



Bylaws for Governance

Revised and Adopted: October 8, 2008

Mission

The Associated Students of Management (ASM) enhances the value of the student experience at the UC Davis Graduate School of Management (GSM) by creating a collaborative community that facilitates academic, social, and professional growth. We infuse energy into every activity while building a reputation of innovation and excellence.

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I. Overview

The membership of the ASM is comprised of current full-time MBA students at the Graduate School of Management (GSM). The ASM provides a framework for incorporating student ideas into the MBA program, networking with alumni, engaging in philanthropic activities, and coordinating extracurricular events.

II. Membership

Current GSM students who have paid the ASM dues are members of the ASM. Membership entitles full access to and support from the ASM board, activities,

clubs, etc. Students must be ASM members to run for ASM and club offices, and to vote in ASM and club elections.

III. Dues

Dues are collected during Orientation, which covers the entire time the student is enrolled in the GSM. Students joining the program for one year, such as transferring WP students, may pay half the regular dues. WP students wishing to join a club sponsored by the ASM must pay a one-time \$30 pro-rated ASM fee. Otherwise, membership is allowed on a case-by-case basis. Dues are determined by the ASM board.

IV. Meetings

ASM meetings will be regularly scheduled and open to all students. Minutes will be taken and posted.

V. Voting on ASM Decisions

Decisions of the ASM officers are made by consensus. Every effort should be made to build a consensus. If, after all officers have expressed their opinions, a consensus cannot be accomplished, a vote will be taken following these guidelines:

1. One vote per officer. Only elected officers may vote, though they represent the membership.
2. Simple majority determines the decision.
3. A quorum (six officers) is necessary to vote on any motion.
4. Voting can be done with non-ASM officers present.

VI. Officers and Responsibilities

General Duties:

- Officers work as a team in the fulfillment of the general mission of the ASM and the specific responsibilities of each officer. All officers perform other duties as necessary.
- Officers are expected to involve the ASM members in organizing activities as much as possible. Many of the responsibilities listed below do not require that the officer personally organize the event or activity; others may be appointed instead. The officer is merely responsible for seeing that the duty is completed.
- Officers will maintain records to facilitate the passing of knowledge to each new set of officers.
- All officers are responsible for the budgets of their individual positions.
- The board consists of 11 student officers and 1 non-voting staff member whose duties are outlined below. There shall be no co-positions.

President

- Represent the GSM when required
- Coordinate the activities of the ASM officers
- Facilitate ASM meetings, including determining the schedule of meetings and the agenda
- Poll the ASM members to determine student opinion when desired
- Encourage ASM member participation in organizing events and activities. This includes inviting non-officers to attend ASM meetings to get input into ASM decisions
- Organize the Commencement Speakers Committee for the graduation of the officers' own class. This is done after the term of office expires
- Meet with the Dean of the GSM when required
- Meet regularly with the Dean of Admissions and Faculty Representative to facilitate information transfer between the faculty and the students
- Facilitate the transition process after the election of new officers
- Uphold adopted parliamentary procedures during meetings and enforce approved bylaws
- Will begin serving immediately after elected in the fall quarter to represent first year interests and to facilitate the transition between the boards

Vice President and Director of Student Affairs

- In the event that the President cannot attend a board meeting, the VP is responsible for the agenda and facilitation of that meeting
- Serve as student liaison to Career Services (CS) and Student Affairs.
- Assist CS in their efforts to improve their services to the student body, including giving feedback on services such as CS workshops and the newsletter and communicating with the student body about CS events.
- Provide periodic updates from CS and Student Affairs to ASM officers at the weekly meeting.
- Meet regularly with the CS Director and the Assistant Director, Admissions & Student Services or their appointed representatives.
- Manage the ASM Bylaws and Policies and Procedure documents. As the community grows our governing documents need to reflect these changes.
- Support the VP Director of Communications and Technology and the President with transfer of knowledge and transition management activities.
- Coordinate ASM efforts to support sanctioned Clubs. Act as the primary Club Liaison and communicates regularly with Club Presidents
- Coordinate quarterly proposal submissions for Club project and special project funding.
- Coordinate "New Student Leader Orientation" to train newly elected club leaders.
- Together with Director of Orientation and Student Services Rep, plan, organize and lead MBA Day activities for newly admitted students.
- Organize Coffee talks: In winter quarter, the new board interviews 2nd yr students; in the Fall Quarter - old board interviews 1st yr students. Compiles

