



**Smith Undergraduate Student Association (SUSA) Bylaws**  
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Contents

PREAMBLE.....	2
ARTICLE I. Name .....	2
ARTICLE II. Mission, Pillars, and Policies.....	2
ARTICLE III. Organization Recognition.....	3
ARTICLE IV. Active Organizations .....	4
ARTICLE V. Inactive Organizations .....	6
ARTICLE VI. Smith Undergraduate Leadership Council .....	8
ARTICLE VII. Funding Requirements .....	9
ARTICLE VIII. Procedures for Requesting Support from the Smith School of Business.....	9
ARTICLE IX. Resources for Programs Co-Sponsored by Departments or Fellows Programs.....	10
ARTICLE X. Smith-Sponsored Fraternity .....	10
ARTICLE XI. Responsibilities of the SUSA Executive Board.....	11
ARTICLE XII. Executive Board Resignation and Recall.....	14
ARTICLE XIII. SUSA Committees .....	15
ARTICLE XIV. Elections and Eligibility .....	16
ARTICLE XV. Concerns and Appeals to the Governing Documents .....	18

## **PREAMBLE**

We, the members of the Smith Undergraduate Student Association, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

## **ARTICLE I. Name**

The official name of this organization shall be Smith Undergraduate Student Association, hereafter referred to as SUSA.

## **ARTICLE II. Mission, Pillars, and Policies**

### **A. Mission Statement**

SUSA's mission is to amplify the student voice, provide opportunities for personal and professional development, and empower students to shape their Smith undergraduate experience.

### **B. Pillars**

**Smith Clubs** – SUSA supports and collaborates with Smith's student-run clubs, which are an integral part in forming a community within Smith. Each club has its own unique focus that allows students to explore majors, career paths, cultures, and other affinities

**Dynamic Community** – Through our Smith-wide events and collaborative opportunities, SUSA creates an interconnected network within our diverse student community. We empower students to create impact and take ownership of their undergraduate experience

**Professional Discovery** – SUSA provides students with the tools and opportunities necessary to connect with employers through its partnership with Smith clubs and the office of Career Services

### **C. Organization Policies**

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

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.

### **ARTICLE III. 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 advisor
- Each organization must 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 name
  - 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 XI.
- Each organization must have at least one semester of activity prior to being recognized, entailing a minimum of 4 meetings, consisting of at least 2 professional programs

After completing all the items above, the prospective organization will contact the SUSA President about scheduling an informal meeting with the Executive Board 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 Executive Board will immediately follow up with any questions or concerns. After time for internal deliberation, the Executive Board votes to approve the club or not. A prospective organization needs a simple majority to proceed further in the process. If the SUSA

Executive Board 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 similar presentation to the SUSA club Presidents. The club Presidents will then vote on whether to recognize the club. To be recognized, a club must receive a positive vote from the majority of club Presidents. The SUSA President acts as the moderator throughout the process and does not vote.

## **ARTICLE IV. Active Organizations**

### **A. Requirements**

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

- All requirements stated in Article III
- Hold a minimum of 2 professional programs, 1 creative event, 1 non-professional event, and 1 community service event per semester
  - Non-professional events are internal-facing events aimed at club members outside the executive board. These include club socials, interest meetings, information sessions, or company “who we are” presentations
  - For an event to be considered a professional program, it must provide a value-add greater than simple company information. Examples include professional workshops, resume-builders, corporate panels, site-visits, and others. Please contact a SUSA member with any questions regarding event qualifications
  - Any professional programs that exceed the required 2 can be counted towards the non-professional requirement if necessary
  - GBMs and professional speaker events do not qualify as creative events. All final decisions will be made by the VP of Admin
- Of the required events and programs, at least 1 and no more than half of all these events must be held in collaboration with another SUSA organization or SUSA (if in collaboration with SUSA, the event must be a non-SULC-wide event).
  - Collaborative events will receive points based on a tier-level ranking ranging from bronze to gold based on the guidelines set by SUSA's Vice President of Administration
  - If a club wishes to hold additional collaborative events beyond the maximum, the event may only count towards club requirements if it falls under the gold tier (this includes community service)
- An average of 15 people not including President and position-holding board members, at all meetings and events.

