



iDegrees Graduate Business Association (iGBA) Constitution

PREAMBLE

The iDegrees Graduate Business Association (iGBA) represents the interests of all currently enrolled online graduate students and alumni at the Gies College of Business at the University of Illinois Urbana-Champaign. The iDegrees GBA acts as the official liaison between students and the College and University administrations in encouraging enhancement of curriculum and the student experience. Additionally, the iDegrees GBA encourages professional development and a sense of community by administering activities, programs and initiatives serving the membership body.

Article I: Name, Duties, and Pillars

Section 1.01 Name

The name of this body shall be the iDegrees Graduate Business Association, hereinafter referred to as the "iGBA."

Section 1.02 Goal

The iGBA shall serve as the voice of the currently enrolled online graduate business student body, as well as the respective alumni body, and advocate on their behalf to College and University administrations on matters involving the membership body whether brought forth by iGBA members or observed by the iGBA Executive Board. To formally log feedback to the iGBA Executive Board for relay to the College and/or University administration, iGBA members must complete and submit a formal request via email for the Board to review.

Section 1.03 Pillars

Through its activities and advocacy, the iGBA serves the following pillars:

1. Professional Development
2. Degree and Program Development
3. Student Experience
4. Diversity, Equity, and Inclusion

Article II: Membership & Affiliation

Section 2.01 Eligibility

- (a) The eligibility criteria in iGBA shall be restricted to currently enrolled students and alumni of at least one of the iDegrees programs at the University of Illinois Urbana Champaign--Gies College of Business.
- (b) "Alumni" shall be defined as individuals who have successfully completed a graduate degree through the iDegrees program at the University of Illinois--Gies College of Business.
- (c) All members and affiliates, including both current students and alumni, shall have equal rights and privileges as outlined in these bylaws.
- (d) The membership fee structure, if applicable, shall be updated to accommodate both current students and alumni, with any variations or discounts clearly specified.
- (e) The process for joining iGBA as a member shall be communicated to both current students and alumni through appropriate channels.
- (f) The Executive Board shall ensure that alumni are provided with relevant updates, newsletters, and opportunities to participate in iGBA activities.
- (g) This amendment shall take effect immediately upon approval by iGBA's Executive Board and in accordance with the organization's bylaws.

Section 2.02 Membership Revocation

iGBA members who violate Article VIII of this document will have their membership revoked. iGBA members who are in violation of Academic Integrity as outlined in the University of Illinois Student Code and lose any appeal will immediately have their iGBA membership revoked. No refunds will be issued for dues-based iGBA members who have their membership revoked.

Article III: Governance and Officers

Section 3.01 Designation

The iGBA shall be governed by an Executive Board with 13 officers. Each Board Officer has one vote. The President serves as Chair of the Board and only casts a vote in case of a tie.

Officers of the iGBA shall be as follows:

1. President
2. Executive Vice President, Student Experience
3. Vice President, Finance
4. Vice President, Marketing and Communications
5. Vice President, Membership
6. Vice President, Professional Development
7. Vice President, International Outreach
8. Vice President, DEI
9. Vice President, Technology
10. Vice President, iMBA Program Affairs
11. Vice President, iMSA Program Affairs
12. Vice President, iMSM Program Affairs
13. Vice President, Social Engagement

The Executive Board shall comprise of 13 iDegrees students. At least one of those students must reside outside of the United States. Positions can be filled by a student in any degree track, except as noted below.

An individual cannot simultaneously serve in more than one position of the Executive Board. Additionally, the formal sharing of positions, i.e. co-VP or co-President, is typically not appropriate.

Add section about board members vs executive board / qualifying members at large

Section 3.02 Term

iGBA Executive Board Officers shall serve for a term of one Gies Online academic year, beginning May 1 of the current year and running through May 31 of the following calendar year (“Term”). A period of transition will occur in May while the current Board hands off responsibilities to the incoming Board. On May 1, the new Board shall assume authority over the iGBA as granted by this document and Board members rolling off shall serve in an advisory role. Officers are eligible for reappointment for an additional year, but not to exceed service of more than two years.

Upon the occasion that an Executive Board Officer graduates midterm in December, that Officer may continue serving in their respective role and are expected to fulfill their duties in full until the Term expires.

