April and are to follow all regulations and procedures set forth in the Bylaws of UBC.

## **Article VI: Elected Members**

**S 1:** UBC shall offer three Elected Member positions to each classification by year at The University of Texas at Austin.

**S 2:** Candidates for Elected Member must meet the following eligibility requirements:

- (a) Each candidate will represent the classification (by year) of which he/she is currently a member. The fourth-year positions will include students who have been enrolled at the University of Texas at Austin for four or more years.
  - (b) Each candidate must be enrolled in the McCombs School.
  - (c) Each candidate must be in good academic standing in accordance with the BBA Programs Office or Masters in Professional Accounting office.
  - (d) Each voter must meet the requirements as listed on the voter registration/information form published by UBC.
- S 3: Elections for Elected Members shall be held at the beginning of every academic year and shall follow all regulations and procedures set forth in the Bylaws of UBC.

### **Article VII: Organization Members**

- S 1: Any organization comprised of 2/3 McCombs School undergraduates may elect one Organizational Representative to attend regular Organizational Representative meetings facilitated by the UBC Vice-President.
- S 2: An organization is eligible for an Organization Member if it:
- (a) Has been registered with the Student Activities and Leadership Development (SALD) Office for one full year.
  - (b) Elects an Organizational Representative to serve for one full academic year.
- S 3: Organizational Representatives, if currently enrolled in the McCombs School of Business, may apply to serve as an Organization Member, with full UBC membership status, through an application process.
- S 4: The application process for selecting Organization Members shall be outlined in the Bylaws.
- S 5: UBC shall offer a maximum of twenty Organization Member positions.

### **Article VIII: At-Large Members**

- S 1: Applicants for membership at large must meet the following eligibility requirements:
- (a) Each applicant must be enrolled in the McCombs School.
  - (b) Each applicant must be in good academic standing in accordance with the BBA Programs Office or the Master in Professional Accounting Program office.
- S 2: The application process shall be outlined as defined in the Bylaws of UBC in accordance with the following:
- (a) All At-Large Membership applicants shall be selected by a formal application process.
  - (b) Complete procedures, dates, and necessary information regarding the application process shall be made readily available to all students in the McCombs School.
  - (c) At-Large Members shall be selected on a yearly basis each fall semester through the application process.
- S 3: There may be no fewer than 40 At-large Members at the beginning of the academic year.

### **Article IX: Voting**

- S 1: Each member of the Council shall have one vote.

S 2: A member may not vote unless present for all discussion on the matter. Proxy and absentee voting is prohibited.

S 3: A quorum is required for voting to take place.

S 4: Voting may take place at general meetings only.

S 5: Voting shall be conducted as a simple plurality where as the subset having the largest number of votes wins

(a) The possible subsets are For, Against and Abstain

(b) Abstain shall be defined as a vote in which a member does not feel informed enough to submit a vote of For or Against or disagrees with the fundamental purpose of the legislation being brought before the Council.

S 6: In the case of a tie, the President's vote will count as the official tie-breaker.

### **Article X: Meetings**

S 1: UBC shall meet once a week during the fall and spring semesters.

(a) The meeting day shall be chosen at the beginning of each semester by the Executive Board in the best interest of UBC.

(b) The Executive Board has the power to change meeting times and days to accommodate special circumstances.

(c) The BBA Programs Office representative will be present at UBC meetings and sponsored events at the discretion of the representative.

S 2: Guidelines regarding special meetings.

(a) May be called by the President with approval of the Executive Board.

(b) Notice must be given 48 hours before-hand.

(c) Must meet quorum.

S 3: At all regularly scheduled meetings, UBC shall present all matters coming before it.

(a) All matters which require voting will be acted upon with a majority vote unless stated elsewhere in this Constitution.

(b) All matters requiring discussion will be limited to 15 minutes per topic.

(i) It is the Vice-President's job to keep track of time.

(ii) If further discussion is desired, a hand vote will be taken by the Vice-President.

(iii) If simple majority is attained, discussion will be extended another 15 minutes.

(iv) This process may be repeated until discussion ends.

### **Article XI: Financial Procedures**

UBC must have a budget for each academic year of operation. The budgetary process guidelines set forth by the Bylaws of UBC must be adhered to by all members of UBC.

### **Article XII: Impeachment**

S 1: An officer or member may be impeached for not fulfilling their duties as listed in the Bylaws, or for gross misconduct.

S 2: The impeachment procedures are outlined in the Bylaws.

### **Article XIII: Amendment Procedures**

- S 1: Any member of UBC can propose an amendment to this Constitution by following this procedure:
- (a) Prominently post or distribute the proposed amendment to each UBC member.
  - (b) At a regularly scheduled meeting, read the current section(s) of the Constitution affected by the proposed amendment followed by each section's proposed amendment.
  - (c) At this meeting, Council will discuss the proposed amendment, and it may be changed. If changes are made, the proposed amendment must be adjusted accordingly and reposted or redistributed,
  - (d) At the next regularly scheduled meeting, discussion and debate will be held and new changes will be allowed.
  - (e) Once all desired changes are made to the proposed amendment, voting occurs.
- S 2: A three-fourths majority of the entire Assembly may approve the amendment.
- S 3: Amendment proposals must contain the date of which the amendment will become effective if passed.
- S 6: Amendments passed by the Council must be listed in Article XIV with the date it was approved. A copy of the amended Constitution shall be made available on the UBC website for the public to access.

### **Article XIV: Amendments**

1. Article III: Membership. Amended: March 10, 2004.  
Article VI: Organization Members. Amended: March 10, 2004
2. Article III: Membership. Amended: April 28, 2004  
Article V: Elected Members. Amended: April 28, 2004
3. Article III: Membership. Amended: January 19, 2005.  
Article IV: Executive Board. Amended: January 19, 2005.  
Article V: Elected Members. Amended: January 19, 2005.  
Article VI: Organization Members. Amended: January 19, 2005.  
Article VII: At-Large Members. Amended: January 19, 2005.
4. Article III: Sponsored Organization. Added: April 19, 2006.  
Article V: Executive Board. Amended April 19, 2006.
5. Article XIII: Amendment Procedures. Amended: March 28, 2007.
6. Article III: Sponsored Organization. Amended: April 11, 2007.
7. Article X: Meetings. Amended: November 26, 2008.
8. Article IV: Membership. Amended: March 11, 2009.
9. Article X: Meetings. Amended: February 2, 2011.
10. Article XIII: Amending the Constitution. Amended: November 16, 2011.
11. Article III: Sponsored Organization. Amended: December 6, 2017.  
Article IV: Membership. Amended: December 6, 2017.  
Article VII: Organization Members. Amended: December 6, 2017.  
Article XIII: Amendment Procedures. Amended: December 6, 2017.
12. Article V: Executive Board. Amended May 2<sup>nd</sup>, 2017.

**Article XV: Ratification**

S 1: This Constitution must be ratified by a three-fourths vote of the entire Council at a regularly scheduled UBC meeting.

S 2: Once ratified, this Constitution will take effect immediately.

*The Constitution of the Undergraduate Business Council of The University of Texas at Austin:  
Ratified by the Council on May 3<sup>rd</sup>, 2017.*