

**CONSTITUTION AND BY-LAWS
TENNESSEE ORGANIZATION OF MBA'S**

ARTICLE I: NAME AND RULES

Section I: Name

The name of the organization shall be the Tennessee Organization of MBA's, hereafter referred to as TOMBA.

Section II: Rules

The rules of this organization shall be by this constitution and by-laws, followed by Roberts Rules of Order.

ARTICLE II: MISSION AND PURPOSE

Section I: Mission

The mission of TOMBA is to be the premier professional development organization for MBA students at the University of Tennessee, Knoxville.

Section II: Purpose

The purpose of TOMBA shall be:

- A) To be the official representative organization of the MBA student body.
 - B) To promote interaction among MBA students in a manner which contributes to the learning process, professional development, and networking.
 - C) To serve as an interface between students and the business community.
 - D) To nurture alumni relations through networking, communication and events.
 - E) To unite administration, faculty, and staff in developing and maintaining the highest standards of business education.
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ARTICLE III: MEMBERSHIP & DUES

Section I: Requirements for Membership

Membership shall be open to any student enrolled in the MBA program and considered to be in good standing with the university and MBA office. This includes, but is not limited to, full-time MBA students and dual degree students.

Section II: Term of Membership

Membership in TOMBA is lifetime, although active membership is only expected while a student in the MBA program. Alumni are encouraged to get involved with events, sponsorships, and advisory positions.

Section III: Dues

Dues in the amount of \$75 shall be paid at the beginning of the academic term.

ARTICLE IV: OFFICERS

Section I: Officers

The officers of TOMBA shall be: President, Vice President of Operations, Vice President of Finance, Vice President of Communications, Director of Event Planning, Director of Philanthropy and Director of Special Projects. These officers shall function collectively as the Executive Committee of TOMBA.

Section II: Term of Service

These officers shall serve for a period of one year in their respected capacities, from January 1 of their first academic year until December 31.

Section III: Qualifications for Election

To qualify for election to one of the above offices, a candidate must meet the membership requirements and be capable of serving a full term of service. If the candidate is enrolled in a dual degree program, the candidate is encouraged to consider the length and level of commitment.

Section IV: Officer Standards

Officers will be asked to comply with Article III: Section I and Article IV: Section II and III. If at anytime an officer is unable to comply to these standards, that officer has forfeited their position.

Section V: Removal of an Officer

The president or a majority of officers reserve the right to ask for the removal of an officer. Any officers may be removed by a 2/3s vote by the executive committee. In the case that the president asks for the removal, the Vice President of Operations chairs the discussion and vote. If the Vice President of Operations experiences a conflict of interest, chairmanship goes to the officer next in line of seniority that is without conflict (i.e. the Vice President of Finance). Any removed officer reserves the right to appeal the decision before the general membership within three weeks of being removed.

Section VI: Officer Duties

The duties of officers and order of seniority shall be as follows:

A) President:

- 1) Chair all meetings of the general membership and the executive committee.
- 2) Administer the responsibilities, activities, and communications of the organization.
- 3) Assist and support the other officers with goals and responsibilities.
- 4) Serve as TOMBA's chief diplomat and representative for community, university and college of business administration events.

- 5) In case of an emergency, serve as a signatory for the checking account.
- B) Vice President of Operations:
- 1) Serve as the chair in the absence of the president or in any matter where the president experiences a conflict of interest.
 - 2) Assist and support the other officers with goals and responsibilities.
 - 3) Oversee the routine operations of the organization.
 - 4) Be responsible for conducting officer elections and certifying votes.
- C) Vice President of Finance:
- 1) Shall serve as the treasurer of the organization.
 - 2) Collection of dues and disbursement of funds.
 - 3) Compile and present a budget to the membership and advisor(s) by the end of the third full week of each semester.
 - 4) Keep an accurate measure of accounts receivable, accounts payable, cash on hands balance and checking account balances (as needed).
 - 5) Serve as the primary signatory for the checking account.
- D) Vice President of Communications:
- 1) Shall serve as the secretary and faculty liaison.
 - 2) Responsible for keeping the minutes of all general meetings and executive committee meetings.
 - 3) Responsible for all official TOMBA correspondence.
 - 4) Responsible for the TOMBA website, email address and online calendar.
 - 5) Responsible for any university and college of business administration required paperwork, including the Dean of Students student organization forms.
- E) Director of Event Planning:
- 1) Shall serve as the social chair of TOMBA and is encouraged to form a social committee from the membership.
 - 2) Responsible for planning and execution of all social activities.
 - 3) Work with other officers to compile and present a tentative semester schedule by the third full week to the membership and advisor(s) by the end of the third full week of each semester.
 - 4) Responsible for working closely with the other officers and faculty advisor(s) to secure sponsorships when available and appropriate.
 - 5) Common activities include Semester Kick-Off Parties, the Graduation/Holiday Party, tailgates, and faculty spotlights.
- F) Director of Philanthropy:
- 1) Shall serve as the philanthropy chair and is encouraged to form a philanthropy committee from the membership.
 - 2) Responsible for planning and execution of all philanthropic activities of the class.
 - 3) Responsible for organizing volunteer support for events.
 - 4) Responsible for working closely with the other officers and faculty advisor(s) to secure sponsorships when available and appropriate.
- G) Director of Special Projects:
- 1) Shall serve as the special projects chair and is encouraged to form a special projects committee from the membership.
 - 2) Plan and execute special projects, as decided by the executive committee.

