CONSTITUTION OF THE UNDERGRADUATE BUSINESS COUNCIL
# Table of Contents

MISSION STATEMENT ............................................................................................................. 3
VALUED ACTIVITIES .............................................................................................................. 3

**ARTICLE I: MEMBERSHIP** .................................................................................................. 3

SECTION 1: Officers of the Undergraduate Business Council .................................................. 3
SECTION 2: Responsibilities of Active Members ....................................................................... 3
SECTION 3: Absences .............................................................................................................. 3
SECTION 4: Non-Discrimination ............................................................................................... 3
SECTION 5: Membership Revocation ....................................................................................... 3

**ARTICLE II: SELECTION AND DUTIES OF OFFICERS** .................................................. 4

SECTION 1: Selection Process .................................................................................................. 4
SECTION 2: Term of Office ....................................................................................................... 4
SECTION 3: Officer Duties ........................................................................................................ 4
SECTION 4: Duties of the President .......................................................................................... 4
SECTION 5: Duties of the Vice President of College Relations .................................................. 5
SECTION 6: Duties of the Associate to the Dean of Undergraduate Programs ............................. 5
SECTION 7: Duties of the Vice President of Finance ................................................................. 5
SECTION 8: Duties of the Vice President of Operations ........................................................... 6
SECTION 9: Duties of the Vice President of Marketing ............................................................. 6
SECTION 10: Duties of the Vice President of Community Engagement ..................................... 6
SECTION 11: Duties of the Class Representatives ..................................................................... 6

**ARTICLE III: COMMITTEES** .............................................................................................. 7

SECTION 1: Formation of Committees and Task Forces ............................................................ 7

**ARTICLE IV: POLICY AND REGULATIONS** ...................................................................... 7

SECTION 1: Policies .................................................................................................................. 7
SECTION 2: Amendments ......................................................................................................... 7
MISSION STATEMENT
To serve as the primary representatives of undergraduate business students and organizations in order to boost the undergraduate business experience by fostering the Fisher Community.

VALUED ACTIVITIES
The Undergraduate Business Council serves as the primary student governing body for undergraduate business majors, oversees the Council of Presidents (COP), and acts as the umbrella group for Fisher student organizations. Members provide guidance on major policy issues affecting students in the college. Additionally, the Council plans regular activities designed to foster a sense of community around the Fisher campus while increasing extra-curricular business learning.

ARTICLE I: MEMBERSHIP

SECTION 1: Officers of the Undergraduate Business Council
Officers shall include President, Vice President of College Relations, Associate to the Dean of Undergraduate Programs, Vice President of Finance, Vice President of Operations, 4th Year Representatives (2), 3rd Year Representatives (2), 2nd Year Representatives (2), 1st Year Representatives (2), Vice President of Marketing, and Vice President of Community Engagement. These officers comprise the body that shall herein be referred to as the Undergraduate Business Council (UBC), with the chain of succession according to the order in which the officers are listed above.

SECTION 2: Responsibilities of Active Members
Active members shall be subject to the following responsibilities: attend and have voting rights at all business meetings and participate in at least one initiative.

SECTION 3: Absences
All Undergraduate Business Council members have up to three excused absences per semester, which can be used at any time. Members must inform the Vice President of Operations at least 12 hours in advance of their absence and any more than three absences will require a discussion with the President and Advisor for extenuating circumstances.

SECTION 4: Non-Discrimination
Non-Discrimination – Membership into the Undergraduate Business Council, or the right to hold office therein, shall in no way be determined on the grounds of sex, race, creed, nationality, sexual orientation, or religion.

SECTION 5: Membership Revocation
Membership Revocation – An officer who does not meet the attendance requirements, breaks one of the University’s discriminatory practices, or steals from the organization will be removed from membership after a majority vote of UBC. Using money inappropriately will require the officer to be immediately removed.

SECTION 5.1: Officer Resignation – An officer who is resigning must submit a notice to the President at least two weeks prior to leaving. If this is not done, they can be removed with a majority vote of UBC.

SECTION 5.2: Officer Removal – If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is derelict in performance of the duties of their office, or is in violation of The Ohio State University Student Code of Conduct, they can be removed through a majority vote of UBC.

