

THE PTMBA ASSOCIATION CONSTITUTION



UNIVERSITY OF  
MARYLAND

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ROBERT H. SMITH  
SCHOOL OF BUSINESS

**PART-TIME MBA  
ASSOCIATION CONSTITUTION**

# THE PTMBA ASSOCIATION CONSTITUTION

## Signature Page

The following signatories affirm that this document has been approved by elected officials.

_____ President	_____ Date
_____ Chief Financial Officer	_____ Date
_____ Chief Marketing & Communications Officer	_____ Date
_____ Chief Community Development Officer	_____ Date
_____ Chief Officer of Diversity & Inclusion	_____ Date
_____ Chief Officer of Special Events	_____ Date
_____ Chief Officer of Professional Development	_____ Date
_____ Vice President of Outreach, Baltimore	_____ Date
_____ Vice President of Outreach, DC	_____ Date
_____ Vice President of Outreach, Shady Grove	_____ Date
_____ Vice President of Outreach, Online Programs	_____ Date
_____ Chief of Staff	_____ Date

# THE PTMBA ASSOCIATION CONSTITUTION

## **Preamble**

We, the members of the Part-Time MBA Association, in order to improve the part-time Robert H. Smith MBA community, enhance the overall experience for its students, and maximize the value of the Maryland Smith brand, establish this Constitution of the PTMBA Association.

## **Article I: Name**

The name of the organization is the PTMBA Association, henceforth referred to as the PTMBAA. The governing body of the PTMBAA is the PTMBAA Association Board, henceforth referred to as the Board.

## **Article II: Purpose**

The mission of the PTMBAA is to enrich the MBA student experience by providing leadership that empowers and inspires advocacy on behalf of student interest and coordination of all student-run activities.

In so doing, the PTMBAA is charged with, but not limited to:

1. Acting as a liaison with Smith administration and faculty, students, and the business community;
2. Collaborating with administration to enhance the student experience;
3. Promoting and enhancing the reputation of the Maryland Smith MBA program, and
4. Enriching the educational experience and professional development of all members.

Additionally, the PTMBAA understands and is committed to fulfilling its responsibilities of abiding by University of Maryland policies.

## **Article III: Membership**

Active membership shall be limited to persons officially connected with the University of Maryland as students. Students enrolled as a part-time, online or flex MBA student in the fall, winter, spring, or summer terms are eligible for membership. Part-time and flex students must pay in full of financial obligations (student fees) as determined by the Board. Online students do not pay student fees, and thus may need to pay higher prices for resources or events; they will also be restricted to only running for the online-specific board positions.

The PTMBAA 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. (For definitions of “personal appearance” and “sexual orientation,” see the University’s Code of Human Relations (“Code”). We are compliant with all University policies.

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## **Article IV: Board Structure**

There are twelve members of the Board; one President that oversees the entire organization plus six Officers, four Vice Presidents and one appointed position - Chief of Staff. Each of the Officers (except for the Chief Financial Officer) also manage a team of Committee Members (volunteer positions) or Track Representatives (selected by the cohorts). All board members are elected in the general elections during spring and serve a one year term.

## **Article V: Board Members**

The PTMBAA will be governed by the following board members:

