



## **Evening MBA Association**

**Charter 2004 - 2005**

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## **Article 1: Registration**

The club is registered with the Michigan Student Assembly (MSA) and the UMBS Student Government Association (SGA). Details are below.

### ***Organization Name***

Evening MBA Association of the University of Michigan Business School  
(a.k.a. Evening MBA Association, EveMBA)

### ***Mailing Address***

Evening MBA Association  
530 South State Street  
Michigan Union, Room 3909  
Ann Arbor, MI 48109-1349

### ***Website***

<http://webuser.bus.umich.edu/esa/>

### ***General Information***

MSA Maize Pages: <http://uuis.umich.edu/maizepgs/SelectView.cfm>

E-Mail: [evemba-info@umich.edu](mailto:evemba-info@umich.edu)

## **Article 2: Faculty Advisor**

### **Dr. Eugene W. Anderson**

Associate Dean for Degree Programs, University of Michigan Business School  
Professor of Marketing, University of Michigan Business School

701 Tappan Street, D2142  
Ann Arbor, Michigan 48109-1234  
734-763-5484  
[genea@umich.edu](mailto:genea@umich.edu)

## **Article 3: Mission**

The Evening MBA Association promotes the Evening MBA experience at the University of Michigan Business School. The primary goals of EveMBA are:

- To provide professional, academic, and social networking opportunities for Evening MBA students.
- To ensure continual Evening MBA student representation and perspective in Business School affairs.
- To contribute to the building of the larger Business School community by partnering with other programs and clubs within the school.

## **Article 4: Programs**

The EveMBA promotes, sponsors, participates in, and manages several events for both members and non-members. These events include, but are not limited to:

- New Student Orientation
- Career Path Panel Discussions
- Academic Advocacy Programs
- Football Tailgates
- Kick-Off Picnics
- Outdoor Outings
- Happy Hours
- Pre-Class Dinners
- Graduation Celebrations
- Social Events

## **Article 5: Membership**

Membership in the Evening MBA Association is open to all registered Evening MBA students at the University of Michigan Business School. The EveMBA reserves the right to implement a reasonable membership fee on current and potential members at any time.

## **Article 6: Meetings**

### ***Administrative Meetings***

Officers and Section Leaders of the EveMBA meet monthly during the Fall and Winter semesters, and as needed during the Spring and Summer semesters during these meetings.

### ***Open Meetings***

All members of the EveMBA and any interested, prospective Evening MBA students meet bi-monthly during the Fall and Winter semesters during these meetings.

## **Article 7: Structure**

To fulfill the above stated goals, the EveMBA will have the following officer positions:

- President
- Vice President for Academic Affairs
- Vice President for Marketing and Communications
- Vice President for Community Service



### ***Vice President for Communications***

- Create and maintain a consistent brand strategy for the Evening MBA Association (including logos, printed collateral, etc.).
- Develop communication standards to be utilized by all EveMBA officers, Section Leaders, and committees who will be communicating directly with students, faculty, University administration & staff, and external parties such as corporate sponsors.
- Act as a central review post for communications that will reach the majority of the EveMBA, and act as a first review point for major communications that will be reviewed and approved by the President.
- Work with VP of Marketing to develop communications materials for EveMBA events, including New Student Orientation.
- Develop and edit EveMBA website content. Work with VP of Web Development to ensure a consistent message through the Web channel.

### ***Vice President for Community Service***

- Maintain EveMBA relationship with our community through non-profits, community-building clubs, and other philanthropic organizations.
- Develop, plan, and implement community-building and charitable events for the EveMBA.

### ***Vice President for Corporate Relations***

- Solicit sponsorship from companies to fund EveMBA events
- Promote visibility of Evening MBAs with companies (especially firms recruiting on campus)
- Increase the interaction between Evening MBAs and the company personnel through sponsored events, workshops, guest lectures, symposiums, etc.
- Develop a working relationship with University of Michigan “Development and Alumni Relations Office” to identify potential sponsors and for channeling company-sponsored funds through the office in order for the companies to get tax breaks and recognition from the School.
- Represent EveMBA concerns regarding recruiting to the Office of Career Development (OCD)

### ***Vice President for Finance***

- Serve as the lead representative to Student Organization Accounts Services (SOAS)
- Serve as the lead representative to the Michigan Student Assembly (MSA)

- Arrange timely transfer of funds to EveMBA suppliers, for both advances and post-payments, to support EveMBA-sponsored events
- Support EveMBA fund-raising events
- Accounting of EveMBA finances