Section 3.03 Eligibility

To be eligible to serve on the Executive Board, iGBA members must meet all of the following requirements:

1. Be a current student in good academic standing with the Gies College of Business and the Graduate College.
2. Have completed at least two academic 8-week terms in the iDegrees program by the time their Term starts.
3. Commit to a one-year Term.
4. Have actively served on at least one iGBA committee, worked as a Gies course assistant, served as a Gies Ambassador or demonstrated strong leadership within the program in some capacity.
5. Have a current Blue-level iGBA Membership.
6. Vice Presidents of iMBA, iMSA, and iMSM Program Affairs must be filled by an iMBA, iMSA, and iMSM student, respectively.

Section 3.04 Selection of Officers

In March of each Term, the current President and current Executive Vice President of Student Engagement shall discuss and appoint an incoming President and Executive Vice President of Student Engagement. The selection will be approved by the Executive Board at the March Board Meeting. The current Executive Board must approve the Candidates with a 2/3 majority vote.

Existing Executive Board Officers with remaining eligibility wishing to continue serving on the Board for the next academic year must declare their intent by the end of March.

The President will form a Board Selection Committee (“Committee”) consisting of themselves, the Executive Vice President of Student Engagement, the incoming President, the incoming Executive Vice President Student Engagement, and at least two other current Executive Board Officers.

iGBA Executive Board Officers are selected by the Committee and appointed by the existing Executive Board after an application and interview process.

A call for applications shall be declared by the President by the beginning of April and promoted by the full Executive Board to the general iDegrees student body.

If selected for an interview, the candidate shall be notified by the Committee and a time will be arranged for the candidate to interview with members of the Committee.

Once candidate interviews are complete, the Committee shall select the final candidates for each respective position. All candidates appointed to their respective positions will be notified by the Committee before April 15. Candidates will be presented to the current Executive Board at the next Board Meeting to be held no later than April 23. The current Executive Board must approve the Candidates with a 2/3 majority vote.

The current Board will officially announce the elected Board to the membership body by the second week of May.

Section 3.05 Vacancy

In the event of a vacancy for the President, the Executive Vice President, Student Experience shall assume the role for the remainder of the Term.

In the event of any other officer vacancy, the President shall nominate a member of the current Executive Board, a Member at Large, or an individual currently serving on an iGBA committee. That Nominee shall be affirmed by the Executive Board by a 2/3 majority vote.

Should the President and Executive Vice President, Student Experience become vacant simultaneously, the Vice President, Finance shall assume the role of President for the remainder of the Term.

Upon the vacancy of an Officer for any reason, that Officer shall immediately turn over to the President all records or other material pertaining to the role, digital or physical. That Officer shall also immediately return to the Treasurer all funds pertaining to the office.

Section 3.06 Compensation

No Officer or Member of the iGBA shall ever be compensated by iGBA or any part of the University of Illinois system for their service.

Article IV: Duties of Officers

Section 4.01 President

1. Serve as chief executive of the iGBA, including setting strategic objectives and goals.
2. Serve as chief liaison to the Gies College of Business and University.
3. Prepare the agenda for and preside over each meeting of the Executive Board. (Agenda should be sent out at least 24 to 72 hours in advance of the scheduled meeting).
4. Convene meetings of the iGBA board.
5. Ensure all Executive Board Officers have no less than 10 business days' notice of any regularly scheduled iGBA meeting.
6. Convene emergency Executive Board meetings as necessary.
7. Have custody of and signatory power over iGBA financial accounts.
8. Vote in Executive Board matters only in the case of a tie.
9. Lead new Executive Board Officer onboarding.
10. Uphold and keep abreast of the Policies & Procedures of the iGBA.
11. Appoint committee chairpersons.
12. Serve as iGBA spokesperson, along with Vice President, Marketing and Communications.
13. Serve as liaison to iDegrees alumni to collaborate on mentorship initiatives beneficial to current iDegrees students.
14. Re-register the iGBA each April with the UIUC Student Org Development & Administration.
15. Conduct an annual review of the iGBA constitution.
16. Ensure coverage of Officer duties due to temporary needs or permanent vacancy.

