



MERAGE UNDERGRADUATE STUDENT ASSOCIATION (MUSA) CONSTITUTION UNIVERSITY OF CALIFORNIA, IRVINE

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 California establish the Merage Undergraduate Student Association (the MUSA) to provide supplemental educational programming, services and activities for the common benefit of all Merage undergraduate Business Administration and Business Information Management majors. The MUSA shall act as representation in matters that affect the common interests of all Merage undergraduate students.

The purpose of the MUSA is to develop, provide and oversee:

1. Merage undergraduate student activities that enhance the personal and professional development for all Merage undergraduate students.
2. Relationships with specific interest clubs that promote management specialization, nurture relationships with organizations that employ management specialists, and educate Merage undergraduate students about careers in management specialties.
3. Activities that advance positive relationships between the University of California, UCI and the Merage School administration, faculty, staff, alumni and all of its undergraduate students.
4. Activities that advance positive relationships and contacts between the Merage School and the Orange County business community at large.
5. Charitable activities that promote Merage undergraduate students' understanding of social responsibility.
6. Activities that enhance the ranking of the Merage School as a top--50 U.S. business school.

ARTICLE 1 – NAME

SECTION 1 – NAME

1. The association of students under this constitution shall be known as the Merage Undergraduate Student Association of The Paul Merage School of Business at the University of California, Irvine here after referred to as MUSA.



ARTICLE 2 – MEMBERS

SECTION 1 – DEFINITION

1. All enrolled students officially admitted to the B.A. in Business Administration and the B.S. in Business Information Management major within The Paul Merage School of Business at the University of California, Irvine shall be members of MUSA.

SECTION 2 – RIGHTS

1. All members of the MUSA shall have the right to vote in all elections, hold an elected office or appointed position if in good academic standing and attend all activities sponsored by the MUSA.
2. Good standing shall be determined through the current Paul Merage School of Business Student Handbook and the UCI General Catalogue.

ARTICLE 3 – EXECUTIVE BOARD

SECTION 1 – MEMBERSHIP

The MUSA Executive Board shall consist of the following elected positions, as of Winter 2017. 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 executive activities. Positions of the Executive Board include:

1. President
2. Executive Vice President, Administration
3. Vice President, External Relations
4. Vice President, Internal Relations
5. Vice President, Academic Affairs
6. Vice President, Finance
7. Vice President, Communications
8. Vice President, Technology
9. Vice President, Community Development



10. Vice President, Diversity
11. Vice President, Student Services
12. Vice President, Graduate/Alumni Relations

SECTION 2 – AUTHORITY

The MUSA Executive Board shall:

1. Govern and conduct affairs and activities of the MUSA.
2. Transact business with a quorum of a majority of voting members or at least one MUSA Vice President from two-thirds of the executive offices.
3. Notice and hold regular meetings at least twice during each quarter of the academic year.
 - a. Determine the time and place of its meeting.

SECTION 3 – GENERAL DUTIES

1. All Elected Officers shall attend all MUSA meetings.
2. All Elected Officers shall serve as voting members of the MUSA Executive Board.
3. All Elected Officers shall act for and on behalf of the MUSA Executive Board between regular meetings of the MUSA Executive Board.
4. All Elected Officers shall carry out all directives and resolutions of the MUSA Executive Board.
5. All Elected Officers shall ensure the efficient operation and management of the affairs and activities of the MUSA.

SECTION 4 – EXECUTIVE BOARD DUTIES

Definitions of general duties follow:

1. President
 - a. Serve as chief executive officer and principal representative of the Student Association
 - b. Preside at and prepare agendas for all meetings of the membership, Executive Board
 - c. Enforce and interpret the Constitution, Bylaws, policies, procedures, standing