- Application-based clubs must have at least 15 non-position holding members and may appeal to the SUSA Executive Board to lower their required average attendance to 70% of their fixed membership.
- Contribute each semester to the mandatory activities in which the organizations assist the Smith School. These include but are not limited to Business Week, Involvement Week, Club Connection Fair, SULC, and Leadership Conference. The SUSA Executive Board will select the mandatory activities and provide attendance requirements and prior notice to each club.
- Conduct elections for or select their four required executive board members (President, Events, Finance, and Marketing) prior to the first Monday of December in the fall semester or the first Monday of May in the spring semester. Clubs may appeal to push back this deadline by one week to better align with the holiday and semester schedule.
- Provide an updated version of their bylaws to SUSA each year.
- Club Presidents must meet with their national, chapter, or faculty advisor before the second SULC meeting of the semester and complete a form administrated by the Office of Career Services and the VP of Admin.
- Club Executive Boards must complete all SUSA mandatory surveys each semester as well as send out each survey to their respective listservs.
- Each club must provide the VP of Administration with attendance for each event on the Google Document. Attendance must be submitted within one week of the event to receive points and credit.
- Presidents must attend or send a representative to every SULC 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. For example, if an event is worth 2 points, a club that fails to show up to the event without an e-mail 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.

## **B. Forms and Reports**

Each semester, SUSA clubs will be required to submit forms and information prior to the semester (e.g. events for the master calendar). Failure to do so will result in funding and room reservation privileges to be withheld until the required information is submitted.

Each semester, SUSA clubs must submit an “End of Semester Report,” which includes:

- End of Semester Program Report
- End of Semester Budget Report
- Contact List

These items must be completed sufficiently and submitted by the deadline determined by the SUSA Executive Board at the end of each semester.

### **C. Event Policies**

1. Organizations are prohibited from holding events during SUSA Business Week without prior approval from the SUSA Executive Board
2. Organizations may not use rooms, hallways, or other areas that have not been reserved by their club
3. Organizations must abide by all rules and regulations stipulated by Smith Operations. If a club fails to comply with these rules, then their access to rooms may be restricted

### **D. Probationary Review**

1. Organizations that fail to meet any requirements stated in Article IV shall be put up for probationary review by the SUSA Executive Board outlined in Article V, Section A.
2. If an organization engages in any activity deemed hostile or inappropriate by the SUSA Executive Board, they will be subject to a probationary review.

### **E. Membership Removal**

1. If a member organization engages in unlawful activity or discrimination of any nature, they are subject to immediate removal by the SUSA Executive Board and could face criminal charges.

### **F. Club Mergers**

1. In the event of a merger between two or more SUSA clubs, the clubs involved must convene a meeting with the SUSA Executive Team to discuss details of the merger and create a plan of action moving forward. Once the merger is approved by the Executive Team, the merging clubs will be officially recognized as a single club.

## **ARTICLE V. Inactive Organizations**

### **A. Probationary Status**

Organizations that do not meet the requirements for active organization status, detailed in Article IV or any other policy, will be subject to a probationary review by the SUSA Executive Board. In addition, clubs that violate any of the SUSA policies will also be put on probationary review.

To be placed on probation, the SUSA Executive Board will deliberate and must pass a 2/3 majority vote to place the club 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.

## **B. Probationary Removal**

To be removed from probation, the club must be present at a President's meeting where SUSA club Presidents and the SUSA Executive Board, excluding the SUSA 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 IV, 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. At the meeting, the club must attain a 2/3 majority 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 move to a secondary probationary period or are removed from SUSA. During this vote, a club requires a 2/3 majority from the club Presidents and SUSA Executive Board, excluding the President, to proceed with either option.

In the second probationary period, if the club is able to meet all requirements and pass the same 2/3 majority vote required in the first probationary review at a President's meeting, 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.

After a club has been removed from SUSA, they must wait one full semester before re-applying for membership status.

## **ARTICLE VI. Smith Undergraduate Leadership Council**

### **A. Purpose**

SUSA Presidents and the SUSA Executive Board will meet as the Smith Undergraduate Leadership Council (SULC) to discuss topics and take on larger initiatives impacting the Smith community.

### **B. Meeting Format and Attendance**

The Smith Undergraduate Leadership Council (SULC) Meetings will occur on the first Monday of the month. Every SUSA recognized organization's President is required to attend every SULC Meeting. If the President cannot attend a SUSA meeting, the club must send another Executive Board member in his/her place, preferably the Executive Vice President or position equivalent.

The SULC 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 one week in advance by a SUSA Executive Officer.

Member organizations may not schedule meetings from 6-8pm on Mondays or conflict with SUSA Presidents' Meetings.

