

UNIVERSITY OF TULSA BUSINESS SOCIETY BYLAWS

Enacted by unanimous vote of Officers on the 14th of March, 2024

ARTICLE I: NAME, MISSION, STRUCTURE AND DEFINITIONS

A. Name. The name of this organization shall be the University of Tulsa Business Society (“the Society”).

B. Mission. The Society is a student-led collaboration designed to create and promote education and professional development opportunities at the University of Tulsa across the University’s four colleges and graduate school. Both independently and by supporting our Constituent Organizations, we host guest speakers, market analysis workshops, and competitions (for all levels of education from secondary through graduate), and we assist students in achieving career aspirations through access to employment resources and networking opportunities.

C. Structure. The Society shall consist of, as developed herein, (1) a Faculty Advisor, (2) Officers, and (3) a Constituent Board. The work of the Society shall be overseen and reviewed by the Student Investment Fund (SIF) Advisory Board.

D. Definitions.

1. “TU Business Society,” “TUBS,” and “the Society” all refer to this same organization.
2. “Constituent Organization” and “Constituent” refer to an organization with which the Society collaborates as prescribed by these bylaws (including Article V) and those of the Constituent Organization.
3. “Officer” refers to an individual holding one of the roles enumerated in Article II.
4. “Board Member” refers to an individual serving on the Constituent Board of the Society, as defined in Article V.
5. “The University” and “TU” refer to the University of Tulsa.
6. “Student” refers to any individual currently enrolled in either a full-time or part-time undergraduate or graduate program at TU and who is generally in compliance with University rules and regulations.
7. “Shall” or “must” is mandatory; “may” indicates permission.

ARTICLE II: OFFICERS

A. Officer Roles. The Society shall maintain the following Officer roles, all of which have the same rank other than the Faculty Advisor, who is *sui generis*.

1. *President.* The President shall preside at all Society meetings, and is ultimately responsible for all aspects of the Society including coordinating the work of all other Officers and Board Members

and ensuring that the Society is actively engaged. The President shall be responsible for maintaining Society records, including attendance logs, budgets, and meeting minutes, and for ensuring that they are passed on to his or her successor.

2. *Vice President.* The Vice President shall preside at any meeting in the absence of the President (in the absence of both, any Officer may preside), shall propose preliminary language for bylaws (including, where relevant, for constituent integration), shall serve as Society parliamentarian, shall keep and distribute Officer meeting minutes, and shall assist the Faculty Advisor with general budgeting matters not within a particular Officer's role (see Article III).

3. *Director of Community Engagement and External Partnerships (DCEEP).* The DCEEP shall serve as the "face" of the Society to outside stakeholders and shall solicit industry professionals, professional groups, community agencies, and other bodies to coordinate with TU students and participate in TU events. Mutual engagements may include networking opportunities, internships, career placements, and expert panels. The DCEEP shall also have the authority (in coordination with the Director of Marketing, Social Media, and Communications) to approve website Posts and Events (the DCEEP may decline posting any such content, but he or she must then bring that content before the Officers at the next scheduled meeting).

4. *Director of Education, Trip Planning & Career Preparation (DETPCP).* The DETPCP shall prepare a schedule of educational and networking events each semester for approval by the Faculty Advisor and the Constituent Board. In addition, the DETPCP shall coordinate all event arrangements and (in coordination with the Director of Marketing, Social Media, and Communication) secure attendees for all events. Such arrangements shall include any necessary travel plans, such as those for the Society's annual visit to New York City.

5. *Director of Marketing, Social Media, & Communications (DMSMC).* The DMSMC shall design, maintain, and implement a marketing plan to maximize Society event attendance and influence within the Collins College of Business and the greater TU community, shall assist in marketing Constituent events (e.g., advertising flyers, social media and Society website posts, photography during events, and sharing of event information with other TU and outside organizations), and shall have the authority (in coordination with the DCEEP) to approve website Posts and Events (the DMSMC may decline posting any such content, but he or she must then bring that content before the Officers at the next scheduled meeting).

