Constitution of the Graduate Business Association

ARTICLE I - NAME OF THE ORGANIZATION

This organization shall be known as the Graduate Business Association (GBA) of St. John’s University (SJU) and shall be the governing organization for all graduate students enrolled in Peter J. Tobin College of Business or other programs defined under Membership.

All colleges, or divisions of SJU, having graduate business programs, or courses directly related to Peter J. Tobin College of Business, may join under the umbrella of the GBA. This organization shall include all graduate students of the GBA Member Colleges at St. John’s University, inclusive of all campuses and satellite campuses.

ARTICLE II - GBA VISION AND MISSION STATEMENT

GBA is a not-for-profit student organization established to represent business student concerns, to organize and promote social and professional activities, and to enhance and broaden the graduate student experience.

The mission of GBA is to enrich the educational experience of the Tobin College of Business graduate community by enhancing professional and academic development beyond the classroom setting while building networking opportunities with industry professionals.

ARTICLE III - FUNCTIONS

The purpose and activities of the GBA shall be:

1. The GBA will serve as a forum for opinions and suggestions concerning business education, new business trends, progress, empowerment and updates concerning all of the Peter J. Tobin College of Business.

2. GBA will also assist and support with networking skills, resume workshops, monthly and annual events.

3. It will not only work as a resource center for students, but also as a connection between students, administration, faculty and alumni to provide constant communication and feedback.

4. The organization will allow for students and faculty to participate and empower the culture of St. John's University.

5. The GBA’s main motivation will be to support graduate students to ensure success in every academic and professional effort.
ARTICLE IV - MEMBERSHIP

Students eligible for membership in the GBA are defined as graduate students enrolled in part-time or full-time degree granting graduate programs of the Peter J. Tobin College of Business.

Undergraduate students that are enrolled in combined bachelor’s-master’s programs (e.g. BS/MS) may be members so long as they are taking graduate courses in the pursuit of a graduate degree. Students enrolled in degree programs with a business minor are also eligible. Membership of an individual student can be revoked by an agreement between the Executive Committee (EC) and the Dean’s Office of the student’s respective college/division.

GBA members must be in good standing as defined by SJU and TCB, including maintaining a minimum GPA of 3.0.

ARTICLE V - GOVERNANCE

The governance of the GBA shall be comprised originally from a Committee formed with a representative from each business major of Peter J. Tobin College of Business.

ARTICLE VI - EXECUTIVE BOARD

Section 1 – The Executive Committee (EC)

The overall activities of the GBA shall be coordinated by the EC consisting of the President, Vice-President, Treasurer, Secretary and Members of standing Committees (Cabinet). The EC and Cabinet will have an official meeting at least once a month or as needed. Emergency meetings can be called by the President.

The EC is established for the purpose of:

- Establishing a governance structure to ensure the longevity and continuation of the GBA
- Discussing and developing the policy of the GBA
- Bringing information from the University governance structure to the GBA
- Relaying information from the GBA to the University governance system
- Communicating the concerns of the students that they represent and working toward developing solutions with administration and faculty.
- Initiating the selection process for new officers
- Initiating all membership recruitment
The GBA also has a Faculty Advisor from the Peter J. Tobin College of Business who provides support and guidance on issues of governance, strategy and other issues concerning the workings of the GBA. The Faculty Advisor may participate in EC meetings and other events, or as requested by the President.

Section 2 - President

The President of the GBA shall have the following powers and duties:

• To preside over EC meetings
• To be ultimately responsible for the oversight of the operations of the GBA, coordinating GBA efforts so as to continually improve graduate education and conditions at St. John's University
• To function as the primary spokesperson for the graduate student community and to represent the community at appropriate functions

Section 3 – Vice President

The Vice-President of the GBA shall have the following powers and duties:

• To assume the duties of the President in the President’s absence
• To attend executive board meetings
• To distribute GBA information to GBA members
• To be responsible for EC internal communication or as requested by the President

Section 4 - Treasurer

The Treasurer of the GBA shall have the following powers and duties:

• To establish records in accord with the accounting system of St. John’s University, as necessary
• Maintain those records throughout the year, and submit them for an audit when/ if requested by the Dean, Faculty Advisor or Central Accounting Office
• To present a detailed report on the finances of the GBA at each EC meeting
• To be responsible for a tentative, year-beginning budget report to EC on how GBA monies will be spent
• To lead the EC in its responsibility for the GBA budget and other fiscal activities of the GBA
• To ensure all bills related to GBA activities are paid on time
Section 5 - Secretary

The Secretary of the GBA shall have the following powers and duties:

- To maintain the minutes of the EC meeting
- To compile and distribute reports to the cabinet
- To maintain the GBA records
- To ensure that agendas of meetings and minutes of meetings are properly distributed to GBA members
- To organize and receive absentee ballots and votes
- To ensure adequate representation of all departments at the GBA meetings by soliciting volunteers from each department
- To distribute GBA information to all students via the GBA graduate student list
- Responsible for GBA’s external communication

Section 6 - Committees

GBA has two standing Committees whose powers and duties are described below.

Finance Committee

The Finance Committee is a standing committee of the GBA. The purpose of the Committee is to assist in meeting the GBA's goals and priorities by supporting fiscal matters of GBA through financing and budget control.

Responsibilities:

- Manage and monitor any budget issues for the GBA and providing appropriate reporting as required
- Provide financial help for any events and activities of the GBA, ensuring the budget in reasonable range
- Ensure settlement of financial questions or issues for activities in process.
- Source financially viable options for GBA events
- Record each expense occurred and then generates reports each semester as required
- Utilize social networks, internal and external resources for GBA to be more effective and productive
- Collaborate with other committees to achieve the GBA mission efficiently and in accordance with all policies and guidelines
- Provide event support to other committees of GBA as needed
Marketing Committee
The Marketing Committee is a standing committee of the GBA. The purpose of the Committee is to assist in meeting GBA’s goals and priorities by leveraging GBA’s brand through strategic communication and marketing initiatives.

Responsibilities:

• Promote the active engagement of the GBA in communicating brand, activities and reputation of GBA
• Support a comprehensive GBA brand that carries with it a consistent voice, tone and visual identity
• Assist with the recruitment of new members
• Ensure coordination and collaboration of other Associations’ marketing and public relations efforts in St. John's University.
• Periodically review the committee chart and recommend revisions as necessary.
• Periodically review effectiveness of committee processes and procedures

ARTICLE VII - SUCCESSION PLANNING

Succession planning for the GBA will be conducted through a Recruitment Committee that will conduct elections in the spring- commencing with the spring 2014 semester.