### **C. Voting**

Voting members for Presidents' meetings include:

- Presidents of each club recognized by SUSA. Clubs with multiple Presidents may only cast one vote representing the club presidents' collective decision
- SUSA Executive Officers (excluding the President) only during a vote pertaining to probation removal
- The SUSA President will only vote in the case of a tie.

During meetings in which voting shall take place, a simple majority shall constitute quorum.

During any instances where voting is to take place, each club will be allowed one voting representative. Presidents can send a proxy voter, but the club must notify the SUSA President and provide the name of the proxy voter 24 hours prior to the meetings.

## **ARTICLE VII. Funding Requirements**

### **A. Requirements**

Each organization must either be an active or probationary club, as detailed in Articles IV and V, 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 and instructional documents provided by SUSA's VP of Finance.

Upon review by the SUSA VP of Finance, events that are beneficial to the Smith community will be considered for funding.

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.

## **ARTICLE VIII. Procedures for Requesting Support from the Smith School of Business**

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

- A.** 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 VP of Administration. Requests for regular use of multiple classrooms per week and/or multiple meeting times will be approved by the VP of Administration based on the need for the club and availability of rooms.
- B.** Clubs are required to follow all SUSA Signature Event policies and SUSA-OCS partnership policies that are listed in the SUSA Handbook.
- C.** 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.

- D. 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.
- E. To request space in Van Munching Hall, all policies must be followed as outlined in the SUSA Room Procedures document found on the website.

## **ARTICLE IX. Resources for Programs Co-Sponsored by Departments or Fellows Programs**

### **A. 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. Funding requests must clearly state the purpose and usage of the funding. All other policies must be followed per the SUSA Handbook.

### **B. Space**

Space may be reserved through the SUSA VP of Administration using the policies outlined in the SUSA Handbook. If space is reserved through the SUSA VP of Administration and you would like a different space, you must make the change with the SUSA VP of Administration as well. However, any space reserved by the VP of Administration will count against the number of rooms that clubs are allowed per semester.

### **C. 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.

## **ARTICLE X. Smith-Sponsored Fraternity**

Smith-Sponsored Fraternities must adhere to the following guidelines:

- A. First semester freshmen students are not eligible to pledge Smith-sponsored fraternities, regardless of credits completed.
- B. Hazing will not be tolerated in any Smith-sponsored organization. SUSA organizations must abide by the University of Maryland Policy and Procedures on Hazing. 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 regard to the fraternity's recognition. If readmitted, the officers of the fraternity will be required to meet with the SUSA Executive Board to debrief.
- C. Presidents of Smith-Sponsored Fraternities are not required to be BMGT students.

## **ARTICLE XI. Responsibilities of the SUSA Executive Board**

### **A. 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 Executive 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 Academics** – Responsible for all the academic-related affairs regarding to SUSA. Collaborates closely with the Smith administration including Undergraduate Programming, DSAC, and the Undergraduate Oversight Committee. Works with the President and VP of Strategy & Operations to enact changes within Smith curriculum to improve the overall academic portion of the Smith Experience.

**Vice President of Administration** – The VP of Administration is responsible for the logistics behind internal and external events. Manages attendance, minutes, points, and room reservation so that clubs can host events. Tracks events that clubs host to ensure that all clubs are meeting SUSA requirements. Oversees all human resources related work in SUSA, including anything related to member experience, growth, and retention.

**Vice President of Community Service** – Responsible for planning and executing multiple community service events throughout the semester. This involves communicating and developing/maintaining partnerships with corporate sponsors,

nonprofits, and other clubs to increase service awareness. Also leads a committee of underclassmen who assist in correspondence and execution.

**Vice President of Events** – Responsible for managing Smith-wide events that seek to bring together the Smith undergraduate community and connect students to career development and discovery opportunities. Collaborates with VP of Marketing to ensure consistent and effective marketing messaging for all events. Relays events budget needs to VP of Finance to ensure proper financing for all events.

**Vice President of Finance** – Responsible for SUSA’s annual budget and all other duties assigned by the President. Approves funding for Smith-sponsored events and activities. Helps eligible, Smith-sponsored organizations gain SGA recognition. Presides over the SUSA Executive Finance Committee, should they choose to have one. Audits SUSA financial records at the end of each semester.

**Vice President of Fundraising** – Responsible for the coordination and execution of all SUSA related fundraising activities and supports the independent fundraising initiatives of SUSA member organizations. Carries out all other duties assigned by the President. Works closely with SUSA’s VP of Finance and VP of Events.

