CONSTITUTION

College of Management Student Advisory Board
North Carolina State University
Raleigh, North Carolina

PREAMBLE

We, the representatives of the departments of the College of Management of North Carolina State University, desiring to promote the interests and general welfare of the students, to further communication and cooperation among the various departments, and to provide the College of Management students with a representative College Board, do hereby establish this constitution.

ARTICLE I - NAME

The organization shall be known as the College of Management Student Advisory Board (COMSAB).

ARTICLE II - PURPOSE

The purposes of the Board shall be:

1. to provide an organization for the management of affairs in which all Management students may be interested;
2. to handle all monies received by the Board, including Management fees;
3. to coordinate the activities of the College of Management, and in the University;
4. to promote leadership in the College of Management, and in the University;
5. to act on behalf, and in the interests of the students in the College of Management.

ARTICLE III - MEMBERSHIP

Section 1. Members of COMSAB will be all College of Management Senators, the COMSAB executive committee, eight members at large to be selected by the executive committee, three graduate student members appointed by their department to represent each of the three programs: MAC, MBA, and Economics, and the president or representative of the student organizations associated with College of Management which meets University Student Development guidelines.

Section 2. The eight members at large will be divided as follows: 1 seat to the Economics Department, 2 seats to the Accounting Department, and 5 seats to the Business Management Department. The members at large cannot represent College of Management student organizations during the same time, but can be members. Criteria for selection of members at large will include, but not be limited to, previous student involvement, leadership, academic
standing, and potential. Preference will be given to students with sophomore and junior standing.

Section 3. Any student of the College of Management or any other interested party may attend any meeting of the board as an observer and may be recognized to speak, but will not be entitled to vote.

Section 4. Membership suspension criteria are detailed in Article XI, Sections 2-3.

Section 5. Due to undergraduate and graduate segregation of fees, graduate degree programs will not be eligible for funds through COMSAB.

**ARTICLE IV- EXECUTIVE COMMITTEE**

Section 1. Officers of this organization will be President, Executive Vice President, Vice President of Legislative and Administrative Affairs, and Vice President of Finance.

Section 2. The officers named in Section 1 will comprise the Executive Committee.

Section 3. Officers will be elected by a majority of members present. The officers will be nominated at the third to last meeting of the academic year. Elections will be held at the next to last meeting of the academic year. In the absence of a majority vote runoff elections between the two leading contenders will be held at the same meeting as the primary elections.

Section 4. If any officer is unable to complete their term of office, a new officer can be appointed by the remainder of the Executive Committee. If the office of President is vacated, the Executive Vice President assumes the presidency.

Section 5. Any officer may be removed by a two-thirds (2/3) vote, but only at a meeting subsequent to one in which the removal motion is made.

Section 6. The members of the executive committee shall:

a. be students in good academic standing in the College of Management, as defined in Article IV, Section 7;
b. not be a Student Body Officer or a Student Senator;
c. not serve concurrently as a club's representative or as a member at large;
d. normally have served on COMSAB for at least one year prior to assuming office.

If circumstances do not allow for all members of the board to fulfill this requirement, however, it may be waived.

Section 7. A student who is under a penalty or probation (all forms of judicial probation), suspension, or expulsion shall not be considered in good standing. Students under Academic Warning shall be considered in good standing.

**ARTICLE V - ADVISORS**
Section 1. The faculty advisor of the COMSAB shall be a member of COMSAB, serving in an advisory role, and shall normally be the Associate Dean of Academic Affairs or his or her designate.

ARTICLE VI - FINANCES

Section 1. All College fees collected by the University Business Office from Management students may be allocated by the Board. In addition, any COMSAB fundraising programs are to be deposited in the COMSAB Trust Funds, and treated as College fees.

Section 2. With academic events taking precedence, priority in the allocation of funds will be decided by the Executive Committee. Priority will be given to events and programs that benefit the largest number of College of Management students.

Section 3. The Vice President of Finance must submit a COMSAB budget at the first meeting of each semester. A final budget must be approved by the Board at that meeting, allocating funds to COMSAB operations, scholarships, College of Management activities and member organization activities.

Section 4. A representative of each society requesting funds from COMSAB will submit their funding request form for the current semester only to the Vice President of Finance at least one week in advance of the budget meeting of the Executive Committee. The request shall be for events or programs costing more than $100. The funding request form must be fully and completely filled out and turned in as a requirement for all organizations requesting funds.

Section 5. The Executive Committee will review requests for events or programs (to be conducted during the current semester) costing $100 or more. The Executive Committee shall review all funding request forms prior to their budget meeting. In the event that a description or explanation in the organization’s form is unclear, the Executive Committee may request the presence of a member of the organization at their budget meeting for a brief interview.

Section 6. The Vice President of Finance will collect all financial statements and leftover money from these organizations after their event or program is held. Any budget discrepancies or misappropriations from an organization’s funding shall be reported by the Vice President of Finance to the full Board, for possible suspension of funding privileges or membership in COMSAB.

Section 7. Any funds remaining at the close of the semester will be included in the budget of the following semester.

Section 8. Each organization shall be responsible for reporting to the Vice President of Finance complete records of all expenditures of COMSAB allocated monies, except for operational costs allocated by the Executive Committee. All financial statements (receipts, documentation of expenditures) and leftover monies must be turned in at the Board meeting following the
event. The Executive Vice President shall be responsible for maintaining a calendar of events and programs conducted by organizations receiving COMSAB funding.