- 3) Responsible for registering intramural teams with the university and appointing team captains.
 - 4) Responsible for establishing and maintaining the 2nd Year Mentor Program for the incoming class.
 - 5) Responsible for working with other officer to plan and execute alumni events, particularly in conjunction with Homecoming.
 - 6) Responsible for maintaining the MBA student lounge.
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ARTICLE IV: EXECUTIVE COMMITTEE

Section I: Definition

The Executive Committee shall retain ultimate responsibility for the work of the organization and shall make policy and ad-hoc decisions as needed.

Section II: Powers

The executive committee shall have the power to fill any officer vacancy with the exception of president, issue correspondence, expend funds, and schedule events as necessary. Within reason, these powers are granted for the purpose of fulfilling the mission and purpose of the organization.

Section II: Executive Officer Meetings

Executive Officer Meetings, commonly referred to as “Exec. Meetings,” shall be chaired by the president and occur on a bi-weekly basis in a location and time mutually agreed to by participants. Participants shall include all officers, the TOMBA advisor(s), and executive appointment(s) and members as requested.

Section III: Emergency Executive Meetings

At the discretion of the president or a majority of officers, emergency meetings can be called as needed.

Section IV: Quorum & Voting

Decisions of the Executive Committee shall be approved by a simple majority of officers and can be reconsidered by a majority vote of the membership.

Section V: Executive Appointments

With the approval of the executive committee, the president may make ad-hoc executive appointments. These are commonly used for the positions of Chief Chamber Ambassador, Homecoming Coordinator, and Graduation/Holiday Party Coordinator. These appointments serve for a period determined at the time of appointment, up to the term of the officers, and may be granted observer’s rights on the executive committee at the president’ discretion.

ARTICLE V: ELECTIONS

Section I: Date

Elections shall occur in October of the first semester for the incoming class.

Section II: Process

The election process is to be chaired by the president and overseen by the Vice President of Operations according to the following process:

- A) The membership of TOMBA shall gather at a specified time and place.
- B) Nominations for the office of president will be taken first. Once nominations are closed and at the discretion of the Vice President of Operations, candidates will have a brief (no more than 3 minutes) time to address the class.
- C) Once all candidates have addressed the class, voting will occur via secret ballot only by TOMBA members in good standing and of the electing class. Each member may cast only one vote.
- D) Current officers shall collect the ballots and the Vice President of Operations will oversee the counting and certification of the vote.
- E) A simple majority elects officers.
- F) In the case that no officer gains a simple majority, a run-off will be held between the 2-3 candidates with the majority of votes.
- G) In the case of a tie, the sitting executive committee shall cast the deciding vote.
- H) Once voting is completed and the Vice President of Operations certifies the vote, the winner will be announced.
- I) Nominations for the remaining offices will be taken in order of seniority.
- J) Losing candidates may be nominated and elected for any office remaining to be voted on.

Section III: Officer Training

Training of the incoming officers will be the responsibility of the outgoing officers. The officer-elects should attend all executive officer meetings and assist the outgoing officers with planning and executing events.

ARTICLE VIII: GENERAL MEETINGS

Section I: Frequency

General meetings are at the discretion of the president, with a minimum of one total membership meeting per semester.

Section II: Quorum & Voting

Quorum is established when a simple majority of members are present. Decisions of the general membership shall be approved by a simple majority of present members, including officers but excluding the chair. In the case of a tie, the chair of the meeting shall be the deciding vote.

Section III: Agenda

The agenda shall be developed by the chair and should include all new and old business.

ARTICLE IX: ADVISOR

Section I: Selection & Terms of Office

TOMBA shall have an academic advisor that is a full-time member of the faculty or an administrative official. The advisor shall be appointed by the president and approved by the executive committee. The advisors term shall be two years and advisors can serve multiple terms.

Section II: Additional Advisors

At the discretion of the executive committee and with the input of the advisor, TOMBA may ask area alumni, business leaders, and faculty to advise the organization. This is commonly utilized for selecting a separate advisor for the Knoxville Habitat for Humanity philanthropic effort.

ARTICLE X: MBA ADVISORY BOARD

The president and the appropriate number of other officers, including any requested by the faculty advisor or MBA program director, will make a state of the organization presentation to the MBA advisory board no less than once per year. This meeting is suggested in April and is scheduled through the MBA program director. This report should include the budget, schedule, goals and accomplishments of the current TOMBA.

ARTICLE XI: AMENDMENTS

Section I: Procedure

Amendments to the Constitution and By-Laws of TOMBA may be initiated by a majority of the Executive Committee or by a petition of membership submitted to the President and including any ten members.

Section II: Executive Approval

All proposed amendments shall be submitted to the Executive Committee for consideration and a vote of support.

Section III: Voting

The adoption of amendments shall be taken by ballot. A super majority of two-thirds shall be required for passage.

Section IV: Effective Date

Unless otherwise noted in the proposed amendment or in any conditions of passage, all amendments shall take effect immediately following adoption.

ARTICLE XII: DISSOLUTION PROCEDURES

In the event that TOMBA is dissolved, any funds remaining after full payment of obligations shall be transferred to the University of Tennessee College of Business Administration Scholarship Fund.

Revised on January 1, 2008

Accepted by the general membership on the _____ day of _____, 2008.

President's Signature

Secretary's Signature

President's Printed Name

Secretary's Printed Name