ARTICLE I – Name and Membership
1.1. All registered full-time MBA students at the Joseph M. Katz Graduate School of Business (KATZ) are members of the MBA Full Time Student Association.
1.2. A registered full-time MBA student is defined as anyone currently enrolled in the full-time program and paying the graduate student activity fee.

ARTICLE 2 – Purpose
2.1. The MBA Full Time Student Association exists to assist students to address their individual and collective interests pertaining to the MBA experience, and professional and career development.
2.2. The MBA Full Time Student Association is established as a means of representing the interests of the students at KATZ. Through the establishment of an elected government, it shall provide a platform for the discussion of issues of student concern, and act as the instrument by which student interest may be raised to the attention of the Administration, Faculty and Alumni of KATZ and to the Graduate and Professional Student Government of the University of Pittsburgh.

ARTICLE 3 – The Student Executive Board (SEB)
3.1. The Student Executive Board (SEB) is the governing body of the MBA Full Time Student Association.
3.2. The SEB represents the interests of the MBA Full Time Student Association by:
   a. Opening and maintaining channels of communication between its members and the staff, faculty, and alumni of the Joseph M. Katz Graduate School of Business.
   b. Working in partnership with staff, faculty, and alumni to support the planning and implementation of student activities including social, cultural, and educational programs designed to supplement the MBA Full Time Experience.
   c. Advancing the public perception, standing and brand of the Full Time MBA program, as it relates to domestic and international MBA rankings.
   d. Encouraging any social activity that promotes KATZ culture and sense of pride in our community.
   e. Promoting an inclusive, diverse and respectful learning environment at KATZ.
   f. Identifying and providing student representation on school committees.
g. Serving as a resource for individual students and Student Clubs (or other student-led organizations).
h. Acting as an advocate for all student interests by addressing any positive and negative feedback about their MBA experience.
i. Allocating funds resulting from University of Pittsburgh’s Student Activities Fee paid by the currently enrolled Full Time MBA students.
j. Working in close partnership with the Evening Student Executing Board (ESEB) by holding regular joint meetings.
k. Attending the Assembly Board meetings of the Graduate and Professional Student Government (GPSG) of the University of Pittsburgh.

3.3. The Student Executive Board (SEB) shall be composed of:
   a. One elected President.
   b. Three elected General Affairs second-year student representatives.
   c. Three elected General Affairs first-year or one-year student representatives.

3.4. The term(s) of office for SEB members shall be as follows:
   a. The President and three elected second-year representatives shall take office at the beginning of Summer Term until the end of the following Spring Term.
   b. The first-year or one-year representatives shall hold office from the date of their election in the Fall semester until the end of the following Spring Term.

ARTICLE 4 – SEB Rights and Duties

4.1. The Student Executive Board acts as the primary interface between the MBA Full Time Student Association and the faculty and administration at KATZ. It works to support student clubs, enhance career management, improve facility resources, organize community service projects, plan social events, and boost alumni relations.

4.2. The SEB will hold monthly Student Town Halls during the Academic Year (September to April) to discuss student interests, address any positive or negative feedback about the MBA program, inform students about upcoming event, address any current situation throughout the school.

4.3. The President of the SEB is the official representative of the SEB and the designated representative of the MBA Full Time Student Association. The duties of the President are:
   a. To attend and/or speak on behalf of MBA Full Time Students at designated events, meetings, and other activities.
   b. To work with the General Affairs SEB members to set an agenda and a strategic direction for the SEB term.
   c. To work to build engagement and participation within the student body.
   d. To monitor the SEB budget and event expenses.
   e. To chair the Club Presidents Assembly in order to ensure cooperation between student organizations at KATZ and garner participation for all student-sponsored events.
f. To be accountable for the outcomes of the SEB’s initiatives and actions.
g. To attend and chair all SEB meetings.

4.4. The General Affairs student representatives work with the student body to identify and resolve issues relating to student programs, services, and facilities management. They also coordinate sponsored social activities and community service events throughout the year to promote networking in the student body. The duties of the General Affairs student representatives are:
   a. To bring ideas for curriculum enhancement, professional development and social activities.
   b. To execute planned activities and events.
   c. To be accountable to the President for outcomes relating to the execution of SEB activities, planned events, and initiatives.
   d. To work with the student body to build engagement and participation for all student related activities and events.
   e. To support student professional clubs in developing activities and events, and working with clubs to increase attendance and participation for both SEB and club sponsored initiatives.
   f. To communicate initiatives and developments to the student body.
   g. To attend and actively participate in every SEB meeting.
   h. To communicate with the student body to identify and resolve issues, complaints, and to address student queries.

**ARTICLE 5 – SEB Meeting Procedures**

5.1. The SEB will hold systematic meeting at least twice a month during the academic year (September through April), and maintain continuous communication throughout the year.

5.2. During the Summer Term, the SEB will formulate an event calendar and draft of initiatives in anticipation of the following academic year.

5.3. The SEB shall allow participation to its meetings upon request of any student, faculty and administration representatives. The Director of MBA Programs and Student Activities Coordinator are permanently invited to all SEB meetings.

