

	<b>MUSA Constitution</b>
1	<b>CONSTITUTION</b>
2	
3	<b>MERAGE UNDERGRADUATE STUDENT ASSOCIATION,</b>
	<b>UNIVERSITY OF CALIFORNIA, IRVINE</b>
4	PREAMBLE. We, the undergraduate B.A. in Business Administration students of the University of California, Irvine (UCI), The Paul Merage School of Business (the Merage School), under the authority of the Regents of the University of
7	California establish the Merage Undergraduate Student Association (the MUSA) to provide supplemental educational
8	programming, services and activities for the common benefit of all Merage undergraduate Business Administration majors. The MUSA shall act as representation in matters that affect the common interests of all Merage undergraduate students.
9	The purpose of the MUSA is to develop, provide and oversee:

12	<ul style="list-style-type: none"> <li>▪ Specific interest clubs that promote management specialization, nurture relationships with organizations</li> </ul>
13	that employ management specialists, and educate Merage undergraduate students about careers in management
14	specialties.
15	<ul style="list-style-type: none"> <li>▪ Merage undergraduate student activities that enhance the personal and professional development, including but not</li> </ul>
16	limited to enhanced communication and social and networking skills for all Merage undergraduate students.
17	<ul style="list-style-type: none"> <li>▪ Activities that advance positive relationships between the University of California, UCI and the Merage</li> </ul>
18	School administration, faculty, staff, alumni and all of its undergraduate student associations.
19	<ul style="list-style-type: none"> <li>▪ Activities that advance positive relationships and contacts between the Merage School and the Orange</li> </ul>
20	County business community at large.

21	<ul style="list-style-type: none"> <li>▪ Charitable fund raising activities that promote Merage undergraduate students' understanding of social responsibility.</li> </ul>
22	<ul style="list-style-type: none"> <li>▪ Activities that enhance the ranking of the Merage School as a top-50 U.S. business school.</li> </ul>
23	
24	<u>ARTICLE 1. – NAME.</u>
25	
26	<u>Section 1.1 NAME.</u> The association of students under this constitution shall be known as
27	the Merage Undergraduate Student
28	Association of the Paul Merage Business School of the University of California, Irvine here
29	after referred to as
30	MUSA.
31	
32	<u>Section 2.1 DEFINITION.</u> All enrolled students officially admitted to the B.A. in Business
33	Administration major within the Paul Merage Business School of the University of
34	California, Irvine shall be members of MUSA.
35	
36	<u>Section 2.2 RIGHTS.</u> All members of the MUSA shall have the right to vote in all
37	elections, hold an elected
38	office or appointed position if in good academic standing and attend all activities sponsored
39	by the MUSA.
40	
41	
42	<u>Clause 2.21 GOOD STANDING.</u> Good Standing shall be determined through the current Paul
43	Merage
44	School of Business Student Handbook and the UCI General Catalogue.
45	<u>ARTICLE 3. – MUSA STUDENT COUNCIL.</u> The MUSA Student Council shall consist of
46	the following:
47	
48	<u>Section 3.1 MEMBERS AND AUTHORITY.</u>

49	<u>Clause 3.11 MEMBERSHIP.</u>
50	
51	(3.111) MUSA Executive Board as listed in Clause 4.11.

	MUSA Constitution	
1		
2	(3.112)	Elected Representatives.
3		
4	<u>Clause 3.12 AUTHORITY.</u>	
5		
6	(3.121)	Govern and conduct affairs and activities of the MUSA.
7		
8	(3.122)	Transact business with a quorum of a majority of voting members. Transact business with a quorum
9		of a majority of voting members or at least one MUSA Vice President from two-thirds of the executive offices.
10		
11	(3.123)	Notice and hold regular meetings at least twice during each quarter of the academic year. Notice and
12		hold special meetings when called by the MUSA President. Determine the time and place of its meeting.
13		
14	<u>ARTICLE 4. – MUSA EXECUTIVE BOARD.</u>	

