

**Bylaws of the  
Smith Undergraduate Students Association (SUSA)**  
Approved May 4<sup>th</sup>, 2014  
Amended and re-approved January 6, 2017

**I. Article One**

**Purpose:**

To provide undergraduate student input to the Dean and university concerning matters affecting undergraduate programs of the college, to unite the undergraduate students, and to ensure the rights of business school organizations and the Robert H. Smith School of Business as a whole.

SUSA understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

**Mission Statement:**

The mission of the Smith Undergraduate Students Association is:

1. To build community among undergraduate BMGT students, alumni, faculty and staff
2. To ensure the rights of member organizations and students
3. To provide undergraduate students input to the Dean and to the University and provide a forum for Smith-sponsored student organization leaders, SGA and Senate representatives to provide input and receive feedback on academic and other Smith and university policy issues
4. To serve their fellow students by organizing and sponsoring events and activities for all undergraduate students in the Smith School.
5. To coordinate career-related events with the Office of Career Services and other organizations.
6. To increase membership and support growth of Smith-Sponsored student organizations.
7. To assist in the planning and execution of multiple club events.
8. To add value to the experience for ALL Undergraduates
9. To provide a forum for communications between the organizations, and guidance for organizations to keep them healthy
10. To regulate and oversee the undergraduate student organizations with reasonable and enforceable requirements for recognition, and to be the voice for every business student, whether members of student organizations or not.

**II. Article Two**

**Organization Recognition:**

To be recognized as an active organization operating within the Robert H. Smith School of Business organizations will be required to fulfill the following:

- Each organization must have a faculty member within their respective major (or focus) as an advisor (Business fraternities need only select a faculty advisor).
- Have on file with the Smith Undergraduate Student Association a copy of the respective organization's bylaws, signed and dated by the organization's active executive board and their faculty advisor.
- Each organization's bylaws should include:
  - The organization's purpose
  - What constitutes membership
  - How elections will be held and who is eligible to run
  - Officer duties
  - Meeting guidelines
  - Names and contact information of the current executive board
  - Impeachment process for board members
- Each organization must have a minimum of 4 Executive Board officers including:
  - A President
  - An Officer to manage Finances
  - An Officer to manage Marketing
  - An Officer to manage Events
- Each organization's president must be a BMGT student with the only exception being Smith-Sponsored Fraternities outlined in Article XII.
- Each organization must have at least one semester of activity. This entails a minimum of 4 meetings, consisting of a least two professional programs. Examples include professional speakers, networking events, career fairs, etc. Contact the SUSA President for clarification for what constitutes as an acceptable professional program.

After completing all of the items above, the prospective organizations will contact the SUSA President about scheduling an informal meeting with the SUSA Leadership Team to state the purpose of the club, its vision, mission and goals. Prior to the meeting, the prospective organization will submit evidence of their previous semester's events as well as plan for future events. After the prospective organization presents, the SUSA Team will immediately follow up with any questions or concerns. After time for internal deliberation, the SUSA Team votes to approve the club or not. Prospective organizations need a simple majority to proceed further in the process. If the SUSA Leadership Team gives its general approval, the prospective organization will then give a formal presentation to the SUSA Presidents at their monthly meeting.

At the SUSA President's Meeting, the prospective organization will give a very similar presentation to the SUSA club Presidents. The club Presidents will then vote on whether or not to recognize the club. In order to be recognized, a club must receive a positive vote from at least 51% of club Presidents. The SUSA President acts as the moderator

throughout the process and does not vote initially; however, in the case of a tie, the SUSA President will vote, acting as the tiebreaker. Voting will be done anonymously through digital means. All newly admitted organizations must have a dedicated “SUSA Representative”.

