

**BY-LAWS**  
**Graduate Business Student Services Association (GBSSA)**  
**Founded - DECEMBER, 1997**  
*Last Amended 11/6/2019*

**Article I- Name**

The name of the organization shall be “Graduate Business Student Services Association” (GBSSA)

**Article II- Vision and Mission**

**Vision**

Our vision is to be regarded as the premier forum for professionals in the graduate business student services industry.

**Mission**

We are professionals dedicated to the educational, community and personal needs of graduate business students. As an organization we strive to:

- Provide a forum for the exchange of ideas and information, and address issues unique to the needs of GBSSA members
- Promote the professional status of its members
- Support cooperative student services efforts among the colleges and universities of its members
- Advocate the integration of student services into the overall mission of member institutions
- Provide professional development opportunities for its members
- Integrate and train new professionals into the field

**Article III- Membership**

Section I – Collegiate Membership in this association shall be open to college or university professionals who are responsible for and spend at least 50 percent of their time engaged in student services activities of graduate business students.

Subsection 1—They must represent colleges or universities with Graduate Business programs, which are accredited by AACSB - The International Association for Management Education or are members of the GMAC.

Subsection 2 – The membership shall be by school. There shall be two (2) membership categories: Bundle Administrator and Bundle Member. Each member school must have one (1) Bundle Administrator, but may have any number of Bundle Members.

Section II—Professional Membership is open to any professional organization or business who partners with Graduate Business programs. They are subject to discounts on annual conference registrations as well as discounts on conference sponsorships. They shall not be eligible to vote in organization business nor allowed to advertise on organization list-servs or mailings without the consent of the board.

Section III—Membership-terms shall be one year, renewable, and start on the first day of the association’s fiscal year (July 1) and end on the last day of the fiscal year (June 30). Any person who becomes a member after the first day of the fiscal year must renew his/her membership before the first

day of the next fiscal year.

#### **Article IV – Finances**

Section I—The cost of annual membership dues shall be recommended and approved by the Board of Directors. To be a member, dues must be paid annually no later than the start of association fiscal year.

Section II—The fiscal year of the association will begin on July 1.

#### **Article V - Voting**

As of 2020, members from member schools will vote for the upcoming Board of Directors who serve from January 1 - December 31. All members are eligible to cast one vote. Voting will begin at the annual conference and conclude one month after. Elected Board of Directors will make decisions on behalf of the organization.

#### **Article VI- Board of Directors**

Section I—There shall be a Board of Directors composed of the positions outlined in Article VII. The major responsibility of the Board is the control and management of the affairs of the association. It is also their responsibility to promote the growth and development of the association.

Section II—Upon completing their one year term as elected Vice Chair, the incumbent will then serve one year as Chair, and a third year as ex-officio Past Chair.

Section III—Any vacancies on the Board of Directors outside of the election cycle shall be filled by a majority vote of the board.

Section IV—The Board of Directors may conduct votes outside of regularly scheduled meetings, as long as all Board members have been notified of the pending vote. Vote shall pass once quorum is reached.

Section V— The Board of Directors may conduct a vote to remove a board member if they are consistently inactive (i.e. poor performance in role, consistent absences, fail to contribute, misrepresents organization and lacks professionalism).

#### **Article VII- Officers and Duties**

**Section I**— The **Executive Chair** shall serve as a member of the Board of Directors, and as an ex-officio member of all committees. They shall preside at all meetings of the association; shall be responsible for scheduling regular meetings of Board; for setting agenda for Board meetings; for oversight of all committees, monitoring and managing email inbox. Shall administer the business of the association between regular meetings, and exercise authority consistent with the By-laws, ensure the security of member information, and oversee specific initiatives, outside of standing committees, as needed.

**Section II**—The **Vice Chair** (and **Executive Chair-Elect**) shall be elected each year to serve as a

member of the Board of Directors, and as an ex-officio member of all committees. They shall assist Executive Chair with organization's initiatives. They shall manage relationships with Professional Members and other organization partners, including oversight of the Annual Conference sponsors/vendors. Oversee and facilitate the work of the nominating committee. Perform the duties of the Executive Chair in the latter's absence, disability, or at his/her request. If the office of the Executive Chair becomes vacant, he/she shall fill the vacancy. Oversee specific initiatives, outside of standing committees, as needed. Responsible for compiling and distributing the meeting minutes.

**Section III**—The **Past Chair** shall be an ex-officio member of the board with the purpose of acting in an advisory capacity to the current board. This position serves for one year.