15		
16	<u>Section 4.1 MEMBERSHIP AND AUTHORITY.</u>	
17		
18	<p><u>Clause 4.11 MEMBERSHIP.</u> The MUSA Executive Board shall consist of the following elected positions as of Fall 2009. A maximum of two individuals shall serve in one position if the workload for the given academic year is deemed significant enough to warrant, and if the critical mass of members is considered insufficient for broad-based involvement to execute activities, such as in the first three years of the operation of the organization. Positions include:</p>	
19		President
21		Executive Vice President Administration (COO) Executive Vice President External Relations
22		Executive Vice President Internal Relations Vice President Academic Affairs Vice President Communications Vice President Community Development Vice President Community Service Vice President Diversity Vice President Finance (CFO) Vice President MBA/Ph.D. Relations Vice President Outreach Vice President Student Organizations Vice President Student Services Vice President Technology
25		
40		<u>Clause 4.12 AUTHORITY.</u> The MUSA Executive Board shall:
41		
42		(4.121)
43		Govern and conduct affairs and activities of the MUSA.
44		(4.122)

45		Transact business with a quorum of a majority of voting members as listed in Clause 3.122.
46		(4.123)
47		Notify and hold special meetings when called by the MUSA President. Determine the time and place of the meeting hold regular meetings at least twice during each quarter of the academic year. Notify and hold special meetings when called by the MUSA president. Determine the time and place of the meeting.
48		
49		<u>Section 4.2 DUTIES.</u>
50		
51		<u>Clause 4.21GENERAL DUTIES</u>
52		
53		(4.211)
54		All Elected Officers shall attend all MUSA meetings.

2

	<b>MUSA Constitution</b>	
1	(4.212)	All Elected Officers shall serve as voting members of the MUSA Executive Board and Student Council.
3		
4	(4.213)	All Elected Officers shall act for and on behalf of the MUSA Student Council between regular
5		meetings of the MUSA Student Council.
6		

7 8	(4.214)	All Elected Officers shall carry out all directives and resolutions of the MUSA Student Council.
9	(4.215)	All Elected Officers shall ensure the efficient operation and management of the affairs and activities
<p>of the MUSA. Definitions of general duties follow:</p> <p><u>President</u></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Serve as chief executive officer and principal representative of the Student Association</li> <li>• Preside at and prepare agendas for all meetings of the membership, Executive Board</li> <li>• Enforce and interpret the Constitution, Bylaws, policies, procedures, standing rules and resolutions of the Association</li> <li>• Supervise the overall conduct, affairs and activities of the Association</li> <li>• Carry out all directives and resolutions of the Executive Board</li> <li>• Establish a vision for MUSA and the Merage Undergraduate community</li> <li>• Coordinate and oversee Executive Committee; working closely with officers to achieve goals</li> <li>• Attend meetings with the Undergraduate Programs Office as a representative for Undergraduate students</li> </ul> <p><u>Executive Vice President, Administration</u></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Oversee offices, committees, and overall operations of Executive Committee</li> <li>• Support the President and take on their role(s) and responsibilities in their absence</li> <li>• Co-chair Executive Committee meetings and MUSA General meetings</li> <li>• Attend meetings with the Undergraduate Programs Office as a representative for Undergraduate students</li> </ul>		

- Organize MUSA annual retreat

#### Vice President, External Relations

##### Responsibilities:

- Serve as chief marketing officer of the Association
- Supervise the external conduct, affairs and activities of the Association
- Chair a committee with the purpose of strategically designing and producing marketing material for all MUSA events
- Organize event publicity, including tabling, posting, and class announcement schedules

#### Executive Vice President Internal Relations

##### Responsibilities:

- Build relationships among Committee members and Executive Committee
- Send weekly updates to all Committee members
- Organize Internal MUSA social events
- Coordinate the annual Spring Banquet, raising funds to decrease costs if possible
- Promote cooperation and synergies between business-related undergraduate student organizations affiliated with the Merage School of Business, and UC Irvine

#### Vice President, Academic Affairs

- Represent any Merage School student concerns about academic-related issues to the appropriate faculty or staff person
- Conduct student surveys as needed to improve the curriculum and support students, while also assisting faculty
- Assist in the preparation of the Student Parent Orientation Program (SPOP)