### **III. Article Three**

#### **Active Organizations:**

To remain an active organization within the Robert H. Smith School of Business, Each organization must meet the following requirements:

- Each organization must have a faculty member within their respective major (or focus) as an advisor (Business fraternities need only select a faculty advisor).
  - Have on file with the Smith Undergraduate Student Association a copy of the respective organization’s bylaws, signed and dated by the organization’s active executive board and their faculty advisor.
  - Each organization’s bylaws should include:
    - The organization’s purpose
    - What constitutes membership
    - How elections will be held and who is eligible to run
    - Officer duties
    - Meeting guidelines
    - Names and contact information of the current executive board
    - Impeachment process for board members
  - Each organization must have a minimum of 4 Executive Board officers including:
    - President
    - Officer to manage Finances
    - Officer to manage Marketing
    - Officer to manage Events
  - Each organization’s president must be a BMGT student with the only exception being Smith-Sponsored Fraternities outlined in Article XII.
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- A minimum of 6 meetings and two professional programs per semester. Examples include professional speakers, networking events, career fairs, etc. Contact the SUSA President for clarification on what constitutes an acceptable professional program
  - An average of 15 people not including President and position-holding board members, at all meetings and events
  - Participate in at least 75% of each category of SUSA activities and contribute at least one member each semester to each of the mandatory activities in which the organizations assist the Smith School. The SUSA Executive Board will select the mandatory activities and provide prior notice to each club. SUSA mandatory

activities include events such as Business Week, Community Service Events, and Fundraisers.

- SUSA President's meetings and Assemblies shall serve as one individual category; therefore, each SUSA club must attend 75% of the total number of these events combined. Each club must send a President and SUSA representative to each SUSA assembly that they attend.
- Each club must provide the Administrative Chair with attendance for each event on the Google Document. Attendance must be submitted within one week of the event in order to receive points and credit. We highly encourage clubs to send in pictures of events so that we can put them on the SUSA Website and newsletter to applaud our clubs and share your events with the student population.
- Presidents must attend or send a representative to every SUSA President's Meeting or e-mail more than 24 hours in advance notifying the team of your absence.
- Maintain any other policies and procedure outlined in the SUSA Handbook
- Missing a mandatory event and failing to send an e-mail 24 hours prior results in a point deduction totaling the amount of the event. Clubs that do send an e-mail prior to a no show will be deducted half of the point total for the event. Ex. Assemblies are worth 2 points, if a club fails to show up without an e-mail, the club will be deducted 2 points from their total. If the club does send an e-mail prior to a no-show, that club will be deducted 1 point.

SUSA does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

Active status reporting requirements:

Each student organization sponsored by the Robert H. Smith School of Business must submit an "End of Semester Report," which includes the End of Semester Program Report, End of Semester Budget Report, and the SUSA Contact List by the deadline determined by the SUSA Executive Board at the end of each semester in order to be eligible for continued support. The report template must be filled out completely and sufficiently.

Failure to meet any requirements in Article Three will result in a club being placed on probationary status.

#### **IV. Article Four**

##### **Inactive Organizations:**

Organizations that do not meet the requirements for active organization status, detailed in article three or any other policy, will be subject to probation per the guidelines written in

the SUSA Handbook. In addition, clubs that violate any of the SUSA policies will also be put on probation. The probationary period is a minimum of one semester. Clubs on probation will still have access to funding, rooms, and other SUSA resources. They will also be required to work with the SUSA Executive Board to create a performance improvement plan and to enforce it. Clubs on probation are also given the opportunity to participate in a mentorship program, in which they are paired with a high performing organization in the hopes of providing guidance and cosponsoring events.

To be removed from probation, the club must be present at a President's meeting where SUSA club Presidents and the SUSA Leadership Team, excluding the President, will vote on the club's continued status in SUSA. To be removed from probation, a club must not only attempt to rectify all breaches of Article Three, but also present to the executive board and prove that leadership is strong and that the club will continue to remain an active presence moving forward.

The club must attain 51% of votes to be removed from the probationary period. If the club did not meet all the requirements, there will be a vote to decide whether they regain full membership, move to a secondary probationary period, or are removed from SUSA. In the second probationary period, if the club is able to meet all requirements, they will regain full membership status as a part of SUSA. However, if they do not meet all the requirements, they will no longer be a part of SUSA.