**Vice President of Involvement** – Responsible for the planning and execution of various initiatives aimed to introduce new students to SUSA and Smith Involvement. Works closely with SUSA Executive Board, SUSA Club Executive Boards, OCS, and Undergraduate Program Office to implement effective programming that is unique and welcoming to all students. 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.

**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. Manages all SUSA’s social media channels and weekly newsletters.

**Vice President of Professional Affairs** – The Vice President of Professional Affairs for the Smith Undergraduate Student Association will be the primary officer responsible for enhancing the professional journey of all Smith students. The VP of Professional will be responsible for creating and developing initiatives to better serve the Smith community professionally, and allowing students to successfully discover their career paths. The role will serve as a liaison between the Office of Career Services, SUSA, Smith Administration, and the student body as a whole.

**Vice President of Strategy & Operations** – Oversees the strategic position of SUSA as the amplifier of student voice within the Smith community. Manages curriculum enhancement meetings with administration with the purpose of creating positive student-driven change within Smith. Responsible for updating and amending the SUSA Constitution and maintaining organizational efficiency within SUSA through internal audits. Works closely with the VP of Academics and VP of Professional Affairs to push student-facing initiatives. Works closely with the President to support all facets of SUSA.

**Vice President of Technology** – Responsible for maintaining 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. Works closely with SUSA clubs and the Smith School on technology-related projects.

## **B. Terms of Office for SUSA Executives**

1. SUSA Executive Officers must serve a mandatory one-year term of office
2. Executive officers may be elected to a one-semester term only in the event that it is necessary to replace a position mid-year (see Article XIII)
3. SUSA Executive Officers will be elected in November, to serve their one-year term from the start of the Spring semester
4. Election dates may be adjusted as seen fit per the SUSA Executive Board without violating the one-year term policy

## **C. Requirements of the SUSA Executive Board**

1. Executive Board positions can be created, as deemed necessary by the SUSA President, to help carry out the mission of SUSA
2. The responsibility and individual roles of the Executive Board will ultimately be determined by the SUSA President
3. Executive Board members shall be required to attend every SUSA Team Meeting deemed necessary by the SUSA President
4. To overturn a decision made by the President pertaining to the roles, responsibilities, or requirements of the Executive Board, there must be a unanimous vote by the Executive Officers, excluding the President, against the decision

5. All Executive Officers must sign a conflict of interest form preventing any activity that puts a person, group of people, or organization at an unfair advantage or disadvantage on behalf of SUSA
6. Executive Officers cannot simultaneously serve as a SUSA Executive Board position and a club president

#### **D. Voting and Executive Decisions**

1. For all internal voting matters, a 2/3 majority is required for a motion to pass
2. During any vote, voting members may choose to vote for, vote against, or abstain
3. 2/3 of the SUSA Executive Board constitutes quorum
4. The SUSA President may make an executive decision on the voting issue at hand only when there is an absence of a quorum
5. The executive decision shall remain in place until a vote is able to be made either upholding or negating the decision

### **ARTICLE XII. Executive Board Resignation and Recall**

#### **A. Officer Resignation**

In the event an Executive Board member can no longer fulfill their duties, the outgoing officer must work with the Executive Board to slate a replacement candidate. The candidate must meet all eligibility requirements stated in Article XV. The slating process shall be performed under the jurisdiction of the outgoing officer.

Once a replacement candidate has been slated, the Executive Board will have an internal meeting to discuss candidate suitability and put the decision to a vote. In order for the vote to pass, there must be a 2/3 majority vote in favor of the replacement candidate.

The replacement candidate must then be communicated to all SUSA member organizations. If there exists any concerns or discrepancies on behalf of member organizations, they must follow the procedures outlined in Article XV Section F.

#### **Exceptions:**

- In the event that the outgoing officer is unable to slate a replacement candidate, the Executive Board shall assume control over the replacement process and follow the same procedures stated above.
- In the event that the replacement candidate is another current SUSA executive officer seeking to switch roles, the officer candidate must slate their own replacement candidate and undergo the same resignation process for their current position as stated above.
- In the event that the Executive Board does not wish to replace the outgoing officer, there must be a 2/3 majority vote in favor of the decision. Following this decision, the SUSA President shall decide whether the position shall be left vacant, absorbed by a current Executive Officer, or removed entirely from the Executive Board.