#### Vice President, Communications

##### Responsibilities:

- Serve as secretary of the Association
- Maintain overall flow of communication between Executive Committee officers
- Prepare, post and maintain a Master Calendar of MUSA, The Paul Merage

School of Business, UCI, ABS and other activities of interest to the members of the Association

- Reserve rooms for MUSA meetings and events
- Records and posts meeting minutes
- Maintains MUSA files (excel)

#### Vice President, Community Development

Responsibilities:

- Build a sense of pride and community amongst all undergraduates at the Merage School
- Chair a committee with the purpose of initiating and administering a variety of external community-development activities

#### Vice President, Community Service

Responsibilities:

- Organize community service events

#### Vice President, Diversity

Responsibilities:

- Address diversity issues relevant to Undergraduate students
- Chair a committee with the purpose of developing, organizing and administering an annual Conference and other diversity awareness events

#### Vice President, Finance

Responsibilities:

- Serve as treasurer and chief financial officer of the Association
- Act as the custodian of the financial records of the Association
- Administer the funds of the Association as directed by the Board
- Prepare a budget to be voted on at the first meeting of the fall quarter
- Maintain the annual budget of the Association and report on budget status at monthly MUSA meetings
- Prepare and submit budget proposal to Undergraduate Programs Office
- Distribute bi-weekly budget reports at Executive Board meetings

Vice President, MBA/Ph.D. Relations

Responsibilities:

- Assess the MBA-related networking needs of Undergraduate students
- Chair a committee with the purpose of initiating and administering Alumni/ MBA events

Vice President, Outreach

Responsibilities:

- Serve as the Merage School’s representative to prospective students in collaboration with the Undergraduate Programs Office
- Chair a committee with a purpose of initiating and administering a variety of admission/recruitment/yield-focused programs for prospective and admitted applicants

Vice President, Student Services

Responsibilities:

- Chair a committee with a purpose of assessing and meeting the needs for student services to benefit Undergraduate students
- Seek corporate sponsorship and presence in Undergraduate events

Vice President, Technology

Responsibilities:

- Work with the VP of Communications to prepare a yearbook CD ROM for the graduating classes at the Merage School
- Serve as the Undergraduate liaison to the Merage School’s Web Team
- Maintain and update the MUSA website

10

41 ARTICLE 6. – ELECTIONS.

42

43 Section 6.1 ADMINISTRATION. The current MUSA President shall be responsible for the  
 44 proper administration of MUSA Executive Board general elections, repeal, recall, and referendum as provided in this constitution.

45

46

Section 6.2 GENERAL RULES PERTAINING TO MUSA ELECTIONS.

47

48	<u>Clause 6.21 REQUIREMENTS FOR MERAGE UNDERGRADUATE STUDENT ASSOCIATION CANDIDATES.</u>
49	
50	(6.211) The Presidential candidates for the Merage Undergraduate Student Association shall collect signatures from a minimum of 15 percent of the B.A. in Business Administration class.

5

	MUSA Constitution	
4	(6.212)	The Executive Vice Presidents of External, Internal, Administration and Vice President of Finance shall collect signatures from a minimum of (10) percent of the B.A. in Business Administration class.
9	(6.213)	All other candidates from MUSA elected positions are exempt from collecting signatures.
10		
11	(6.214)	The signatures are accompanied by first and last name and e-mail address.
12		
13	<u>Clause 6.22 HOLDING MULTIPLE POSITIONS</u>	
14		
15	(6.221)	One cannot hold multiple club president positions.
16		
17	(6.222)	One cannot be a president of a club and hold an Executive Board position in the MUSA. If elected to
18	both, the student must select only one position, and resign from the other.	
19		