Section 4.02 Executive Vice President, Student Experience

1. Preside in the absence of the President.
2. Form additional committees that enhance the iDegrees Student Experience and appoint committee members.
3. Uphold and keep abreast of the Policies & Procedures of the iGBA.
4. Act as the liaison between the iGBA and subsidiary organizations.
5. Have custody of and signatory power over iGBA financial accounts.
6. Monitor and maintain the iGBA email inbox and physical mailbox.

Section 4.03 Vice President, Finance

1. Properly maintain all financial accounts of the iGBA.
2. Disburse all expenditures as approved by the iGBA Executive Board.
3. Prepare a financial report at the end of the fall and spring semesters, as well as at the request of the President or the request of any iGBA Executive Board member with the approval of the President.
4. Audit and regularly reconcile all iGBA accounts.
5. Update signature cards on the accounts each April for the incoming Officers.
6. Prepare an operating budget, in concert with the President, for the fiscal year commencing August 1st for approval by Alumni of the iGBA Executive Board no later than July 1st.
7. Complete annual tax filings.
8. Track iGBA Executive Board Officer fundraising.

Section 4.04 Vice President, Marketing and Communications

1. Lead communications for all iGBA activities through all necessary outlets.
2. Serve as iGBA spokesperson with President.
3. Manage official iGBA social media and marketing platforms, including but not limited to LinkedIn, Instagram, and school-hosted spaces.
4. Develop messaging with committee chairs for all iGBA events and initiatives.
5. Coordinate with Vice President, Technology to regularly maintain and update the iGBA website
6. Co-chair the Tech & MarComm Committee with Vice President, Technology.
7. Oversee iGBA philanthropic efforts.

Section 4.05 Vice President, Membership

1. Oversee iGBA membership programs and administration of benefits.
2. Oversee collection of tiered membership dues.
3. Lead iGBA survey and data collection process.
4. Serve as liaison to iGBA members in all membership-related matters.
5. Serve as Chair of iDegrees Student Recognition and iGBA Membership Committees.
6. Serve as liaison to iDegrees Ambassador program and promote collaboration.

Section 4.06 Vice President, Professional Development

1. Oversee iGBA professional development programs and initiatives.
2. Develop iGBA professional development membership benefits with Vice President, Membership.
3. Serve as Chair of the Professional Development Committee.
4. Organize interview etiquette/resume and other professional development events, presentations, or workshops.
5. Create and oversee initiatives to help students balance the pressures of academia with interpersonal relationships and the requirements of employment.

Section 4.07 Vice President, International Outreach

1. Serve as liaison with all international iGBA members.
2. Serve as Chair of the International Outreach Committee and appoint leaders from Southeast Asia, Oceania, the Middle East, Europe, Latin America, and Africa regions.
3. Encourage active engagement between international students with domestic students.
4. Share feedback with iDegrees program administration regarding issues specific to the needs of international students.
5. Work closely with Vice President, Professional Development to identify professional development opportunities for international students.

Section 4.08 Vice President, DEI

1. Serve as liaison between GBA members and administration in all DEI-related affairs.
2. Oversee and appoint chairs for LGBTQ+ and Ally Affairs, BIPOC Affairs, Students with Visible and Invisible Disabilities Affairs, Women in Business, and Military & Veteran Student Affairs Committees.
3. Provide support for international students coming from culturally diverse backgrounds.
4. Plan and host events promoting DEI.

Section 4.09 Vice President, Technology

1. Coordinate with Vice President, Marketing and Communications to regularly maintain and update the iGBA website.
2. Co-chair the Tech & MarComm Committee with Vice President, Marketing and Communications
3. Monitor efficacy of technology resources for iGBA resources.
4. Monitor efficacy of technology resources for iDegrees students and share feedback for improvements with program administration.

Section 4.10 Vice President, iMBA Program Affairs

1. Oversee all degree and program development needs for iGBA members in the iMBA program.
2. Serve as Chair of iMBA Program Development Committee.
3. Make recommendations to iDegrees administration regarding course processes, future degree focus areas, and course content.

Section 4.11 Vice President, iMSA Program Affairs

1. Oversee all degree and program development needs for iGBA members in the iMSA and iMBA/iMSA joint degree programs.
2. Serve as Chair of iMSA Program Development Committee.
3. Make recommendations to iDegrees administration regarding course processes, future degree focus areas, and course content.