6. *Director of Web Systems & Operations (DWSO).* The DWSO shall design, maintain, and implement a Web platform for the Society. This shall include identifying and working with a hosting provider, establishing and maintaining a domain name, and coding and maintaining a website that includes (but is not necessarily limited to) membership and member-directory functionality, event calendaring and pre- and post-event writeups, and organizational information for the Society and its Constituents.

7. *Director for Student Association Coordination (DSAC).* The DSAC shall serve as intermediary between the Society and (1) other student organizations, including Constituents and the University's Student Association; and (2) selected external stakeholders, including other colleges and secondary schools. The DSAC shall report on any Student Association matters impacting the Society and its Constituents, including any regulations, procedures, events, and opportunities. When serving in this capacity, the DSAC shall supplement, but not replace, the work of Constituents' officers. The DSAC shall also coordinate efforts with the DCEEP to obtain information from outside parties

concerning how both the Society and the Collins College community can work with those entities to their mutual benefit.

8. *Ad hoc Director positions.* The Society may create additional Director positions as needed, provided that (1) the Faculty Advisor approves the positions and secures budgets for the same, and (2) the positions are approved by a majority of the Directors and Board Members (measured collectively).

B. Elections. Every February, the President shall compile a list of Officer positions for the next school year. In making that list, the President shall consider any Officers who will remain eligible for the following year; each such Officer may choose to run for his or her role for the forthcoming year. Such a current Officer may also choose to seek election to President in addition to seeking re-election to her current position. If the Officer is not elected to President, she may still be re-elected to her current position.

The President shall provide Constituent memberships notice of any open and potentially open positions (and may share such information with other relevant groups as well), and shall provide notice of and convene a meeting in March (on a day and time the Faculty Advisor can attend) to hold elections therefor.

In its last meeting in March, the current Officers and Board Members shall conduct a secret ballot for each Officer position. Each Officer and Board Member shall receive one vote, and the Vice President shall count the ballots and report the results.

The winner shall be determined by majority vote; in the event of a tie, the current Officers and Board Members shall vote in a runoff between the two candidates receiving the most votes. The runoff shall be by secret ballot, and each Officer and Board Member shall receive one vote. The Vice President shall count the ballots and report the results. If a runoff election results in a tie, the election process shall begin again, and any eligible individual may seek election to the Officer position. Voting shall then proceed as in a regular Officer election.

C. Compensation. Society Officers may receive a modest stipend as provided in the budget of the Society.

D. Obligation. To remain in good standing as a Officer, one must attend at least the lesser of: (1) fifty percent (50%) of all Officer meetings and Society events/programs (measured collectively) during a Fall or Spring term, or (2) two such meetings or events each month of the Fall or Spring term. (While there are no requirements for Officer roles during the summer or January terms, Officers are expected to be as involved as their schedules permit during these periods.) If an Officer fails to meet these requirements, he or she must not claim Officer status for that term verbally or in writing (e.g., on a resumé), and he or she shall not be permitted to serve in any such position during the following term. If this leaves a vacancy, the Faculty Advisor may appoint someone to fill this role until the next elections.

E. Removal. Serving as a Officer is a privilege that can be forfeit by malfeasance or other inappropriate behavior, including but not limited to harassment or mistreatment of any other Society member. Any such removal from membership requires an affirmative vote of both the Faculty Advisor and a majority of the other Officers. Any sanction other than removal is not the province of the Society but rather of different organizations within the University.

**ARTICLE III:
BUDGET**

A. Officer Role. Each Officer shall be responsible for budgeting items within his or her responsibilities, and for presenting to and receiving approval from the Faculty Advisor regarding the same. For example, the budget for an externship fair is the responsibility of the *Director of Community Engagement and External Partnerships*, the budget for a trip or invited speaker is the responsibility of the *Director of Education, Trip Planning & Career Preparation*, the budget for flyers or other marketing materials is the responsibility of the *Director of Marketing, Social Media, & Communications*, the budget for student research is the responsibility of the *Director of Research*, and the budget for the Society website is the responsibility of the *Director of Web Systems & Operations*. The Vice President shall work with the Faculty Advisor on any budgeting matters not within a particular Officer designation.