20	<u>Section 6.3 ELECTION PROCEDURES.</u>	
21		
22	<u>Clause 6.31 PROCEDURES.</u>	
23		
24	(6.311)	Ballots shall e-mailed to members with instructions to complete
25	and deposit them in the ballot box in the Merage School's Undergraduate Counseling and Student Affairs Office prior to the close of the election period or they will be void.	
27		
28	(6.312)	Ballots shall be counted by the MUSA President in the presence of at least two other Elected Officers
29	or Elected Representatives and the results shall be announced no later than the second day immediately	
30	following the election period. Ballots shall be destroyed and the election shall be final when the election	
31	results are accepted by the Election committee.	
32		
33	(6.313)	In case of a tie vote for the MUSA President, a MUSA Vice President, or Elected representative, a new
34	election for that position shall be called by the MUSA President within one (1) week after the final tabulation	

35		of the tie election has been made.
36		
40	(6.315)	Special elections may be held at any time during a fall, winter or spring quarter.
41		
42	(6.316)	Notice of an election shall be given to members seven (7) days prior to the election.
43		
44	(6.317)	Elections shall not be held during a final exam week.
45		
46	(6.318)	In the case of a tie vote a runoff vote will be held immediately for five (5) consecutive days and will
47		only consist of the tied nominees. Notice of the new election should be sent to the student body immediately.
48		All other standards of elections apply.
49		

50            Section 6.4 TERM OF OFFICE. The term of office for all MUSA elected positions shall be  
51            one (1) year  
51            commencing on the first day of the Spring Quarter.

52	
53	<u>ARTICLE 7. – ELECTION COMMITTEE.</u>
54	

6

	<b>MUSA Constitution</b>
1	<u>Section 7.1 MEMBERSHIP AND AUTHORITY.</u>
2	

3	<u>Clause 7.11 MEMBERSHIP.</u> Be chaired by the MUSA President and consist of at least two other members of
4	
5	the MUSA Student Council.
6	
7	<u>Clause 7.12 AUTHORITY.</u>
8	
9	(7.121) Review and validate Elected Officers nomination petitions.
10	
11	(7.122) Approve the accuracy and legitimacy of all ballots for general and MUSA Special Elections and
12	
13	confirm election results.
14	
15	<u>ARTICLE 8. – REPEAL, RECALL, IMPEACHMENT AND VACANCIES.</u>
16	
17	<u>Section 8.1 REPEAL.</u>
18	
19	<u>Clause 8.11.</u> Any official act of the MUSA Executive Board may be repealed in an election initiated by a
	petition bearing signatures of ten (10) percent of the MUSA membership.

20	<u>Clause 8.12.</u> The MUSA President shall call the election within (2) weeks of receipt of the petition.
21	
22	<u>Clause 8.13.</u> The action shall be repealed by a simple majority of all votes cast in the election, provided that
23	at least (15) percent of the MUSA membership votes.
24	
25	<u>Clause 8.14.</u> The repeal shall be valid only if it does not impair the validity of any contract regularly entered
26	into in accordance with this constitution.
27	
28	<u>Section 8.2 RECALL.</u>
29	
30	<u>Clause 8.21.</u> Any elected official of the MUSA may be removed from office in an election initiated by
31	petitions bearing the signatures of ten (10) percent of the MUSA membership.
32	
33	<u>Clause 8.22.</u> The MUSA President shall call the election within two (2) weeks of receipt of the petition.
34	

35	<u>Clause 8.23.</u> The official(s) named on the petition shall be removed from office upon a two-thirds (2/3)
36	majority of all votes cast in the election, provided that at least fifteen (15) percent of the MUSA membership
37	votes.
38	
39	<u>Section 8.3 IMPEACHMENT.</u>
40	
41	<u>Clause 8.31.</u> Any elected MUSA official may be impeached for malfeasance, misfeasance, or nonfeasance and,
42	after proper hearing conducted before the MUSA Student Council, be removed from office by a two-thirds
43	(2/3) vote of the MUSA Student Council.
44	
45	<u>Clause 8.32.</u> Charges may be brought before the MUSA Student Council by any member(s) of the MUSA.
46	
47	<u>Clause 8.33.</u> Protocol for impeachment shall be as follows, without exception:
48	

49	(8.331) The named MUSA elected official(s) in an article of impeachment must be given formal notice of
50	stated charges by letter ten (10) business days prior to the MUSA Student Council hearing, which must be
51	witnessed by two other elected officers other than the officer(s) charged and the officer(s) charging.
52	