**ARTICLE VII – ACTIVITIES**

Section 1. COMSAB will sponsor at least one major social function per academic year and/or at least one major informative program per academic year or a combination thereof, and any other activity or activities such that COMSAB as a whole body may see fit to sponsor.

**ARTICLE VIII – MEETINGS**

Section 1. Regular meetings will be held during the school year at least twice each semester, the time and day to be designated by the Executive Committee at the beginning of each semester of the school year. These dates are to be approved by COMSAB at the first meeting of the semester. After approval, a schedule of these meetings will be placed on the COMSAB webpage by the Vice President of Legislative and Administrative Affairs.

Section 2. Special meetings may be called by the President or by a petition of a majority of the Board members. This petition must be submitted to a member of the Executive Committee.

**ARTICLE IX - QUORUM AND VOTING**

Section 1. Quorum is defined as one half the total voting membership of the board plus one. A quorum must be present to conduct official business (see Article IX, Section 3).

Section 2. Each representative, senator, and each member at large is allowed one vote in COMSAB. New organizations will not be allowed a vote until a representative or alternate has attended one meeting. Executive Vice President, Vice President of Legislative and Administrative Affairs, and Vice President of Finance are each allowed one vote. The President and the Faculty Advisor are allowed voice, but not vote. In the event of a tie vote, the President shall vote to break the tie.

Section 3. The quorum requirement may be suspended by a three-fourths (3/4) vote of the Board members present at a meeting provided that at least one-third (1/3) of the total membership is present. Quorum requirements may not be suspended when voting on constitutional amendments.

**ARTICLE X - AMENDMENTS**

Section 1. Any amendment to the Constitution or By-Laws must have been presented to the Board at least one meeting prior to its being voted upon.

Section 2. The Constitution and By-Laws of the Board may be amended at any meeting of the Board by two-thirds (2/3) vote of those present, provided a quorum is present.

Section 3. Changes to the By-Laws take effect immediately upon approval of the Board.
Section 4. Constitutional amendments must then be ratified by two-thirds of the vote in a referendum of the College of Management enfranchised students, per Student Body Constitution Article 2, Section 1.

ARTICLE XI - ATTENDANCE

Section 1. Attendance is mandatory for organization representatives, members at large, senators, and COMSAB Executive Committee members. A member's absence will be excused provided an alternate has been appointed and has attended the meeting, or an excuse can be granted by the President. Organizations that are not appropriately represented (or excused) for all of the Board meetings in a semester, will forfeit their privilege of requesting funding for the following semester.

Section 2. When an organization’s funding privilege is suspended, a letter will be sent to the organization president and/or supervisor notifying them of the action.

Section 3. In order to reinstate funding privileges, the organization president and advisor must appear before COMSAB and request reinstatement.

BY-LAWS
ARTICLE I - DUTIES OF THE OFFICERS

The Executive Committee of COMSAB shall have the following duties and powers:

Section 1. President:

a. preside over all Board meetings
b. form special committees as needed
c. appoint committee chairs
d. appoint temporary officers until elections can be held
e. decide all ties in voting
f. act as official representative of COMSAB
g. present a written agenda to the Board at every meeting

Section 2. Executive Vice President:

a. assist the president when requested to do so
b. assume the duties of the president in his or her absence
c. oversee committee activities
d. oversee the social, academic, and informative activities COMSAB sponsors
e. oversee the publicity of COMSAB activities
f. maintain a calendar of events and programs conducted by organizations receiving COMSAB funding

Section 3. Vice President of Legislative and Administrative Affairs

a. develop and maintain the COMSAB webpage, to include a copy of the COMSAB Constitution and By-Laws, a schedule of Board meetings, and a copy of the COMSAB organization funding request form
b. keep accurate minutes of all meetings of COMSAB and circulate copies to all members of COMSAB at the following Board meeting for approval by the majority
b. keep an accurate record of attendance and report to the President any COMSAB organization not represented at the Board meeting
c. conduct such correspondence as directed by COMSAB or the President of COMSAB. This is including, but not limited to, email meeting reminders.

Section 4. Vice President of Finance

a. keep an accurate financial record
b. report the current financial status of COMSAB when called upon to do so by the President or as directed by COMSAB
c. submit all expenditures authorized by COMSAB to the Associate Dean for Academic Affairs for approval and payment
d. be responsible for collection of all monies raised in COMSAB-sponsored fundraisers
e. chair the meeting of the Executive Committee on the allocation of funds each semester
f. collect all financial statements and leftover money after an event for which COMSAB allocated funds
g. report any budget discrepancies or misappropriations from an organization’s funding to the Board
h. present a proposed budget at the first meeting of each semester

ARTICLE H - COMMITTEES

Section 1. The President will appoint standing and temporary committees in accord with the group efforts required for the execution of the Board's work, and such committee appointments will be accompanied by a clear definition of areas of responsibility, duties and date for submission of reports, as required by the Executive Vice President.

Section 2. When a committee completes its work, the committee chairperson will make a written report to COMSAB. This report will be incorporated into the COMSAB minutes by the Administrative Vice President.

ARTICLE III - AWARDS