B. Faculty Advisor Authority. The Faculty Advisor shall have final authority to approve or refuse any budget or budgetary item, subject to amendment of these bylaws with alternative procedures according to the provisions of Article X.

**ARTICLE IV:
FACULTY ADVISOR**

Appointment and removal of the Faculty Advisor is within the authority of the Dean and Faculty of the Collins College of Business, not of the Society.

**ARTICLE V:
CONSTITUENT BOARD**

A. Composition. The Constituent Board shall consist of the Presidents (or a President's designee) of each Society Constituent Organization; the Society President; the Society Vice President; the Director of Education, Trip Planning, & Career Preparation; and the Director of Community Engagement and External Partnerships. The Society President shall be the chair of the Constituent Board. If the same member serves two roles (e.g., a Society Officer might be the President of a Constituent Organization), then that individual may vote twice—once in each capacity—or appoint a delegate to vote in one of his or her roles.

B. Role. The Constituent Board shall ensure that the interests of each and every Constituent are represented in the Society, and shall work in a cooperative and complementary fashion to fulfill the Society's mission.

C. Removal. Serving on the Constituent Board is a privilege that can be forfeit by malfeasance or other inappropriate behavior, including but not limited to harassment or mistreatment of any Society member. While the Society of course cannot remove anyone from being President of a Constituent Organization, by an affirmative vote of both the Faculty Advisor and a majority of the Society Officers, any member of the Board can be refused a place in the Society—the Constituent Organization is then strongly encouraged to appoint a delegate in order that their organization will continue to play a role; that delegate will then have the same authority and responsibility as any other Constituent President.

**ARTICLE VI:
MEETINGS**

A. Quorum. A majority of Officers shall constitute a quorum to do all Society business, including to take any votes provided for herein.

B. Voting. Whatever percentage is required for a vote is the percentage *of voting persons present*, so long as there is a Quorum.

C. Officer Meetings. The President shall ensure that the Officers meet regularly in order to conduct all Society business; the Faculty Advisor may also convene an Officer meeting. Each such meeting shall begin with a vote to approve any minutes of prior meetings, after which the meeting may be conducted according to an agenda provided by the President or Faculty Advisor. Typically, all Officer meetings are open to the Constituent Board and all officers of Constituent Organizations, but upon motion of the Faculty Advisor or President a meeting can be held in executive session with only Officers and the Faculty Advisor present, so long as a majority of Officers agrees.

**ARTICLE VII:
PARLIAMENTARY AUTHORITY**

In all cases where they are applicable and do not conflict with these bylaws or any future rules the Society may adopt, the rules prescribed in the then-current edition of *Robert's Rules of Order Newly Revised* shall govern.

**ARTICLE VIII:
ADDING CONSTITUENTS**

Upon the approval of the Dean, Faculty Advisor, two-thirds of the Officers, and two-thirds of the Board Members, any student organization may join the Society as a Constituent Organization. In considering whether to approve any new Constituent, the voting parties may consider the following: (i) the purpose of the organization, (ii) the role the organization would play in the Society, and (iii) the history of the organization.

**ARTICLE IX:
REMOVING CONSTITUENTS (RESERVED)**

**ARTICLE X:
AMENDMENTS**

Any provision in these bylaws—or the bylaws in their entirety—may be amended or replaced only by approval of both the Faculty Advisor and two-thirds of the Officers.

**ARTICLE XI:
DIRECTORS MOVING ROLES**

A current Director, wishing to assume a different Director role and thereby vacate her current position, may do so upon the following:

- (1) A majority of Directors and Board Members (measured collectively) approves the Director's assumption of the new role,
- (2) the Director has identified an individual to fill her current position,

(3) that prospective replacement has been approved by a majority of the Directors and Board Members (measured collectively), and

(4) if there is another Director currently serving in the targeted role, the latter has also agreed to vacate her position.