7

	<b>MUSA Constitution</b>
1	(8.332) The MUSA elected official(s) named in the article of impeachment may have present, during all
2	proceedings, any legal counsel, witnesses or documents as deemed necessary for the protection of their legal
3	rights and defense.
4	
5	(8.333) Any MUSA elected official named in an article of impeachment may continue with the duties of their
6	office while said articles are being deliberated by the MUSA Student Council.
7	

8	(8.334) Should the MUSA Student Council hold an impeachment hearing, a two-thirds (2/3) vote of the MUSA
9	Student Council shall be sufficient to remove from office.
10	
11	(8.335) The MUSA elected official named in the article(s) of impeachment shall have closing arguments
12	before the vote is taken.
13	
14	(8.336) In the event a member of the MUSA Student Council is named in an article of impeachment, that MUSA
15	Student Council member shall abstain from voting on that article.
16	
17	<u>Section 8.4 VACANCIES.</u>
18	
19	<u>Clause 8.41.</u> Vacancies shall exist in the Executive Board in the event of death, resignation, disability
20	removal or ineligibility of an officer. For a resignation to occur, the resigning officer must submit a signed

21	letter for that purpose to the MUSA President. At the next regularly scheduled MUSA meeting, the MUSA
22	President shall declare that a vacancy exists.
23	
24	<u>Clause 8.42.</u> Following the declaration of a vacancy(s), the MUSA President shall have two (2) weeks to
25	collect applications for the vacant position(s). The MUSA President shall then have one (1) week to interview
26	all applicants and forward nominees to the MUSA Student Council. The MUSA Student Council will then
27	appoint new officer(s) at the next regularly scheduled MUSA meeting. The time requirement shall be altered
28	accordingly in respect to academic breaks and summer session.
29	
30	<u>Clause 8.43.</u> Vacancies occurring in the Executive Board shall be filled by the MUSA President submitting
31	three (3) nominees with one (1) nominee deemed the presidential nominee. The MUSA Student Council shall
32	interview the nominees in a pre-session called for that purpose and shall appoint their choice to fill the

33	vacancy in bill form. In the event that more than one (1) vacancy exists the MUSA President shall submit two
34	(2) additional nominees per vacancy, with the appropriate number of presidential nominees indicated.
35	
36	<u>Clause 8.44.</u> In the event that all nominees are rejected, the MUSA Student Council shall request three (3)
37	additional nominees from the MUSA President. The appointment process shall begin again with a fresh pool
38	of candidates. This pool may contain previous applicants for the vacant Executive Board position (s).
39	
40	<u>Section 8.5 ELECTIONS AND APPOINTMENTS.</u>
41	
42	<u>Clause 8.51.</u> Elections for vacant positions will be held in accordance with the election procedures set forth
43	in the constitution.
44	
45	<u>Clause 8.52.</u> The MUSA President or acting MUSA President of the MUSA may appoint an interim person to fill

46	the vacant position with a two-thirds (2/3) majority vote of the MUSA Student Council until the election
47	process for the vacant position is complete.
48	
49	<u>ARTICLE 9. – SPECIFIC INTEREST CLUBS.</u> Specific Interest Clubs shall:
50	

51            Section 9.1 DEFINITION. Specific interest clubs are student run clubs that promote  
52            management specialization,  
53            nurture relationships with organizations that employ management specialists, and  
54            educate Merage students  
55            about careers in management specialties.

8

	<b>MUSA Constitution</b>
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1	<u>Clause 9.11 ACTIVE STATUS.</u> Clubs will be recognized and established as active annually by submitting a
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2	Business Plan which is approved by the MUSA Student Council.
3	

4	<u>Section 9.2 MEMBERS.</u> Clubs will allow any member of the Merage students to become a member of the club.
5	

6            Section 9.3 GOVERNING BOARD. Choose a governing board of officers consisting of a  
7            president, and such  
8            other officers as are deemed necessary to carry out the purposes of the club.

9            Section 9.4 POLICIES. Establish general policies, procedures and rules consistent with its  
10            stated purposes and  
11            the purposes of the MUSA.

