

Anderson Student Association Bylaws

ARTICLE 1 - TITLE

1.1 The name of this organization is the Anderson Student Association (ASA).

ARTICLE 2 - MISSION AND PURPOSE

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

2.1 ASA shall represent and promote the academic, social, professional and community interest of all students at the UCLA Anderson School of Management at UCLA. In addition, ASA will serve as a link between academic experience and the business world. It shall serve as a center for student information, communication, financial resources and supervision for student projects. It shall act as a liaison with Anderson administration and faculty, students and the business community.

ARTICLE 3 - ASA MEMBERSHIP GUIDELINES

3.1 Any student enrolled and registered at the UCLA Anderson School of Management is a member of the ASA.

3.2 ASA, in compliance with the Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1975, does not discriminate on the basis of race, color, national origin, religion, sex, handicap or age in any of its policies, procedures or practices; nor does ASA, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 21940 of the State of California Government Code, discriminate against any persons because they are disabled veterans or veterans of the Vietnam era, or because of medical condition, ancestry or marital status; nor does ASA discriminate on the basis of citizenship, within the limits imposed by law or University policy; nor does ASA discriminate on the basis of sexual orientation. This non-discrimination policy covers admission, access and treatment in ASA programs or activities.

3.3 ASA Council meetings and related forums are open to all ASA members and interested persons who are not members.

ARTICLE 4 - THE ASA COUNCIL

4.1 ASA is the unifying organization of the student body and as such represents the student body as a unified point of contact to the external community. The ASA President will have the responsibility for all student affairs and communication between all elements of student government as represented by the Vice-Presidents.

4.2 The ASA Council shall be responsible for approving all policy, budget and program decisions. The ASA Council shall be responsible for approving changes in the ASA Bylaws. The ASA Council shall be responsible for other approvals as specified in these ASA Bylaws.

4.3 The ASA Council shall consist of the ASA Cabinet, ASA Committee Chairs, Club Presidents, and First Year Representatives.

4.4 Organizations recognized as the ASA Cabinet, ASA Clubs, ASA Committees and Special Advisors are those entities recorded in APPENDIX A.

4.5 Each position shall have a vote during ASA Council procedures subject to the eligibility terms set forth in ARTICLES 5.3 and 5.6. If a club or committee has more than one president or chair, the organization shall have only the same vote. Votes will be weighted according to the structure outlined in Appendix A.

4.6 No person shall hold more than one voting position without the written consent of the President. No person shall have more than one vote irrespective of the number of voting positions that person may hold. When one person represents more than one organization and holds more than one voting position, the second vote must be cast by proxy.

4.7 The ASA Council shall be responsible for simultaneously pursuing excellence in: communicating and discussing all of the Anderson events affecting the student body; informing the ASA Council members of all student body activities represented by the ASA Council; coordinating and integrating student body activities where efficient, and coordinating and promoting student contact with the external community.

ARTICLE 5 - COUNCIL MEETINGS AND ATTENDANCE

5.1 ASA Council meetings shall be held regularly as determined by the ASA Cabinet and the advice of the ASA Council members. Members may be called for unusual situations by a majority vote of the ASA Cabinet.

5.2 Robert's Rules of Order at ASA Council meetings shall be observed unless waived by the person presiding over the ASA Council meeting, subject to the approval of the ASA Council.

5.3 Each officially recognized student organization with the exception of the First Year Representatives shall have a vote. Each member of the ASA Cabinet shall have a vote. Votes will be weighted according to the structure outlined in Appendix A. Each member of the ASA Council shall have the right to decline the vote assigned to his/her position. That decision, whenever voted, shall last throughout the current ASA Cabinet Administration, and shall be recovered without additional procedure, upon the new ASA Administration's assumption of office.

5.4 All motions shall require a simple majority of voting members present, unless otherwise designated in the ASA Bylaws, as in the case of budgetary votes or changes in the ASA Bylaws. No motion shall be voted on without a quorum of one-half of all voting members.

5.5 Each ASA Council member shall be responsible for the selection and attendance of their representative or alternate representative at the ASA Council meetings. Each ASA Council member is required to have a representative present at every ASA Council meeting. No individual may represent more than two ASA Council members.

5.6 Club or Committee representatives may vote by proxy in the event of requesting an excused absence within a reasonable time prior to the Council meeting. In the event that such representative(s) are not present for any ASA Council meeting, and has not requested a proxy, the respective Club or Committee Chair will forfeit the position's vote on the ASA Council. The forfeit of vote will become effective at the first absence from a vote or meeting, whichever occurs first, and will last until the end of the then-current Administration's time in office. The position's vote shall be recovered without further procedure, upon the new ASA Administration's assumption of office. In the event an ASA Committee or Club that has not declined its right to vote does not provide representation to more than one meeting per quarter, such organization shall be eligible for suspension of reimbursement rights, subject to the ASA Cabinet's discretion. Attendance records shall be kept in academic quarter intervals.