## V. Article Five

### **SUSA Assembly:**

The SUSA Assembly provides a platform for Smith students and administration to collaborate towards school-wide reform. Each assembly shall be organized with the purpose of addressing one or more issues within the Smith School.

Assemblies shall be composed of representatives from each of the SUSA recognized clubs and assembly-relevant stakeholders from within the Smith community including, but not limited to, students, faculty, and administration. The SUSA VP of Operations will act as the chair for all Assemblies. SUSA Assemblies will be called at a minimum of once per semester.

The meeting format may go as follows:

- I. Attendance and Call to Order
- II. Assembly Updates and Announcements
- III. Presentation of Issue(s) At Hand
- IV. Assembly Discussion
- VII. Adjournment

Meeting formats may be adjusted by the SUSA VP of Operations as seen fit per assembly.

In order for the Assembly to be effective, clubs must provide a President and SUSA representative to attend each SUSA Assembly meeting as per Article III. Club representatives must actively participate in these meetings by providing input to all relevant topics of discussion.

If a club is unable to provide a President, SUSA representative, or both, a replacement must be provided in place of each missing member and an excuse must be sent to the SUSA Administrative Chair more than 24 hours prior to the event stating why the member(s) could not attend.

## **VI. Article Six**

### **President's Meetings:**

SUSA Presidents' Meetings of the Smith Undergraduate Student Association are to be conducted on the first Monday of the month. The Presidents' Meeting format may be conducted as follows:

- Attendance
- Agenda Items
- Student organization concerns and/or announcements
- SUSA officer reports
- Activity Status (SUSA-sponsored events)

The date, time, and room of these meetings are to be provided at least a week in advance by the SUSA President.

Meetings of the SUSA committees will be held at the discretion of the committee leaders. In order to maintain a separation of duties and to avoid conflicts of interest, SUSA Executive officers and club Presidents may not be voting members of SUSA committees. Student organization meetings should not be scheduled in conflict with SUSA Executive Committee meetings.

Voting members for Presidents' meetings include:

- Presidents of each club recognized by SUSA
- SUSA Leadership Team excluding the President (when voting on probation)
- The SUSA President will only vote in the case of a tie.

Every SUSA recognized organization's President is required to attend every SUSA Presidents' Meeting. If the President cannot attend a SUSA meeting, he/she must send another Executive Board member in his/her place, preferably the Vice President. During any instances where voting is to take place, each club will be allowed one voting representative. Presidents are able to send a proxy voter, but they must notify the SUSA President and provide the name of the proxy voter.

## **VII. Article Seven**

### **Representative Resignation:**

In the event an organization representative can no longer fulfill his/her duties, the organization of the representative will be required to notify the SUSA Leadership Team and provide a replacement prior to the next SUSA meeting requiring a representative.

### **Representative Recall:**

SUSA Committee Chairs who fail to discharge their duties will be subject to recall by unanimous vote of the SUSA Executive Board and Committee Chairs and a 51% vote of SUSA recognized club Presidents. SUSA Executive Board Officers who fail to discharge their duties will be subject to a recall by a 2/3 majority of SUSA recognized Club Presidents. Officers and Chairs will be considered in breach of their responsibilities if they fail to attend scheduled meetings or SUSA-sponsored events, fail to complete work for which their position is responsible, mishandle or misappropriate monies that are entrusted to them, or engage in any unlawful activity.

Each Smith-sponsored organization should adopt a corresponding recall provision in the organization bylaws.

### **VIII. Article Eight**

#### **Funding Requirements:**

Each organization must either be an active or probationary club, as detailed in Articles III and IV, in order to be eligible for resources provided by the R. H. Smith School of Business.

To receive funding from SUSA, a club must follow all Finance policies outlined in the SUSA Handbook.

When funding is requested and approved, the club will purchase the requested materials and submit receipts to receive reimbursement.