12            Section 9.5 FUNDING. Have the option to use reserve funds which were earned or unused  
13            by the club in prior  
14            years, when approved by the MUSA Student Council. Reserve funds will only be used after  
15            allocated amounts  
16            from the current year have been exhausted.

15	

16	<u>Section 9.6 SPECIFIC INTEREST CLUB PRESIDENTS.</u> Specific Interest Club Presidents shall:
17	
18	<u>Clause 9.61</u> Perform such other duties as may be prescribed by the MUSA Student Council.
19	
20	<u>ARTICLE 10. – MUSA GENERAL PROCUDURES.</u>
21	
22	<u>Section 10.1 MEETING PROCEDURES.</u>
23	
24	<u>Clause 10.11</u> <i>Robert's Rules of Order, Newly Revised</i> shall govern the procedure of all MUSA meetings unless
25	other procedures are specified by this constitution or MUSA Bylaws.
26	
27	<u>Clause 10.12</u> Disputes among members regarding interpretation of the MUSA Constitution shall be mediated,
28	and if mediation does not resolve the dispute, arbitrated by the Student Affairs Office.
29	
30	<u>Clause 10.13</u> Vacant positions shall not be counted when determining a meeting quorum.
31	
32	<u>Section 10.2 GENERAL RULES</u>
33	

34	<u>Clause 10.21</u> Records of the MUSA are the property of the MUSA, are always open to inspection by members at
35	reasonable times and places, and may not be used or copied except for MUSA purposes.
36	
37	<u>Clause 10.22</u> Compensation of elected positions is prohibited, but out-of-pocket expenses may be
38	reimbursed subject to guidelines established by the MUSA Student Council.
39	
40	<u>Clause 10.23</u> Notice to members is effective when placed in the Merage School mail boxes, e-mailed or
41	posted on the MUSA bulletin board.
42	
43	<u>Clause 10.24</u> A member shall hold only one elected position at a time. A member shall hold only one elected
44	MUSA Student Council position at a time.
45	
46	<u>ARTICLE 11. – BYLAWS.</u>
47	
48	<u>SECTION 11.1 BYLAWS</u> The MUSA Student Council shall enact the Bylaws of the MUSA that:
49	

50	<u>Clause 11.11</u> Promise the efficient operation and management of its conduct, affairs and activities.
51	
52	<u>Clause 11.12</u> Are consistent with the purposes, language and spirit of the MUSA Constitution.
53	

9

	<b>MUSA Constitution</b>
1	<u>Clause 11.13</u> An amendment to, and/or repeal of a portion or the MUSA Bylaws in its entirety shall be voted
2	and approved by a two-thirds (2/3) vote of the MUSA Student Council or by a petition bearing the signatures
3	of at least ten (10) percent of the MUSA membership.
4	
5	<u>ARTICLE 12. – AMENDMENTS.</u>
6	

7        SECTION 12.1. An amendment to, and/or repeal of, a SECTION, article or this constitution  
8        in its entirety shall  
9        be initiated by a two-thirds (2/3) vote of the MUSA Student Council or by a petition bearing  
10       the signatures of at  
11       least ten (10) percent of the MUSA membership.

12       SECTION 12.2. The amendment and/or repealer shall be voted on in either of the MUSA  
13       general elections or in a  
14       special election called for that purpose by the MUSA President.

15       SECTION 12.3. Sections under consideration shall be amended or repealed by two-thirds  
16       (2/3) affirmative vote  
17       of at least twenty (20) percent of members voting on the proposal in that MUSA general  
18       election or special  
19       election called for that purpose.

20       SECTION 12.4. All adopted amendments and/or repealers shall go into effect immediately  
21       unless they contain a

19 specific enactment clause.

20	
21	<u>ARTICLE 13. – RATIFICATION.</u>
22	

23 SECTION 13.1. This constitution shall be ratified by a two-thirds (2/3) vote of those MUSA  
members casting  
24 votes on the proposal, as shown by the certified MUSA general election results. Upon  
ratification of this  
25 constitution all preceding constitutions shall become null and void.