ARTICLE 6 - THE ASA CABINET

6.1 The ASA Cabinet shall consist of the President, Vice-President, Vice-President Student

Affairs, Vice-President Information and Technology, Vice-President External, Vice-President Finance, Vice-President Academic Affairs. Special Advisors to the ASA Cabinet include ASA First Year Representatives and Ethics Chair(s). Special Advisors may be appointed by the ASA President for specific projects on an ad hoc basis.

6.2 The President shall preside over the ASA Council meetings, coordinate all activities and facilitate communications between all functional areas. The President serves as an advocate and spokesperson for the ASA. The President serves as a student liaison with the Vice-President to the administration, with the Vice-President Academic Affairs to the faculty, and with the Vice-President External to the external business community.

The President shall be responsible for communication between the ASA Council, students, faculty and administration; and making all appointments not specifically reserved to others, subject to the approval of the ASA Council. The President shall be responsible, with the Vice-Presidents, for supervising the ASA First Year Representatives and supervising the Committee Chairs.

The President shall also organize and chair a Town Hall Meeting or General Assembly when an important issue in the Anderson community demands a public forum for discussion. The Vice-President shall assume the responsibilities of the President in the President's temporary absence.

6.3 The Vice-President shall assist the President as required, be responsible for attendance records of all the ASA Council meetings and shall keep the minutes of all ASA Cabinet and Council meetings. The Vice President shall supervise all student elections and internally focused ASA Committees, and maintain the Bylaws. The Vice-President serves as a spokesperson for the ASA and student liaison to the administration and shall deputize for the President when required.

6.4 The Vice-President Academic shall co-chair the Educational Improvement Committee with an EIC Co-Chair appointed by the ASA Cabinet and shall coordinate the work of section academic representatives. The Vice-President Academic shall manage tactical and strategic academic issues.

6.5 The Vice President of Information and Technology is the primary interface between the ASA and both ACIS and the faculty IT committee. He/she shall be responsible for creating and championing one-year, three-year, and five-year plans to address the communication, information, and technology needs of students. The Computer Advisory Committee, first-year Communications Chairs, and ASA Webmaster(s) shall report to the Vice President of Information and Technology. He/she shall also support clubs' technology and communication needs, including listserves, access to post to the ASA portal, common directories, and coordinating assistance for clubs in developing their club Web sites.

6.6 The Vice-President External shall be responsible for coordinating interaction among the external event Directors, student organizations and the business community and Anderson alumni. The Vice-President External shall be responsible for coordinating externally focused committees and the communication with the student body. The Vice President External shall work closely with the UCLA Anderson School of Management Public Relations office to develop media plans, press releases and events to bring positive worldwide attention to the accomplishments of the student body through all media venues. The Vice-President External shall be responsible for student body fundraising with the Vice-President Finance. The Vice-President External serves as the ASA representative to the UCLA Graduate Student Association (GSA). The Vice-President External serves as a spokesperson for the ASA and as the student liaison to the external business community.

6.7 The Vice-President Student Affairs shall be responsible for supervision of ASA Clubs. The Vice-President Student Affairs shall coordinate the formation of clubs, their operations including office space, telephony, and technical support, and maintain a roster of student club leaders. The

Vice President Student Affairs shall coordinate production of the ASA Phone Directory, promote all ASA events, and publicize ASA forums, General Assemblies and meetings to the rest of the students, faculty and administration. The Vice President Student Affairs shall be responsible for the maintenance and posting of the physical and electronic bulletin boards. The Vice-President Student Affairs coordinates all events involving students, including Career Nights, through use of the UCLA Anderson School of Management Calendar and Room Reservations processes, and manages any conflicts that arise. The Vice-President Student Affairs is also responsible for auditing ASA Clubs to ensure financial probity and is a member of the Finance Committee.

6.8 The Vice-President Finance shall assume the responsibility for all the ASA funds and make regular reports to the Council. The Vice-President Finance shall be responsible for coordinating all student body fundraising efforts within the external business community with the Vice-President External, and for preparing the annual budget and assisting the clubs and organizations in their pursuit of funding from the ASA. The Vice-President Finance sits on the Finance Committee with the President and Vice-President Student Affairs. The Vice-President Finance shall handle the receipts and disbursements of the ASA-related funds. The Vice-President Finance shall prepare income statements, balance sheets and statements of changes in financial position on a regular basis. The Vice-President Finance shall abide by the ASA accounting procedures.