1. Proposals must include:
  - The purpose of the event/activity for which funding is requested
  - A tentative schedule of possible dates for scheduling the event
  - A detailed budget
  - A plan for the event, complete with task responsibilities
2. Upon review by the SUSA VP of Finance, events that are beneficial to the Smith community will be considered for funding.
3. Clubs can appeal a funding decision made by the VP of Finance by submitting a written appeal to the SUSA Executive Board stating why their event and the amount of money requested would benefit the Smith community. The club President may meet with the SUSA Executive Board upon request.

### **IX. Article Nine**

## **Procedures for requesting other resources and support from the Smith School of Business:**

The Smith School of Business is committed to supporting the undergraduate (UG) student organizations. To ensure that the School is able to allocate resources and provide support fairly across all active organizations, the following procedures should be followed when placing requests.

1. Each active student organization will be assigned a classroom one night/week as a meeting room throughout the semester. Requests to change meeting times/day of the week or requests for a different room should be made to the SUSA Admin Chair.
2. Clubs are required to follow all SUSA Signature Event policies and SUSA-OCS partnership policies that are listed in the SUSA Handbook.
3. Non-BMGT students are included in organizations' resume books and all career-related activities sponsored by their organization. Individual placement, internships, and other services provided by the Office of Career Services are restricted to BMGT majors and members of the QUEST program; non-BMGT majors should utilize the services of the University's Campus Career Center in Hornbake Library.
4. All other requests for additional resources or support should be made to the SUSA Executive Board, who will forward the endorsed requests to the appropriate Smith School administrator.
5. To request space in Van Munching Hall, all policies must be followed as outlined in the SUSA Handbook.

## **X. Article Ten**

### **Resources for Programs co-sponsored by Departments or Fellows Programs**

- **Funding-**If a club requests funding from SUSA, they must disclose exactly how much they are receiving from the co-sponsoring Department or Fellows Program. This disclosure must be signed by a professional staff member who works in that department. It also must be very clear what you are requesting funding for. All other policies must be followed per the SUSA Handbook.
- **Space-** Space may be reserved through the SUSA Administrative Chair using the policies outlined in the SUSA Handbook. If space is reserved through the SUSA Administrative Chair and you would like a different space, you must make the change with the SUSA Administrative Chair as well. However, any space reserved by the Administrative Chair will count against the number of rooms that clubs are allowed per semester.

- **Marketing**-If an event is co-sponsored and you wish to use the Department or Fellows Program to display your information in the Kiosks or in the Plasmas, the fact that your event is co-sponsored **MUST** be acknowledged. If you wish to work with the SUSA VP of Marketing to post your marketing materials, all policies outlined in the SUSA Handbook must be followed.

## **XI. Article Eleven**

### **Responsibilities of SUSA Executive Officers:**

- **President** - Responsible for Alumni, Office of Career Services, and Undergraduate Studies relations, as well as the SUSA Executive Board and the SUSA Committees. Convenes and presides over SUSA meetings and activities. Audits SUSA financial records at the end of each semester with the VP of Finance. Represents Undergraduate Students at Commencement in the year during which he/she graduates.
- **Vice President of Marketing** - Responsible for Smith Undergraduate publication and promotions for SUSA sponsored student organization events and activities, and all other duties assigned by the President. Presides over the SUSA Executive Marketing Committee.
- **Vice President of Finance** - Responsible for SGA budget requests and disbursements, and all other duties assigned by the President. Approves funding of Smith-sponsored events and activities. Helps Smith-sponsored organizations gain SGA recognition. Presides over the SUSA Executive Finance Committee. Audits SUSA financial records at the end of each semester with the President.
- **Vice President of Events** - Responsible for scheduling and staffing all SUSA events, scheduling for Smith-funded club events, logistics and manpower for all Smith-sponsored events – which includes calling forth the assistance of the SUSA representatives for SUSA events -, and all other duties assigned by the President. Responsible for maintaining the calendar-including collecting and assembling the wish list at the end of each semester.
- **Vice President of Operations** – Acts as the chair of the SUSA Assembly and oversees the strategic position of SUSA as the student voice within the Smith community as a whole. Furthermore, the VP of Operations is responsible for managing the governing documents of SUSA, overseeing SUSA's consulting arm for recognized clubs, and external communication between SUSA and outside organizations, companies, and individuals as well as between clubs.