and presents findings to ASM Board and appropriate members of the administration. Spearheads efforts to address any issues that come up.

- Coordinate the election of the Second Year Representative.

Director of Academic Affairs

- Represent student views to the faculty and Associate Dean on the GSM academic program
- Administer mid-quarter academic faculty evaluations
- Coordinate the voting and presentation of the Professor of the Year Awards
- Identify and communicate course scheduling conflicts to Associate Dean
- Attend quarterly Education Policy Committee Meeting
- Serve as a liaison between students and appropriate staff/faculty to deal with certain academic issues

Director of Alumni Relations

- Serve as a member of the GSM Alumni Association Board of Directors
- Work with Alumni Relations Coordinator to facilitate student interaction with alumni including, but not limited, to Snow Day, Sac Valley Socials, Picnic Day, the C4C wine benefit, and Shadow Day
- Serve as a member of the C4C Wine Benefit committee as “Director of Alumni Communications”
- Work with Director of Student Affairs and Career Services on Shadow Day
- Assist the Director of Marketing with alumni sponsorship and participation in the annual GSM Golf Classic
- Organize the traditional Briefcase Brigade in the UC Davis Picnic Day parade
- Lead the 2nd year class gift committee and promote 100% participation
- Serve as class representative for post-graduation alumni events (Reunions, etc.)

Director of Communications and Technology

- Coordinate the election procedures for the ASM officers
- Announce ASM meeting times and locations to the membership
- Take minutes during each meeting. Post the minutes soon after each meeting
- Maintain the ASM website
- Assist clubs in website maintenance and calendar updates
- With President, uphold parliamentary procedures during meetings and enforce approved bylaws.
- Maintain or manage the GSM all-school calendar (Trumba) for ASM-sponsored activities.
- Maintain a written and visual history of the ASM and its events, including photos, videos, and news stories.

Director of Orientation

- Act as a liaison to all incoming students, including first years, WP transfers, and exchange students
- Lead and manage ASM Orientation. Coordinate ASM activities with the GSM staff and club leaders
- Together with the Vice President and the Student Services representative, plan, organize and lead MBA Day activities for newly admitted students
- Recruit ASM members and ensure that membership benefits are understood
- Encourage new student participation in activities and events throughout the Fall Quarter
- Administer lockers to ASM members
- Order business cards and permanent name tags for incoming students
- Manage ASM study rooms

Director of Community Relations

- Act as a liaison between ASM and Challenge for Charity (C4C) chapter, and serve on various C4C Committees, including the C4C Wine Benefit, as needed
- Promote philanthropy at the GSM through encouraging students to participate in community service and fundraising activities with C4C charities and other local community organizations
- Invite GSM WP students, staff, faculty and alumni to participate in and support C4C and other community service initiatives whenever possible
- Work with the ASM as needed to obtain support for volunteering, social, alumni and fundraising activities

Director of Finance

- Prepare and maintain the ASM budget. Submit the budget to the officers for approval during the Spring Quarter
- Communicate with clubs regarding their ASM funding allocation
- Coordinate quarterly proposal submissions for club project and special project funding
- Prepare and submit requests for GSA-provided funding available to the GSM for activities
- Keep financial records of all revenues and expenses
- Assist with the financial management of all ASM events
- Maintain the ASM accounts at Bank of America and UC Davis
- Register ASM annually at Student Programs & Activities Center
- Serve as liaison with GSM Business Office