- 1. President:** An elected President will facilitate the development and implementation of the overall vision and strategy in coordination with the departments in the Smith community including, but not limited to the Masters Programs Office, Office of Career Services, Office of Development and Alumni Relations, and the Dean's Office. Furthermore, the President will act as a liaison between the part-time MBA student body and other groups within the Smith and UMD communities including, but not limited to alumni, faculty and staff, full-time MBAs, executive MBAs, Online MBAs and visiting MBAs. The President shall preside over all meetings of the Board. The President shall present all motions to the body present. While the President has the final authority to act on behalf of the PTMBAA, his/her decision may be overruled by a 2/3 majority of the Board. The President shall attend necessary R.H. Smith MBA meetings as determined by the PTMBAA. The President is the official judge of budget appeals for PTMBAA recognized clubs during the appeals process. The President will have secondary signatory rights for contracts. Contracts exceeding two thousand dollars will require a second signature. The name of the President will be added to the PTMBAA bank account.
- 2. Chief of Staff:** The President shall appoint a Chief of Staff. The Chief of Staff's duties shall be to preside over all meetings and functions that the President cannot attend and serve as the President's chief advisor. The Chief of Staff will be responsible for maintaining the official calendar of events for the PTMBAA. The Chief of Staff is responsible for the organization and execution of PTMBAA elections. The Chief of Staff shall be responsible for the logistics and announcement of all PTMBAA meetings.
- 3. Chief Financial Officer:** The PTMBAA shall maintain an elected Chief Financial Officer (CFO), whose duties will be to handle all dues/income for the PTMBAA as well as all PTMBAA accounts. The CFO will oversee the relationship with the PTMBAA's bank. The CFO will work with PTMBAA President, Full-time MBA President and Chief Financial Officer on co-sponsored FTMBAA/PTMBAA Events and Club Sponsored Events. The CFO will coordinate the appropriations process. In addition, the CFO will be responsible for updating PTMBAA financial guidelines annually. The CFO will review

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and have primary signatory rights for contracts. The CFO will review, and approve funding requests and distribute payments and reimbursements for events.

4. **Chief Marketing & Communications Officer:** The PTMBAA shall maintain an elected Chief Marketing & Communications Officer who will be responsible for communications within the PTMBAA as well as between the PTMBAA and other stakeholders in the Smith community, including but not limited to a bi-weekly newsletter and social media. The Chief Marketing & Communications Officer will be responsible for the design and maintenance of the PTMBAA information on the Network website. The Chief Marketing & Communications Officer will design and manage the PTMBAA's visual image and branding. The Chief Marketing & Communications Officer will maintain the PTMBAA Email Account. The Chief Marketing & Communications Officer will oversee the communication strategy of all stakeholders to the MBA part-time cohort including crafting marketing collateral (flyers, PowerPoint slides and posters) for PTMBAA events; distributing to students, board, MBAA, Department of Alumni Relations and MPO. The Chief Marketing & Communications Officer will conduct marketing surveys of PTMBAA student population to guide events and communications. Finally, the Chief Marketing & Communications Officer will form a Committee to discuss, organize, and complete tasks.
5. **Chief Community Development Officer:** The PTMBAA shall maintain an elected Chief Community Development Officer who will create and manage regular and frequent community service opportunities for PTMBA students to learn about, and serve with, non-profit organizations in the local community. In addition, the Chief Community Development Officer will be responsible for organizing community outreach events and programs, including creating event themes, timelines, and securing volunteers. The Chief Community Development Officer will also form a Committee to discuss, organize, and hold events. Committees will be formed at the beginning of each academic year and membership will be extended to all members of the part-time MBA community. The Chief Community Development Office is responsible for promoting the Smith School's positive social impact and brand image in the surrounding community. The Chief Community Development Officer will engage with their counterpart in MBAA to cross-promote and plan events for the UMD community.
6. **Chief Diversity & Inclusion Officer:** The PTMBAA shall maintain an elected Chief Diversity & Inclusion Officer. The Chief Diversity & Inclusion Officer will join the Smith Diversity Officer and Diversity Empowerment Council (DEC) to foster a more equitable learning experience, prepare students to thrive in diverse working environments, and embrace Smith's multitude of cultures, backgrounds, and perspectives. The Chief Diversity & Inclusion Officer will facilitate regular reflection sessions and provide updates on DEI news and events within Smith and the broader campus in the bi-weekly newsletter. Based on the broader geopolitical environment, the Chief Diversity

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& Inclusion Officer will create programs and initiatives responsive to current events relating to DEI. The Chief Diversity & Inclusion Officer will also form a Committee to discuss, organize, and hold events. Once each semester, the Chief Diversity & Inclusion Officer will meet with Smith's Diversity Officer. The Chief Diversity & Inclusion Officer will engage with their MBAA counterpart to cross-promote and plan events for the UMD community.