rules and resolutions of the Association

- d. Supervise the overall conduct, affairs and activities of the Association
 - e. Carry out all directives and resolutions of the Executive Board
 - f. Establish a vision for MUSA and the Merage Undergraduate community
 - g. Coordinate and oversee the Executive Board; working closely with officers to achieve goals
 - h. Attend meetings with the Undergraduate Programs Office as a representative for Undergraduate students
2. Executive Vice President, Administration
 - a. Oversee offices, committees, and overall operations of the Executive Board
 - b. Support the President and take on their role(s) and responsibilities in their absence
 - c. Co-chair Executive Board meetings and MUSA General meetings
 - d. Attend meetings with the Undergraduate Programs Office as a representative for Undergraduate students
 - e. Organize MUSA annual retreat
3. Vice President, External Relations
 - a. Serve as chief marketing officer of the Association
 - b. Supervise the external conduct, affairs and activities of the Association
 - c. Chair a committee with the purpose of strategically designing and producing marketing material for all MUSA events
 - d. Organize event publicity, including tabling, posting, and class announcement schedules
4. Vice President, Internal Relations
 - a. Build relationships among members of the Executive Board
 - b. Send weekly updates to all Executive Board members
 - c. Organize internal MUSA social events
 - d. Coordinate the annual Spring Banquet, raising funds to decrease costs if possible
 - e. Promote cooperation and synergies between business-related undergraduate student organizations affiliated with The Paul Merage School of Business, and UC Irvine
5. Vice President, Academic Affairs
 - a. Represent any Merage School student concerns about academic-related issues to the appropriate faculty or staff person
 - b. Conduct student surveys as needed to improve the curriculum and support students, while also assisting faculty
 - c. Assist in the preparation of the Student Parent Orientation Program (SPOP)
 - d. Identify, recognize, and promote exceptional academic standard and achievement



in the Undergraduate population

6. Vice President, Finance

- a. Serve as treasurer and chief financial officer of the Association
- b. Act as the custodian of the financial records of the Association
- c. Administer the funds of the Association as directed by the Board
- d. Maintain the annual budget of the Association and report on budget status at monthly MUSA meetings
- e. Prepare and submit budget proposal to Undergraduate Programs Office once approved by the Executive Board
- f. Seek corporate sponsorship and presence in Undergraduate events

7. Vice President, Communications

- a. Serve as secretary of the Association
- b. Maintain overall flow of communication between Executive Board officers
- c. Prepare, post and maintain a Master Calendar of MUSA, The Paul Merage School of Business, UCI, and other activities of interest to the members of the Association
- d. Reserve rooms for MUSA meetings and events
- e. Record and post meeting minutes
- f. Maintain MUSA files

8. Vice President, Technology

- a. Serve as Undergraduate liaison to the Merage School's Web Team
- b. Maintain and update the MUSA website
- c. Chair a committee with the purpose of integrating the use of technology services into the MUSA events, initiatives and operations

9. Vice President, Community Development

- a. Build a sense of pride and community amongst all undergraduates at the Merage School
- b. Chair a committee with the purpose of initiating and administering a variety of external community-development activities
- c. Organize philanthropic events that develop students' understanding of social responsibility

10. Vice President, Diversity

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



11. Vice President, Student Services

- a. Chair a committee with a purpose of assessing and meeting the needs for student services to benefit Undergraduate students

12. Vice President, Graduate/Alumni Relations

- a. Assess the Merage-related networking need of Undergraduate students
- b. Chair a committee with the purpose of initiating and administering Graduate/Alumni events

ARTICLE 4 – ELECTIONS

SECTION 1 – ADMINISTRATION

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

SECTION 2 – GENERAL RULES PERTAINING TO MUSA ELECTIONS

1. To declare candidacy, presidential candidates for the Merage Undergraduate Student Association shall collect signatures from a minimum of 75 Merage undergraduate students.
2. To declare candidacy, executive vice presidential and all other vice presidential candidates shall collect signatures from a minimum of 50 Merage undergraduate students.
3. The signatures are accompanied by first and last name and e-mail address.
4. One cannot be a president, or an equivalent position, of a club and hold the Presidency in the MUSA. If elected to both, the student must select only one position, and resign from the other.
5. Candidates must fulfill all other requirements established by the MUSA.

SECTION 3 – ELECTION PROCEDURES

1. Ballots shall be administered to members either in person or electronically with instructions to complete and submit them to the Merage School's Undergraduate Counseling and Student Affairs Office prior to the close of the election period or they will be void.
2. The results of the election shall be announced no later than the second day immediately



following the election period. Ballots shall be destroyed and the election shall be final when the election results are accepted by the Election Committee.