Section 4.12 Vice President, iMSM Program Affairs

1. Oversee all degree and program development needs for iGBA members in the iMSM program including degree options for iMSM to iMBA.
2. Serve as Chair of iMSM Program Development Committee.
3. Make recommendations to iDegrees administration regarding course processes, future degree focus areas, and course content.

Section 4.13 Vice President, Social Engagement

1. Oversee all social engagement opportunities for iGBA members including virtual and in-person events.
2. Serve as chair of the North America Regional Chapter Leadership Committee.
3. Serve as chair of social event committees, including but not limited to: iConverge and Winter Takeover.
4. Create and chair other committees as determined necessary by other social engagement opportunities.

Section 4.14 Member at Large

1. Act as full participatory Board Officer with voting rights and fulfill all expectations thereof in accordance with the Constitution.
2. Keep minutes of each Executive Board meeting and provide these minutes to the President within 1 week.

3. Temporarily perform duties of other Officers when a position is vacated or Officers temporarily cannot fulfill their duties.
4. Actively support efforts of other Board positions.

Section 4.15 Shared Duties

The shared duties of all Officers include the following but are not limited to:

1. Attend all Board meetings
2. Act with strict professional decorum at all times during school-associated events and during other official activities
3. Preserve any and all records, reports, and documents generated on behalf of the iGBA
4. Perform all duties as described by the bylaws and any other such duties as assigned by the Executive Committee in a manner that serves the objectives of the iGBA
5. Work towards continuous promotion in membership
6. Work with each Officer as needed
7. Actively participate in all fundraising activities and events as further detailed in Section 4.16

Section 4.16 iGBA Executive Board Fundraising & Donations

Each iGBA Executive Board Officer is expected to fundraise a minimum of \$250 for the GBA general fund each academic year. This amount can include personal contributions such as a paid GBA membership and payment for iGBA sponsored events. This amount can also include contributions on the Board Officer's behalf such as donations from personal relationships, business sponsorships sold, or recruitment of paid memberships. Additionally, the iGBA establishes a provision to accept donations from interested individuals in accordance with applicable laws and regulations. Donations received will be used to further the mission and objectives of the organization as outlined in this Constitution.

Article V: GBA Committees

Section 5.01 Standing iGBA Committees

The standing committees of the iGBA are as follows:

1. Winter Takeover
2. North America Regional Chapter Leadership
3. International Chapter Leadership
4. Tech & MarComm
5. iDegrees Student Recognition
6. iGBA Membership
7. Professional Development
8. Women in Business
9. LGBTQIA+ and Ally Affairs
10. BIPOC Affairs
11. Students with Visible & Invisible Disabilities Affairs
12. Military & Veteran Student Affairs
13. iMBA Program Development
14. iMSA Program Development
15. iMSM Program Development

16. Alumni Program Development

Section 5.02 Ad-hoc iGBA Committees

Any iGBA Executive Board Officer may form an ad-hoc committee and/or sub-committee with the approval of the President or Executive Vice President, Student Experience.

Section 5.03 iGBA Committee Composition

iGBA Executive Board Officers may serve on any committee they wish beyond those they chair. Committees can also be comprised of any iGBA member. Alumni and members of the broader iDegrees community may join iGBA committees in an advisory role.

Article VI: iGBA Meetings

Section 6.01 Executive Board Meetings

The iGBA Executive Board shall convene at least once per month and when the President calls a special meeting. Official Executive Board business shall be conducted at these meetings and will follow Robert's Rules of Order. The rules contained in Robert's Rules of Order shall govern the iGBA in all cases in which they are applicable and in which they do not conflict with this Constitution.

Section 6.02 Quorum

Executive Board meetings must have a Quorum to proceed or will otherwise be canceled. Quorum is defined as 2/3 of all iGBA Officers present.

Section 6.03 Executive Board Meeting Attendance

Executive Board Officers are expected to attend all Executive Board meetings. Two consecutive unexcused absences can result in the removal of the Officer, pursuant to Article VII, Section 7.01 of this document. Excused absences may be granted at the discretion of the iGBA President.

Section 6.04 General Membership Meetings

The iGBA President shall call a general meeting of all iGBA membership once per quarter. The nature of this meeting shall be to provide iGBA members with a State of the iGBA and to field questions.