7. **Chief Officer of Special Events:** The PTMBAA shall maintain an elected Chief Officer of Special Events who will be responsible for the organization's social and networking events. The Chief Officer of Special Events will be responsible for creating event themes and timelines, as well as managing logistics and securing event volunteers. The Chief Officer of Special Events will be responsible for planning and executing events including, but not limited to, a fall tailgate, Holiday Party, Monte Carlo with MBAA and Year-End Celebration. The Chief Officer of Special Events will also form a Committee to discuss, organize, and hold events. The Chief Officer of Special Events will engage with their MBAA counterpart to cross-promote and plan events for the UMD community.
8. **Chief Professional Development Officer:** The PTMBAA shall maintain an elected Chief Professional Development Officer who will represent professional development and career advancement interests of the part-time students. The Chief Professional Development Officer shall connect students to pertinent events, alumni and resources that support career and professional growth. The Chief Professional Development Officer shall organize events including, but not limited to, guest speakers, career panels, career workshops and professional headshots. The Chief Professional Development Officer will manage the relationship between the Office of Career Services and PTMBAA. The Chief Professional Development Officer will also form a Committee to discuss, organize, and hold events. The Chief Professional Development Officer will engage with their counterpart in MBAA to cross-promote and plan events for the UMD community.
9. **Vice Presidents of Outreach:** The PTMBAA shall maintain elected Vice Presidents of Outreach, representing the Baltimore, DC, Shady Grove and Online campuses. The Vice Presidents of Outreach will represent the interests and needs of students at that campus. The Vice Presidents of Outreach shall communicate PTMBAA events, opportunities and resources to their Track Representatives and campus. The Vice Presidents of Outreach will also plan campus-specific events and work with graduating Track Representatives to plan graduation celebrations. The Vice Presidents of Outreach will ensure the Track Representatives are planning cohort-specific events. The Vice Presidents of Outreach have a set budget per term to use as they see fit for their campus, pending approval from the CFO. The Vice Presidents of Outreach can only represent their home campus and will be elected by students at the relevant campus.
10. **Track Representatives:** The PTMBAA shall maintain elected Track Representatives.

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Each first-year cohort will elect three representatives during their first term to act as liaisons between that class and the PTMBAA, faculty and administration. The Track Representatives will be non-voting advisory members of the PTMBAA. Track Representatives have a set budget per term to use as they see fit for their cohort, pending approval from the CFO. Track Representatives shall attend organizational meetings as necessary to act as advocates for their respective tracks to include, but not limited to, a bi-weekly meeting with the administration and Master's Program Office.

## Article VI: Operations

1. **Voting Eligibility:** Those members meeting all requirements of active membership as set forth in Article III shall be granted voting privileges in elections.
2. **Election Process:** All officers shall be elected by a majority popular vote of the eligible voting members of the PTMBAA. In the event of a tie, a run-off will take place to determine the election winner. All elections will be held on an annual basis in the spring. All voting shall be done by secret, electronic ballot. Voting records shall be made available to any member of the organization upon request.
3. **Enforcement of All Officers/Track Representatives and Removal Procedures**
  - a. **Removal Reasons:** All members of the PTMBAA Board, including Track Representatives, may be removed from office if he/she/they exhibits unsatisfactory job performance or conduct unbecoming.
    - i. **Unsatisfactory Performance:** Such a standard will be met if a majority of PTMBAA Board members deem that an officer or track representative exhibits actions including, but not limited to, continued and unjustifiable absence from meetings and other PTMBAA events where business is conducted, or continued failure to perform the duties in a timely manner.
    - ii. **Conduct Unbecoming:** Such a standard will have been met if a majority of PTMBAA Board members deem that an officer exhibits actions including, but not limited to, proven violations of the University of Maryland Honor Code and/or Code of Student Conduct, proven misrepresentation of facts or self during the election process or in conducting his/her office, or not adhering to the rules and regulations set forth in the Constitution and Code.
  - b. **Removal Reporting Procedures:**
    - i. If one of these violations has been found and documented (written complaint), a written request of removal signed by at least three members of the PTMBAA (track representatives and board members) must be presented to the Board.
    - ii. Second, written notification of the request must be presented to the officer in question, asking the officer to be present at the next Board meeting and to be prepared to offer a verbal explanation to all members of the Board.