3. In case of a tie vote for the MUSA President, a MUSA Vice President, or elected representative, a new election for that position shall be called by the MUSA President within one (1) week after the final tabulation of the tie election has been made.
4. Special elections may be held at any time during a fall, winter or spring quarter.
5. Notice of an election shall be given to members seven (7) days prior to the election.
6. Elections shall not be held during a final exam week.
7. In the case of a tie vote a runoff vote will be held immediately for five (5) consecutive days and will only consist of the tied nominees. Notice of the new election should be sent to the student body immediately.

SECTION 4 – TERM OF OFFICE

1. The term of office for all MUSA elected positions shall be one (1) year commencing on the first day of the Spring Quarter.

ARTICLE 5 – ELECTION COMMITTEE

SECTION 1 – MEMBERS AND AUTHORITY

1. The membership of the election committee shall be chaired by the MUSA President and consist of at least two other members.
2. The election committee shall:
 - a. Review and validate elected officers' nomination petitions
 - b. Approve the accuracy and legitimacy of all ballots for general and special elections
 - c. Confirm election results

ARTICLE 6 – REPEAL, RECALL, IMPEACHMENT, AND VACANCIES

SECTION 1 – REPEAL

1. 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.
2. The MUSA President shall call the election within (2) weeks of receipt of the petition.



3. The action shall be repealed by a simple majority of all votes cast in the election, provided that at least (15) percent of the MUSA membership votes.
4. The repeal shall be valid only if it does not impair the validity of any contract regularly entered in accordance with this constitution.

SECTION 2 – RECALL

1. Any elected official of the MUSA may be removed from office in an election initiated by petitions bearing the signatures of ten (1) percent of the MUSA membership.
2. The MUSA President shall call the election within two (2) weeks of receipt of the petition.
3. The official(s) named on the petition shall be removed from office upon a two-thirds (2/3) majority of all votes cast in the election, provided that at least fifteen (15) percent of the MUSA membership votes.

SECTION 3 – IMPEACHMENT

1. Any elected MUSA official may be impeached for malfeasance, misfeasance, or nonfeasance and, after a proper hearing conducted before the MUSA Executive Board, be removed from office by a two-thirds (2/3) vote of the MUSA Executive Board.
2. Charges may be brought before the MUSA Executive Board by any member(s) of the MUSA.
3. Protocol for impeachment shall be as follows, without exception:
 - a. The named MUSA elected official(s) in an article of impeachment must be given formal notice of stated charges by ten (1) business days prior to the MUSA Executive Board hearing, which must be witnessed by two other elected officers other than the officer(s) charged and the officer(s) charging.
 - b. The MUSA elected official(s) named in the article of impeachment may have present, during all proceedings, any legal counsel, witnesses or documents as deemed necessary for the protection of their legal rights and defense
 - c. Any MUSA elected official named in an article of impeachment may continue with the duties of their office while said articles are being deliberated by the MUSA Executive Board
 - d. Should the MUSA Executive Board hold an impeachment hearing, a two-thirds (2/3) vote of the MUSA Executive Board shall be sufficient to remove from office
 - e. The MUSA elected official named in the article(s) of impeachment shall have closing arguments before the vote is taken
 - f. In the event a member of the MSUA Executive Board is named in an article of impeachment, that member shall abstain from voting on that article