5.4. Each SEB Member shall be entitled to one vote. The President shall break all ties. Proxy or absentee votes shall not be permitted.

5.5. A simple majority vote of the SEB, with at least three fifths (3/5) of the board membership being present and voting shall be necessary.

5.6. The SEB will appoint a minute recorder at the beginning of each meeting.

5.7. All SEB members are expected to attend all regularly scheduled SEB meetings and any special session. Two or more absences within a term without excuse from regularly scheduled meetings shall be ground for review by the rest of the Student Executive Board.
ARTICLE 6 – Elections

6.1. All SEB members are elected. The exact dates and procedures of elections of the SEB shall be subject to the current SEB approval, which will appoint an ad-hoc Elections Committee. Any member of the MBA Full Time Student Association not running for an SEB position could be part of the Elections Committee.

6.2. All election candidates must be full-time students at KATZ pursuing a Master in Business Administration or dual degree, or exchange student from partner university. At the time of their election, all candidates must be enrolled for two consecutive terms at the University of Pittsburgh Campus and in good academic standing.

6.3. Only returning students that are not graduating at the end of the Spring term can run for the positions of President or General Affairs second-year student representative.

6.4. Only students of the incoming class can run for the positions of General Affairs first-year student representative.

6.5. President and General Affairs second-year representatives elections must be completed in two separate rounds, before the end of the Spring term. General Affairs first year representative elections must be completed in only one round within the first six weeks of the Fall term.

6.6. Candidates must submit applications and resume before the date specified by the SEB. Candidates will deliver a spoken address during a Town Hall of the MBA Full Time Student Association.

6.7. Each member of the MBA Full Time Student Association shall have the right to cast one vote in the elections.

6.8. Voting will take place either by hand written or virtual ballots for two full consecutive days.
   a. All presidential candidates are placed on one ballot. Students vote for one candidate only.
   b. All General Affairs second year candidates are placed on one ballot. Students vote for up to three candidates.
   c. All General Affairs first year or one year candidates are placed on one ballot. Students vote for up to three candidates.

6.9. In the event of a tie, a run-off between the tied candidates will occur in the following two business days.

ARTICLE 7 – Discharge and Removal from Office

7.1. A Student Executive Board member is automatically removed from office:
   a. Upon finding that an offense related to academic integrity has been committed, provided all university and graduate school appeals have been exhausted.
   b. On the date he or she resigns, transfers, or is dismissed from the Joseph M. Katz Graduate School of Business.
7.2. A Student Executive Board member may be removed from office on the grounds of unsatisfactory discharge, unexcused absences or neglect of duty. The procedure for removal from office shall be as follows:

a. Any SEB member or group of ten members of the MBA Full Time Student Association may initiate a ‘removal from office petition’. The petition shall be in writing, and shall be presented to all SEB members.

b. The SEB member in question could either choose to resign from office or contest the petition at a special meeting of the SEB. This choice must be notified to all SEB members within five days of calendar. The meeting will take place within ten days after the announcement to contest.

c. The hearing shall be presided over by the President; if the President is the board member in question, the remaining SEB members will nominate a chair for the hearing.

d. The SEB member in question shall be given the opportunity to respond to all charges, present witnesses, and be represented by counsel. During the hearing, the SEB member in question has his or her SEB voting rights suspended.

e. Before fifteen calendar days have elapsed following the end of the hearing, the SEB shall vote on removal from office, then communicate its majority decision to the SEB member in question.

ARTICLE 8 – Vacancies

8.1. A vacancy in the SEB occurs whenever an SEB member is unable to serve due to absence, resignation or discharge.

8.2. If the President position becomes vacant, the SEB members will elect among the second-year representatives a new President for the duration of the term.

8.3. If a General Affairs SEB member position becomes vacant, the SEB members will vote on opening a replacement procedure:

a. If a replacement procedure is approved, the position shall be offered to the first student in line of succession among those non-elected at the previous elections.

b. In the absence of successors or refusal of service, the SEB members may nominate a replacement among any student in the MBA Full Time program.

c. All the replacement will hold service for the duration of the SEB term.

8.4. Should the SEB come to consist of less than four members elected by the MBA Full Time Student Association, an extraordinary election should take place.

ARTICLE 9 – Amendments

9.1 Any amendments to these bylaws shall be proposed in the form of a motion, discussed at a regularly scheduled SEB meeting, and finally voted upon at a time no earlier than the following standing meeting.

9.2. A two-thirds (2/3) vote of the SEB, with at least four fifths (4/5) of the board membership being present and voting, shall be necessary to make any amendment to the bylaws.
As representatives of the SEB, we adopt this constitution as the official governing document of this organization.

Date of Adoption February 21, 2014

The Student Executive Board 2013-2014

President
Saccà, Fabio

SEB General Affairs
Faber, Theresa Lynn
Hahn, Daniel Richard
Evans Jr., Terry
Hoerburger, Keith Michael
Manning, Monique Lechell
Moreno, Benjamin Michael