### **B. Officer Recall**

SUSA Executive Officers who fail to discharge their duties will be subject to a recall by a 2/3 vote of the SUSA Executive Board. Any Executive Officer call for a recall election.

SUSA Executive Officers 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, conduct themselves in a disrespectful or inappropriate manner, or fail to meet any of the election eligibility requirements outlined in Article XV, Section C.

### **C. Officer Removal**

If a SUSA Executive Officer engages in unlawful activity or discrimination of any nature, they are subject to immediate removal and could face criminal charges.

## **ARTICLE XIII. SUSA Committees**

### **A. Purpose**

The SUSA Committees serve to support the Executive Board in all matters that the Executive Board deems necessary.

### **B. Structure**

Each SUSA Executive Officer may create a committee under their office at any time during their term. The structure and objective of the committee, including the number of

committee members under their office, shall be entirely under the jurisdiction of the committee's Executive Officer.

Meetings of the SUSA committees will be held at the discretion of the committee leaders. Committee voting policies shall be determined by each committee's respective officer. In order to maintain a separation of duties and to avoid conflicts of interest, other SUSA Executive officers and club Presidents may not be voting members of SUSA committees.

### **C. Eligibility to Apply to a SUSA Committee**

1. Must have a Grade Point Average above a 2.5 with no F's from Academic Dishonesty (XF).
2. Must not be in violation of Academic Integrity

### **D. Dissolution and Membership Removal**

The Executive Officer may choose to dissolve their committee at any time during their term but must give a 14-day notice to both their committee members and the Executive Board. Any dissolution of a committee without a 14-day notice shall be invalidated.

If an Executive Officer no longer requires the services of a committee member and wishes to remove them from the position, the officer must first deliberate with the Executive Board at the next internal meeting. Following the meeting, the officer of the committee member in question may proceed with the removal as they see fit. Committee members who are removed are still eligible to join other SUSA committees.

## **ARTICLE XIV. Elections and Eligibility**

### **A. Election Process:**

Elections will be managed by an Election Chair throughout the entirety of the election process. The Election Chair must be an outgoing SUSA Officer. If the SUSA President is outgoing, they shall serve as the Election Chair. If the SUSA President does not wish to serve, then they shall appoint another outgoing officer to serve as Election Chair. If no one on the SUSA Team meets this requirement, the SUSA faculty advisor shall serve as the Election Chair.

The Election Chair shall be responsible for the preparation and agenda of the Election process. 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
- Work with Executive Officers to ensure a fair and efficient election process

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
- Conducting candidate interviews
- Endorsing two candidates from the final list to recommend to the entire SUSA Executive Board

After each expiring-term SUSA officer has selected their two final candidates 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 both candidates they previously selected, and explain the rationale behind their endorsement. At that point, the rest of SUSA Team will vote to decide which candidate shall be chosen to proceed in the process. A candidate must receive a 2/3 majority vote to progress.

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 Executive Board and the SUSA club Presidents.

### **B. Electorate Challenge**

The electorate will have a predetermined timeframe to express any discrepancies with the SUSA Team's endorsement, and if need be, nominate the other finalist candidate in place of the SUSA team's endorsee. If this is the case, the election meeting, scheduled 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 2/3 majority of the entire vote by SUSA club Presidents.

### **C. Internal Movement**

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

#### **D. Eligibility to Run for SUSA Executive Office**

1. Must be a currently enrolled BMGT 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 2.5 with no F's from Academic Dishonesty (XF)
3. Must not be in violation of Academic Integrity
4. Candidates cannot serve as Presidents for a member organization during the SUSA Executive term they are applying to

### **ARTICLE XV. Concerns and Appeals to the Governing Documents**

SUSA shall institute a formal review process of its governing documents, consisting of the Constitution and Handbook, after each internal revision process. During this process, all organizations are permitted to review the governing documents and express any concerns to the SUSA Executive Board.

If a member organization of SUSA disagrees with any amendments made to the Constitution or Handbook, they are given a predetermined timeframe after the review process begins to express those concerns. The SUSA Executive Board and appealing party will then review the amendment in an effort to come to a compromise.

In the event that the SUSA Executive Board and the appealing party cannot come to an agreement, a vote will be held at the next President's meeting pertaining to the amendment(s) in question. The policies for this vote are as follows:

- The voting members shall consist of all club Presidents or replacement proxy voters, excluding the President(s) or proxy voter(s) from the appealing party or parties
- In order for the amendment to pass, it must receive a simple majority vote