**Section IV**—The **Membership Chair** shall develop and implement the membership plan. Responsible for the membership database. Responsible for supporting membership benefits. Liaison with webteam to provide content to and maintain membership resources on the website. Conduct annual survey, compile and summarize data to be shared with members. Responsible for maintaining and verifying membership eligibility. Manage conference registration and liaise with Technology and Business chair as needed. This position is held for two years.

**Section V**— The **Annual Conference Chair** shall be responsible for the planning and implementation of the annual conference for the organization. Organizes and consults with board of directors in planning annual conference. Leads the annual conference committee. Responsible for providing content to communication and web teams for distributing conference information. Work with business manager to establish conference budget. This position is held for one year.

**Section VI**—The **Technology Chair** shall be responsible for the revision, maintenance, and refining of the GBSSA website and conference app. Support GBSSA initiatives and brand through the use of technology. Provide recommendations for more effective use of web technologies and tools. Supports chairs (i.e. conference registration, membership upload, conference app, managing mailing listserv etc.). This position is held for two years.

**Section VII**—The **Business Chair** shall be responsible for developing accounting practices for organization. Responsible for generating and monitoring common purchasing guidelines and rules. Manage funds, accounts, and transactions. Responsible for reporting finance updates at board meetings. Responsible for maintaining compliance with regard to revenue reporting and taxes. Responsible for maintaining the organization's non-profit status and maintaining good corporate status standing annually or as required by ordinance. Preference goes to someone from Arizona State University because the accounts are held in Arizona. This position is held for two years.

**Section VIII**—The **Communications Chair** shall be responsible for proofing, editing and sending all external communications for the organization, including promoting and maintaining the brand and management. Duties include; engage with members using the forum and other technology features offered by website, quarterly newsletter, social media, annual conference support including administering conference survey. This position is held for two years.

## **Article VIII- Election of Board of Directors**

Section I— An official ballot sent by the Vice Chair shall be submitted to the membership by email at the conclusion of the conference. Results of the election will be made known by one month after the conference.

Section II— A term of office is between January 1 and December 31. Terms vary depending on Board Member position.

### **Article IX - Meetings**

Section I – The board shall meet no less than once a month via conference call, at the annual Board business retreat, at the annual GBSSA conference and as necessary and appropriate to conduct the business of the association.

Section III —Two thirds of the boards’ membership shall constitute a quorum.

Section IV – A simple majority of eligible voters attending the annual meeting may conduct the business of the association. (Except for amendments to these By-Laws).

Section V – Notice of the Annual Meeting shall be given to all members at least 90 days prior to the date of the meeting.

### **Article X - Committees**

The committees of this association shall consist of such standing and special committees as determined by the Executive Chair with the approval of the Board of Directors and/or as suggested and approved by the membership at the annual conference. The at-large board members will serve as chairpersons of committees as appointed by the Executive Chair. Members of committees shall serve for one year with the option for reappointment. Members may not chair a specific committee for more than two consecutive years. All committees shall report annually to the Board of Directors and the membership.

The standing committees shall be determined by the Board of Directors as necessary.

### **Article XI- Amendments**

Amendments to the By-Laws may be submitted to the Board of Directors by any member of the organization. If the proposed amendment is approved by a simple majority vote of the Board, it will be presented to the membership for approval in either of the following two methods:

- 1) By a three-quarter majority of eligible votes in attendance at the annual meetings. A quorum must participate in the vote.
- 2) The membership may be polled by mail. Again, three-quarters of the vote returned shall be required for passage provided that at least one-third of the members voted.

### **Amendment 1**

Section I- This amendment will serve to guide the fast election and seating of officers and board members of the MBA Student Services Professionals to be held in 1997. It (this amendment) will become null and void at the conclusion of the 1997 election.

Section II- The officers (Chair, Vice-Chair, and Financial Director) shall be elected to two (2) year terms beginning on December 5, 1997, and ending on December 5, 1999.

Section III- Three (3) regional board members shall be elected to two (2) year terms beginning on December 5, 1997, and ending on December 5, 1999.

Section IV – The By-Laws have been updated and re-written to serve the current needs of the association. They will be in effect beginning November 10, 2006.

Section V – The By-Laws have been updated and re-written to serve the current needs of the association. They will be in effect beginning April 1, 2007.

Section VI – The By-Laws have been updated and re-written to serve the current needs of the association. They will be in effect beginning December 30, 2010.

Section VII - The By-Laws have been updated and re-written to serve the current needs of the association. A Programming Chair was added. They will be in effect beginning December 5, 2017.

Section VIII - The By-Laws have been updated and re-written to serve the current needs of the association. A Programming Chair was removed. An annual board business meeting was added. Standards for removal of Board of Director member was added. They will be in effect beginning January 1, 2019.