SECTION 5.3: Advisor Removal – Advisors can resign at any time, but must give two weeks’ notice and help in the finding of another advisor. UBC can also vote to replace an advisor if said advisor is not fulfilling their role, as long as UBC notifies the advisor and has a replacement in mind.
ARTICLE II: SELECTION AND DUTIES OF OFFICERS

SECTION 1: Selection Process
The Undergraduate Business Council be selected through an application and interview process conducted by a selection committee.

SECTION 1.1: Selection Committee – The selection committee will consist of the outgoing UBC President and any graduating officers. In the event that the current UBC President reruns for presidency, the Vice President of College Relations will lead interviews for the presidency.

SECTION 1.2: First Year Representative Selection Committee – The selection committee will consist of the UBC President and at least two other UBC officers.

SECTION 2: Term of Office
Applications for UBC will be available at the end of January and will be due mid-February. Applications for the First Year Representative positions will be available early September and will be due late September. The term of office for UBC members will be from selection in early spring semester through the end of new officer selections in the following academic year, unless the officers’ role is resigned or revoked. The term of office for First Year Representatives will be from selection through the end of new officer selections.

SECTION 3: Officer Duties
The duties of all officers herein described shall include, but are not limited to, operating within the bounds of upholding the Undergraduate Business Council Constitution, the Fisher College of Business Statement of Mission, and the programs set forth by the Undergraduate Business Council.

SECTION 4: Duties of the President
The duties of the President shall include:

- Realizing the Undergraduate Business Council's vision to provide an enhanced undergraduate business experience and an enriched undergraduate business degree
- Carrying out the Undergraduate Business Council's dual missions to "serve as the primary representatives of undergraduate business students and organizations," and to "boost the undergraduate business experience by fostering the Fisher Community."
- Implementing and coordinating policies set forth and agreed upon by the Undergraduate Business Council
- Chairing all general and executive UBC meetings
- Keeping abreast of all issues and projects concerning the Undergraduate Business Council
- Acting as the primary liaison between the Undergraduate Business Council and other student organizations
- Enabling the free flow of information between the student body and the Undergraduate Business Council
- Maintaining relationships and regular contact with administrators, faculty, staff, and students involved in the undergraduate program
- Setting the Undergraduate Business Council calendar
- Leading the Council of Presidents
  - In the event that the President cannot attend a COP meeting, the Vice President of Finance or the Vice President of College Relations will lead the meeting in their place.
SECTION 5: Duties of the Vice President of College Relations
The duties of the Vice President of College Relations shall include:

- Carrying out the Undergraduate Business Council’s mission to “serve as the primary representatives of undergraduate business students and organizations”
- Overseeing the Vice President of Marketing, including:
  - Consulting on strategy implementation
  - Providing guidance on pertinent UBC/Fisher issues or actions that affect the Vice President of Marketing’s role
- Assisting the President in COP affairs, including:
  - Event planning related to student organization programs
  - COP president involvement campaigns
  - Serving as the Undergraduate Business Council representative and liaison in regular attendance at business student organization meetings
- Maintaining relationships and regular contact with administrators, faculty, staff, and students involved in the undergraduate program.
- The Vice President of College Relations will also be responsible for additional duties assigned by the President.

SECTION 6: Duties of the Associate to the Dean of Undergraduate Programs
The duties of the Associate to the Dean of Undergraduate Programs shall include:

- Representing the interests of the Undergraduate Dean to UBC
- Informing the Undergraduate Dean of the ideas, goals, and initiatives of UBC and the undergraduate student body during bi-weekly meetings
- Planning and running any events and initiatives for the Undergraduate Dean and UBC (i.e. Donuts with the Dean)
- Serving as the voice of students to the Undergraduate Dean

SECTION 7: Duties of the Vice President of Finance
The duties of the Vice President of Finance shall include:

- Managing the Undergraduate Business Council finances
  - Serving as treasurer and completing all required trainings and funding applications in the required timeframe
  - Creating semester budgets
  - Maintaining balanced fiscal records
  - Collecting all monies owed to the Undergraduate Business Council
  - Understanding accounting processes and controls material to the Undergraduate Business Council treasury operations
  - Establishing internal accounting controls
  - Initiate and oversee fundraising programs
  - Facilitating funding and payment for UBC operation and programming
- Overseeing COP Fund Finances
  - Establishing rules for Fund usage
  - Marketing the Fund to business student organizations
  - Serving as the primary contact for inquiries, requests, and funding status’ of COP Funds
  - Budgeting and tracking Fund usage
  - Assisting the Undergraduate Leadership & Engagement Office, in its role as treasurer of the Fund, to disburse approved grants
  - Running the funding portion of COP Meetings
- The Vice President of Finance will also be responsible for additional duties assigned by the President
SECTION 8: Duties of the Vice President of Operations
The duties of the Vice President of Operations shall include:
- Maintaining the rosters of UBC officers, including event and meeting attendance
- Recording minutes of UBC and COP meetings
- Reporting all attendance policy violations to the President and Advisor
- Providing and keeping public record of historical UBC and COP minutes
- Sending meeting reminders and minutes to Council members
- The Vice President of Operations will also be responsible for additional duties assigned by the President

SECTION 9: Duties of the Vice President of Marketing
The duties of the Vice President of Marketing shall include:
- Leading membership recruitment and UBC informational campaigns
- Establishing marketing campaigns including:
  o Website management and social media
  o Schoenbaum lobby’s bulletin board
  o Display materials for organization fairs
  o Assist in compiling Fisher’s weekly newsletter, This Week In Schoenbaum
- Working with the Vice President of Community Engagement to keep record (written and visual/photography) of UBC special events
- The Vice President of Marketing will also be responsible for additional duties assigned by the President.

SECTION 10: Duties of the Vice President of Community Engagement
The duties of the Vice President of Community Engagement shall include:
- Setting the mission and overseeing the logistics of UBC-sponsored and co-sponsored special activities targeted to individuals outside of UBC, such as Fisher Fall Frenzy, Fisher Week of Welcome, Fish Bowl Competition, etc.
- Budgeting program funding for special events with the Vice President of Finance and the Undergraduate Leadership & Engagement Office (ULEO)
- Working with the Vice President of Marketing to promote and keep record (written and visual/photography) of UBC special events
- Coordinating UBC’s involvement in other college-wide events
- The Vice President of Community Engagement will also be responsible for additional duties assigned by the President

SECTION 11: Duties of the Class Representatives
There are a total of either (8) Class Representatives, two (2) representatives from each of the four (4) classes. Duties of the Class Representatives shall include:
- Carrying out the Undergraduate Business Council’s mission to “Serve as the primary representatives of undergraduate business students and student groups”
- Serve as a representative of their class, participating in UBC outreach and engagement initiatives
- Coordinating and hosting various focus groups for the respective class
- Drafting and sending semesterly newsletters to respective classes
- Compiling and assisting with the weekly Fisher newsletter, This Week In Schoenbaum
- Assist in the coordination of UBC-sponsored events including, but not limited to; Fisher Fall Frenzy, Fish Bowl Competition, Fisher Impact Day, Donuts with the Dean, Reading Day, and the Undergraduate Recognition Ceremony
- Assisting in the recruitment of 1st Year Class Representatives
- Coordinating at least one UBC project/initiative per semester
- Class Representatives will also be responsible for additional duties assigned by the President
ARTICLE III: COMMITTEES

SECTION 1: Formation of Committees and Task Forces
The President of the Undergraduate Business Council can propose to create committees, task forces, and initiatives as needed. The proposal must be approved by a majority of UBC. Members of task forces and initiatives will include UBC members and non-UBC members.

ARTICLE IV: POLICY AND REGULATIONS

SECTION 1: Policies
The Undergraduate Business Council by majority vote of the office shall have the power to establish Undergraduate Student Policy names Statements of Policy, create regulations named UBC Regulations, and institute organization change such that it sees fit to pursue the goal of its purpose within the guidelines established through this constitution and the Fisher College of Business Statement of Mission.

SECTION 2: Amendments
A majority vote of 75% (three-fourths) membership of the Undergraduate Business Council shall make a specifically worded and proposed amendment or change approved and this document will be amended. Any amendments must receive majority vote in order to take in affect.