SECTION 4 – VACANCIES

1. Vacancies shall exist in the Executive Board in the event of death, resignation, disability, removal or ineligibility of an officer. For a resignation to occur, the resigning officer must submit a signed letter for that purpose to the MUSA President. At the next regularly scheduled MUSA meeting, the MUSA President shall declare that a vacancy exists.
2. Following the declaration of a vacancy(s), the MUSA President shall have two (2) weeks to collect applications for the vacant position(s). The MUSA President shall then have one (1) week to interview all applicants and forward nominees to the MUSA Executive Board. The MUSA Executive Board will then appoint new officer(s) at the next regularly scheduled MUSA meeting. The time requirement shall be altered accordingly with respect to academic breaks and summer sessions.
3. Vacancies occurring the Executive Board shall be filled by the MUSA President submitting three (3) nominees with one (1) nominee deemed the presidential nominee. The MUSA Executive Board shall interview the nominees in a pre-session called for that purpose and shall appoint their choice to fill the vacancy in bill form. In the event that more than one (1) vacancy exists, the MUSA President shall submit two (2) additional nominees per vacancy, with the appropriate number of presidential nominees indicated.
4. In the event that all three nominees are rejected, the MUSA Executive Board shall request three (3) additional nominees from the MUSA President. The appointment process shall begin again with a fresh pool of candidates. This pool may contain previous applicants for the vacant Executive Board position(s).

SECTION 5 – ELECTIONS AND APPOINTMENTS

1. Elections for vacant positions will be held in accordance with the election procedures set forth in the constitution.
2. The MUSA President or acting MUSA President of the MUSA may appoint an interim person to fill the vacant position with a two-thirds (2/3) majority vote of the MUSA Executive Board until the election process for the vacant position is complete.

ARTICLE 7 – SPECIFIC INTEREST CLUBS

ARTICLE 1 – DEFINITION

1. Specific interest clubs are student run clubs that promote management specialization, nurture relationships with organizations that employ management specialists, and educate Merage students about careers in management specialties.
2. Clubs will be recognized and established as active annually by submitting a Business Plan which is approved by the MUSA Executive Board.



SECTION 2 – MEMBERS

1. Clubs will allow any member of the Merage students to become a member of the club.

SECTION 3 – GOVERNING BOARD

1. Clubs will choose a governing board of officers consisting of a president, and such other officers as are deemed necessary to carry out the purposes of the club.

SECTION 4 – POLICIES

1. Clubs will establish general policies, procedures and rules consistent with its stated purposes and the purposes of the MUSA.

SECTION 5 – FUNDING

1. Clubs will have the option to use reserve funds which were earned or unused by the club in prior years, when approved by the MUSA Executive Board. Reserve funds will only be used after allocated amounts from the current year have been exhausted.

SECTION 6 – SPECIFIC INTEREST CLUB PRESIDENTS

1. Specific Interest Club Presidents shall perform such other duties as may be prescribed by the MUSA Executive Board.

ARTICLE 8 – GENERAL PROCEDURES

SECTION 1 – MEETING PROCEDURES

1. *Robert's Rules of Order, Newly Revised* shall govern the procedure of all MUSA meetings unless other procedures are specified by this constitution or MUSA bylaws.
2. Disputes among members regarding interpretation of the MUSA Constitution shall be mediated, and if mediation does not resolve the dispute, arbitrated by the Student Affairs Office.
3. Vacant positions shall not be counted when determining a meeting quorum.

SECTION 2 – GENERAL RULES

1. Records of the MUSA, are always open to inspection by members at reasonable times and places, and may not be used or copied except for MUSA purposes.
2. Compensation of elected positions is prohibited, but out-of-pocket expenses may be



reimbursed subject to guidelines established by the MUSA Executive Board.

3. A member shall hold only one MUSA Executive Board position at a time.

ARTICLE 9 – BYLAWS

SECTION 1

1. The MUSA Executive Board shall enact the bylaws of the MUSA that:
 - a. Promise the efficient operation and management of its conduct, affairs and activities.
 - b. Are consistent with the purposes, language, and spirit of the MUSA Constitution.

ARTICLE 10 – AMENDMENTS

SECTION 1

1. An amendment to, and/or repeal of, a section, article or this constitution in its entirety shall be initiated by a two-thirds (2/3) vote of the MUSA Executive Board or by a petition bearing the signatures of at least ten (10) percent of the MUSA membership.

SECTION 2

1. The amendment shall be voted on in either of the MUSA general elections or in a special election called for that purpose by the MUSA President.

SECTION 3

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

SECTION 4

1. All adopted amendments shall go into effect immediately unless they contain a specific enactment clause.

ARTICLE 11 – RATIFICATION

SECTION 1

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