### **Terms of Office for SUSA Executives:**

- SUSA Executive Officers must serve a mandatory one-year term of office. Executive officers may be elected to a one-semester term only in the event that it is necessary to replace a position mid-year. The position shall be open to all

students in the business school. After the application process, candidates shall be selected through the process stated in Article Thirteen with the exception of the appeal process.

- SUSA Executive Officers will be elected in November, to serve their one-year term from the start of Spring semester

#### **Responsibilities of SUSA Committee Chairs:**

- **Fundraising Committee Chair** – Responsible for the coordination and execution of all SUSA related fundraising activities. Carries out all other duties assigned by the President. Works closely with the VP of Finance. Works closely with the SUSA VP of Events. An official job description for this position will be created by the SUSA Executive Board for every election. This position serves for 12 months.
- **Administrative Chair** - Responsible for the administration of the SUSA office by organizing the computer files and email boxes, maintaining and updating contact lists, and verifying the accuracy of information on the contact list. The Administrative Chair is also responsible for taking minutes at meetings and posting those minutes to the Executive Board, Club Presidents, or Assembly Members. Responsible for allocating rooms to clubs.
- **Webmaster & Historian** – Responsible for maintain and updating the SUSA website as well as collecting picture and video content from various SUSA club events. Carries out all other duties assigned by the President. Works closely with the VP of Marketing. An official job description for this position will be created by the SUSA Executive Board for every election. This position serves for 12 months.
- **Social Programming Chair** – Responsible for coordinating social events for the Smith School Undergraduate student body. Works closely with the SUSA VP of Events. An official job description for this position will be created by the SUSA Executive Board for every election. This position serves for 12 months.
- **Community Service Committee Chair** – Responsible for the coordination of all Smith-wide community service events, the collection and management of community service opportunities kept in a database, and coordination for club-specific community service events. Works with the VP of Events and the SUSA organizations to coordinate community service events involving SUSA. Responsible for planning a community service activity for the SUSA Assembly. An official job description for this position will be created by the SUSA Executive Board for every election.

- **New Student Involvement Committee Chair**-Responsible for the planning and execution aimed to introduce new students to SUSA and Smith Involvement. Works closely with Orientation Chair, Freshman Fellows Program, and SUSA Executive Board to design and implement effective programming. New Students are defined as students newly admitted to the Smith School, freshmen admitted to the Smith School or interested in business, and transfer students admitted to the Smith School. Works with Social Programming chair as well to ensure that events are unique and all events are welcoming to all students.

#### SUSA Executive Cabinet:

- Executive Cabinet positions can be created as deemed necessary to help carry out the mission of SUSA. The SUSA President will ultimately determine the responsibilities of the Executive Cabinet.
- The SUSA Executive Board and Committee Chairs can nominate students to serve as members of the SUSA Executive Cabinet. The SUSA President must approve all nominations.
- All undergraduate students in good standing are eligible to be appointed to a position within the Executive Cabinet.
- Executive Cabinet members shall be required to attend every SUSA Team Meeting deemed necessary by the SUSA President.
- Executive Cabinet positions will be required to fulfill all other duties assigned by the SUSA President.

#### **Eligibility to Run for SUSA Positions:**

1. Must be a currently enrolled student at University of Maryland College Park or Shady Grove R. H. Smith School of Business.
2. Must have a Grade Point Average above a 2.0 with no F's from withdrawals (WF) or F's from Academic Dishonesty (XF)
3. Candidates must complete the application process for SUSA offices in the designated time frame.
4. SUSA Officers cannot concurrently serve as SUSA representatives for a member organization

#### **Eligibility to Run for Executive Office:**

1. Must be a BMGT student.
2. The SUSA Leadership Team may not simultaneously be President of any SUSA student organization.