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- iii. If a majority of Board vote to continue with the procedure, then a meeting will be convened with the PTMBAA and a two-thirds (2/3) majority vote of the attending membership is necessary to remove the officer.
- iv. Replacement of the officer position seat shall be decided by majority vote of the Board.

### 4. **PTMBAA Meetings:**

- a. **Board Meetings:** All meetings will occur on at least a biweekly (occurring every two weeks) basis at a time and place selected by the Board in consideration of when classes are in session within the academic calendar. Notification of the time and place of said meetings shall be accessible to all PTMBAA members. Meetings shall follow an agenda set by the President. All members of the PTMBAA shall be present at no less than 75 percent of all meetings. To ensure proper transparency within the Board and allow diverse perspectives, all PTMBAA meeting discussions will be considered confidential until final decisions are made and released to the public. In addition, while the main responsibility and final decision resides within each PTMBAA Board member's domain, it is the responsibility of each Board member to share pertinent information of their work and decision-making during Board meeting to ensure cohesiveness and transparency within the PTMBAA. Minutes for each meeting shall be kept by the Chief of Staff.
  - b. **Meetings with MPO, OCS & DAR:** All meetings will occur on at least a biweekly basis at a time and place selected by the Board in consideration of when classes are in session with the academic calendar. Notification of the time and place of said meetings shall be accessible to all participants. Meetings shall follow an agenda set by the President. All members of the PTMBAA shall be present at no less than 75 percent of all meetings. Minutes for each meeting shall be kept by the Chief of Staff.
5. **Board Terms and Transitions:** The Board's official tenure begins after the spring term (Term D). The outgoing Board maintains control of official meetings until the end of the term, after which the incoming Board assumes control of official meetings and Board agendas. Outgoing Board members may continue to oversee select events or duties (if any) as specifically defined prior to the end of the term. Incoming and outgoing Board members will, following elections, engage in a process of training, knowledge transfer, and organized document sharing as required by their position.

## Article VII: Finances

The PTMBAA will finance its activities through the following means:

1. Membership dues payable by members of the part-time Smith program (appropriate



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amount set by the Master's Program Office in conjunction with the Chief Financial Officer),

2. Business School Departmental funds (including MPO, Academic Departments, Centers, etc.), and
3. Fundraising activities and sponsorships in accordance with all University of Maryland policies.

The CFO shall maintain a \$10,000 minimum in the KSA account for emergency use, if the Board does not receive funds on time during the academic year.

Track Representatives are responsible for paying for events out of pocket and subsequently going through a reimbursement process as outlined by the PTMBAA. The CFO will make every effort to reimburse students in a timely manner and no later than one semester after receipt submission. Students seeking reimbursements from the PTMBAA must submit receipts during the academic year of the purchase date. Requests for reimbursement submitted beyond this length of time will be paid at the discretion of the CFO and may be completely denied.

Board Members can work with the CFO to pay for other expenses in the manner they deem most beneficial, whether through reimbursement or direct payment from PTMBAA.

## **Article VIII: Amendments**

This constitution is binding to all members of the PTMBAA. However, the constitution is not binding unto itself. Changes to the constitution require the following steps and may not be made from the beginning of spring semester through the end of the election process:

1. Amendment(s) to the constitution may be proposed in writing by any voting member of the PTMBAA at any Board meeting at which over two-thirds of the Officers are present.
2. The proposed amendment(s) must then carry a simple majority vote by the Board in order to proceed for further consideration.