Section 6.05 Items for Consideration

Items requiring votes must be in the shared agenda in advance of a meeting. Items must be presented for a vote in accordance with Robert's Rules of Order. In other words, a motion must be made, a second to the motion, consideration with discussion, and supported by a majority of the Quorum. The motion will be voted upon in the subsequent Board Meeting.

If a change is required immediately, the item must be passed with the support of two-thirds of the Quorum present.

Article VII: Termination of Officers

Section 7.01 Officer Removal

Should an iGBA Executive Board Officer fail to uphold their duties as outlined in Article IV or violate Article VIII in this document, the President may recommend to the Board a review of the Officer's status and subsequent removal. Should an Officer be out of compliance with Article VI, Section 6.03, the President may recommend to the Board a review of the Officer's status and subsequent removal. Any removal of an Officer shall be decided by a 3/4 majority vote of the Board. The Officer in question must have been given notice at least five days before the vote.

Section 7.02 Removal of President

Should the iGBA President fail to uphold their duties as outlined in Article IV or violate Article VIII in this document, any Officer may recommend to the Board a review of the President's status and subsequent removal. Should the President be out of compliance with Article VI, Section 6.03, any Officer may recommend to the Board a review of the President's status and subsequent removal. Any removal of the President shall be decided by a 3/4 majority vote of the Board. The President must have been given notice at least five days before the vote.

Should the Board vote to remove the President, the Executive Vice President, Student Experience shall assume the duties of President for the remainder of the Term. Should the Executive Vice President, Student Experience be unable to fulfill this role, the EVP shall nominate a member of the current Executive Board, a Member at Large, or an individual currently serving on an iGBA committee. That Nominee shall be affirmed by the Executive Board by a 2/3 majority vote. Any resulting role vacancies shall then be fulfilled as outlined in Article III, Section 3.05.

Section 7.03 Academic Probation

Should any Officer of the iGBA Executive Board fall under Academic Probation, it will result in automatic removal from the Board. The Officer in question may re-apply to serve on the Board in the next term should they return to good academic standing and have remaining eligibility.

Section 7.04 Academic Integrity Violation

Should any Officer of the iGBA Executive Board be found in violation of Academic Integrity as outlined in the University of Illinois Student Code, it will result in automatic suspension from the Board and all iGBA activities, pending the outcome of any appeals process. During the suspension, the position shall remain vacant. Should the Officer be successful in their appeal, they shall be restored to full status in their position on the Board. Should the Officer lose their appeal, they shall automatically be removed from the Board and have their iGBA membership revoked.

Article VIII: University Compliance

Section 8.01 Title IX Compliance

The iGBA will comply with Title IX mandates regarding membership selection ensuring that discrimination does not occur.

Section 8.02 Clery Act Compliance

The iGBA will comply with the Clery Act and report all crimes that are witnessed, on or off campus, to the University of Illinois Police Department.

Section 8.03 Anti-Hazing Statement

The iGBA understands that the University defines Hazing as an act that endangers the mental or physical health or safety of any person OR that defaces, destroys, or removes public or private property, for initiation into, admission into, affiliation with, or continued membership in, any group or organization. The iGBA will not participate in, sponsor, or condone any acts of hazing.

Section 8.04 Foreign Influence Compliance

The iGBA will comply with all local, state, and federal laws regarding foreign influence via financial or general support.

Article IX: Amendments

Section 9.01 Amendment Voting Requirements

This constitution may be amended by a 2/3 majority vote of the iGBA Executive Board.

Section 9.02 Amendment Proposals

Any iGBA Executive Board Officer may propose an amendment to the iGBA Constitution. All Board Officers shall receive advance notice of the proposed amendment at least five days before the meeting.

Article X: Dissolution

Dissolution of the iGBA shall be effective in one of the following scenarios:

1. The Board unanimously votes to dissolve the iGBA.

OR

2. General iGBA membership submits a petition with electronic signatures representing 10% of total membership to call for a referendum on the dissolution of the iGBA and 2/3 of iGBA membership votes to dissolve the iGBA.

OR

3. Less than the five required Officer positions required by UIUC have been accepted by iGBA members at the beginning of the designated re-registration period.

Upon dissolution of the iGBA, all funds in the iGBA account will be frozen until the organization is re-activated.