3. VP of Finance and Administrative Chair cannot hold corresponding positions in SUSA clubs.

**Eligibility to Run for Committee Chair Positions:**

1. Must be a BMGT student.
2. Must not be in violation of Academic Integrity

**XII. Article Twelve**

**Smith-Sponsored Fraternities**

1. Only second semester freshman students are eligible to pledge Smith-sponsored fraternities
2. Hazing will not be tolerated in any Smith-sponsored organization. Any violations of this policy will result in immediate revocation of recognition until the conclusion of an official investigation. Following the investigation, a final ruling will be made in regards to the fraternity's recognition. If readmitted, the officers of the fraternity will have to meet with the SUSA Executive Board to debrief.
3. Smith-sponsored fraternity officers who are newly elected will meet with the Undergraduate Dean or designate.
4. Presidents of Smith-Sponsored Fraternities are not required to be BMGT students

**XIII. Article Thirteen**

**Elections**

Elections will be managed by an Election Chair throughout the entirety of the election process. The SUSA President shall appoint an Election Chair (the SUSA President may nominate himself or herself). The Election Chair must be an outgoing SUSA Officer. If no one on the SUSA Team meets this requirement, the SUSA faculty advisor will serve as the Election Chair. The Election Chair will be responsible for the preparation and agenda of the Election meeting. The Election Chair shall:

- Maintain the integrity of the election process
- Assist and oversee each expiring-term officer throughout the election process
- Be responsible for the facilitation and administration the election meeting
- Work with the SUSA Advisor to ensure any concerns/questions regarding the process are addressed

Each of the expiring-term SUSA officers will be responsible for leading the application process for his or her respective position. This includes:

- Preparing their position-specific questions on the online election application
- Narrowing down the applicant pool for their position to no more than five candidates
- Screening the final candidates for their position in an interview
- Endorsing one candidate from the final list to recommend to the entire SUSA Leadership Team

After each expiring-term SUSA officer has selected their final candidate to endorse, the entire SUSA Team will have an internal meeting. At this meeting, each expiring-term SUSA officer will present to the entire team on the qualifications of each of the final five candidates they previously selected, and explain the rationale behind their endorsement. At that point, the rest of SUSA Team will vote “Yes” or “No” to confirm that candidate. There must be a  $\frac{2}{3}$  majority vote (6 out of the 9 voting SUSA officers) to overturn the expiring-term officer’s endorsee to take their position. In the case that at least  $\frac{2}{3}$  vote “No”, the SUSA team will deliberate internally on the other final candidates to determine who will receive the SUSA Team’s endorsement. The SUSA team will follow this process for each position until a “slate” of final candidates endorsed by the SUSA Team is established.

Once the SUSA Team has determined its endorsed slate of candidates, the Election Chair will then send the list of the endorsed candidates along with the finalist for each position to the electorate, which includes the SUSA Leadership Team and the SUSA Club Presidents. The electorate will have a predetermined timeframe to express any discrepancies with the SUSA Team’s endorsement, and nominate another one of the finalist candidates in place of the SUSA team’s endorsee. Nominations can only come from the finalist candidates from each position. The election meeting schedule for the first Presidents’ meeting in November, will then take place for every single challenging nominee for each position.

At the meeting, each candidate (including the SUSA Team’s endorsee) will give a brief speech regarding his or her qualifications followed by a Q&A session. The electorate will then vote on candidates. In order to overturn the SUSA Team’s endorsement, a candidate must receive a  $\frac{2}{3}$  supermajority of the entire vote by SUSA club Presidents.

The following are applicable for internal moves within the SUSA Team.

- If the expiring-term officer is interested in running for their same position:
  - The Election Chair will be responsible for leading the application and vetting process for an expiring-term SUSA officer interested in running for their same position.
- If the expiring-term officer is interested in running for a different position on the SUSA team:
  - He or she will carry on with their responsibilities for leading the application & vetting process for their current, expiring-term position
  - He or she still must complete the online application for the position that they are interested in
  - The expiring-term officer will then go through the remainder of the election process like any other candidate