Director of Marketing

- Plan and coordinate the Annual GSM Golf Classic

- Coordinate the GSM merchandise program, including ordering, promotion, sales, and accounting
- Coordinate transfers of merchandise funds to ASM general fund with Director of Finance
- Offer GSM merchandise to ASM members and non-members, to WP students, and to Alumni at all times and at ASM events such as Alumni Day and Picnic Day
- Initiate, organize and support ASM fundraisers to meet ASM funding needs and goals with special care that doing so will not erode the success of major fundraising activities like the C4C Wine Benefit or the ASM Golf Tournament

Director of Social Activities

- Coordinate ASM social events which will appeal to a broad range of the ASM membership and their families, including courtyard socials, birthday events, and parties
- Conduct at least one ASM social event per month
- Help with other ASM events as needed
- Organize intramural sports
- Organize the End-of-Year party

Second Year Representative

- Serve as a full voting member of the ASM board upon the entry of new officers in the winter quarter
- Serve as the liaison between the ASM and second-year class. Represent second-year views
- Strive to involve the second-year students in ASM and GSM activities
- Hold periodic second-year meetings to communicate ASM decisions and determine second-year views
- Act as liaison to endowment committee
- Organize "Disorientation" activities for graduating class

Staff Representative

- A member of the Student Services/Affairs Staff who serves as a non-voting member of the ASM Board
- Acts as a liaison between the ASM and the staff/faculty/administration when appropriate
- Assists with the transfer of knowledge from one board to the next
- Advises board on school policies/procedures

VI. Election of ASM Officers

Coordinator:

Director of Communications and Technology. This officer may coordinate the process alone, with the help of other ASM officers, or with the help of appointed election officials. All election officials and election procedures are subject to the approval of the ASM officers.

Election of the Second-Year Representative:

Schedule: Late Fall Quarter

Voters: Second-year students.

Procedure: Determined by the ASM officers.

Election of the Officers:

Schedule: Fall Quarter.

Voters: First-year students.

Procedure: Determined by the ASM officers.

Note on procedure: The ASM officers may determine the timeline and the specific procedures used for the elections. The following principles should serve as a guide:

- One vote per person.
- Candidates may vote.
- Only ASM members may vote.
- Voting may be by paper ballot or email ballot.
- Voting should be anonymous. In the case of email balloting, where the identity of the voter is obvious, the email ballots should be counted privately by one person or a small number of election officials.
- Candidates may be nominated by others or self-nominate. They must accept the nomination before being added to the ballot. Only ASM members may be candidates.

VII. Term of Office, Replacement of Officers, and Removal of Officers

Officers (Including Second-Year Rep):

Term begins January 1 and ends December 31st.

Transition process: The new ASM officers should be brought into their new responsibilities with an organized transition program run by the old officers. This process will be determined by the old officers but should include ample assistance and training. Possibilities include a joint meeting of all old and new officers, scheduled one-on-one time, and a social event.

Replacement of Officers

Candidates should run for ASM office only if reasonably sure of being able to serve the full term. Unforeseen circumstances arise however – going on foreign exchange, leaving the program, etc. – and these officers can be replaced if the ASM officers determine it is necessary. A new election may be held to elect a new officer. The ASM officers may determine procedures and scheduling.

Replacement of the President:

If the President cannot complete the term of office, the ASM officers may hold an election for a new President as specified above, or the duties of the office may be passed to another officer, as determined by a majority vote of the ASM officers. The officer serving as the new President may retain the duties of the previous Director position, or a replacement can be elected.

Removing an officer:

An officer may only be removed from office by the unanimous vote of all other officers. This is an extreme situation and must be exercised only if the officer in question has committed a gross dereliction of duty determined to adversely harm the ASM.

VIII. Changes to the By-Laws

Changes can be made by a simple majority vote of the ASM officers. Once a change is made, the by-laws may simply be rewritten; a list of changes is not necessary.