### ***Vice President for Marketing***

- Plan, budget, and schedule social events
- Identify and contact vendors for events
- Assist with corporate sponsorships
- Work with Communications for event promotion

### ***Vice President for Recruiting***

- Establish and maintain a close relationship with the school's Office of Career Development
- Develop career development opportunities for current Evening MBA students

### ***Vice President for Web Development***

- Maintain and develop the EveMBA Web site and other online endeavors
- Create online tools and features to enhance the EveMBA student experience

### ***Section Leaders***

- Initiate, sponsor, and promote local Evening MBA networking activities in your section (see Article 8 for more details)

## **Article 9: EveMBA Sections**

### ***What an EveMBA Section Is***

A Section is a geographical grouping of Evening MBA students. Sections are meant to augment your opportunities as an Evening MBA student and enhance your enjoyment of UMBS. They are useful for:

- **Networking** – Making contacts and establishing social and professional networks is much easier and viable in smaller, closer groups.
- **Resources** – Students will have access to other students who live near them to facilitate the formation of study and/or carpooling groups.
- **Community-building** – Evening students brought together in Sections can feel a stronger bond establishing new relationships and a real sense of community within the UMBS Evening MBA program.

- **Reaching Out to New Students** – Prospective students considering admissions will be drawn to the benefits of Sections for building a network of friends and colleagues, as well as for academic reasons.
- **Fun!**

There are six EveMBA Sections. The EveMBA has divided sections by students' home zip codes. Students are welcome (and encouraged!) to participate in any section's events.

### ***What an EveMBA Section Is Not***

Being a member of an Evening MBA section does not mean that Evening students are required to take classes within sections. Evening MBAs are not required to participate in section activities. Evening MBA sections are maintained and managed by Evening MBA students only; the UMBS administration is not involved in the operation of Evening MBA sections.

### **Article 10: Committees**

The EveMBA reserves the right to establish and abolish sub-committees to resolve club issues, manage club events, and oversee club interests on an as-needed basis.

### **Article 11: Protocols**

The Co-Presidents will review all communications and decisions (prior to delivery or implementation) that fit the following criteria. Such deliverables will be those outside regular officer duties as outlined above.

- Any potential change to the Evening MBA Program
- Any potential change to the EveMBA
- Any effect on orientation and prospective student information sessions
- Any message intended for the entire student body of the Business School, or a non-Evening population
- Any message to a member or members of the administration, faculty or other business school programs

The Co-Presidents will agree on the division of labor and responsibilities between them.

### **Article 12: Financials**

Every club member has the right to review the EveMBA books of accounts, financial records, and financial institution of account information. This right is exercisable at any time upon giving reasonable notice.

Each outgoing President shall submit to the incoming leadership a summary of:

- (a) beginning and ending cash balances in the EveMBA

(b) the cash flows of the previous year

### **Article 13: Elections**

Elections for all officer positions will be held in the beginning of April each year.

Officer positions (Co-Presidents and Vice Presidents) are decided by online vote of all Evening MBA students. If an officer position goes unfilled, the new officers reserve the right to appoint unfilled positions. Section Leaders are appointed via consensus of the elected officers.

Co-Presidents must have previously held a position in the EveMBA government as either a Co-President, Vice President, or Section Leader. No other positions require experience in the club. There are no term limits on officer positions; students may serve for as many terms as they are elected. The EveMBA reserves the right to change its election procedures at any time through majority consensus of club leadership.

### **Article 14: History**

In the late 1990s, the Student Government Association (SGA) created a position called Vice President of Evening Students (a.k.a. SGA representative of Evening students) in an effort to consider Evening MBA students' opinions and concerns in general governance of the UMBS student body.

In 1999-2000, Carmen Saleh was the SGA rep for Evening students. Prior to graduating, she solicited the Evening student body for her replacement as SGA rep. Ben Robinson and Christina Parsons submitted ideas for improving the Evening program, and agreed to become co-reps for SGA.

Soon after assuming this role in the summer of 2000, it was agreed that the Evening program had many unique issues, well beyond the scope of SGA, and established the Evening Student Association to address these issues.

The organization was formalized with the Michigan Student Assembly in Fall 2001 to serve the Business School's Evening MBA community. The Evening Student Association changed its name to the Evening MBA Association in 2001.

### **Article 15: Officer Removal**

An officer may call for removal of another officer. Removal requires unanimous vote of all club officers (except the officer being removed, of course).