6.9 The FEMBA President shall be responsible for representing the interests of the FEMBA student population. The FEMBA student government may maintain its own advisory council infrastructure; however, decisions made by the ASA Cabinet and the ASA Council shall govern both parties. The FEMBA President shall serve as the communication liaison between the Full-Time MBAs and the FEMBA students to participate in ASA Clubs and Committees, and vote on behalf of the FEMBA student body.

6.10 The ASA Cabinet shall be responsible for creating ASA Committees as necessary and appointing all Committee Chairs, previewing items set forth before the Council, and facilitating the coordination of ASA activities when appropriate. ASA Committee creation and chair appointments shall be presented to the Council at the next Council meeting following the action.

ARTICLE 7 - COMMITTEE CHAIR ROLES AND RESPONSIBILITIES (see APPENDIX B)

7.1 Committees are student organizations that support the success of the UCLA Anderson School of Management and focus on specific school initiatives. Each committee shall be led by one or more Chair(s).

7.2 Committee Chair(s) shall nominate themselves for a position by making an interview appointment with the ASA Cabinet shortly after the school-wide elections, unless the position is chosen by school-wide elections as noted in ARTICLE 11.3. Candidates may interview for more than one position. Chairs shall be officially appointed by the ASA Cabinet.

7.3 As members of the ASA Council, Committee Chairs are required to participate in ASA activities, including all ASA Council meetings, and are entitled to all rights and responsibilities referred to in the ASA Bylaws.

7.4 Committee Chairs are responsible for the successful leadership of their Committee, including, but not limited to, size of committee, leadership, and setting committee agendas.

7.5 Committees are governed by the ASA Bylaws and report to the ASA Cabinet.

ARTICLE 8 - CLUB PRESIDENTS

8.1 As members of the ASA Council, Club Presidents are required to participate in ASA activities,

including all ASA Council meetings, and are entitled to all rights and responsibilities referred to in the ASA Bylaws.

8.2 Club Presidents are responsible for the successful leadership of their Clubs, including, but not limited to, recruiting membership, coordinating the club's participation in ASA fund-raising, programming and governing internal club leadership.

8.3 Clubs are governed by their own bylaws. If there are no bylaws in place, the club shall be governed by the ASA Bylaws.

ARTICLE 9 - SPECIAL ADVISORS

9.1 Special Advisor roles may be designated at any time in order to provide recommendations to the ASA Cabinet.

9.2 The Special Advisor has the power to pursue a programmatic issue of import to the Anderson Student Association (ASA). The Advisory role is not a policy-making role; however, a Special Advisor's recommendations shall be considered by the ASA Council in making policy decisions.

9.3 The need for a Special Advisor is to be determined and acted upon by the ASA President, except as documented in ARTICLE 9.4.

9.4 The First Year Section Presidents are Special Advisors to the ASA Cabinet and ASA Council, providing information, feedback and recommendations to the ASA Cabinet and ASA Council.

9.5 At the end of Orientation, each first year section shall hold elections to select student representatives for their section. Each candidate shall be invited to make a brief statement on his/her reasons for wanting to serve, followed by the election for that position. Second year section orientation leaders conduct the elections. The ASA Cabinet shall set section election procedures prior to section elections, to ensure consistency among sections.

9.6 During Orientation, each section will elect a Section VP of Academics. The VP of Academics will serve as a liaison between the faculty and his or her section and will also work with the First Year Presidents to represent their section on the ASA Council.

9.7 The number and type of first year leadership representation may vary from year to year, as determined by the ASA Cabinet. There must be at least one election for each of the following roles: Section President, VP Academic, Ethics Representative, C4C Representative, Computer Advisory Representative, Career Management Representative, Social Representative, The Exchange Representative and Outreach Representative. All other elected positions for first years yield to the discretion of the ASA Cabinet.

9.8 The terms of first year offices shall run from the time of appointment to the end of spring quarter, subject to other provisions in the Bylaws.

9.9 Representatives shall attend all related meetings, and be responsible for contacting Chairs or Presidents when they are unable to attend a meeting.

9.10 Representatives are responsible for communicating between the ASA Council and committees and their sections, participating in ASA functions, and assisting the elected officers and committee chairs with their respective duties.

9.11 Each representative shall be responsible for participating actively as members of the respective club or committee as well as other duties that must be completed during his or her tenure.

ARTICLE 10 - BUDGETARY PROCEDURE

10.1 Clubs and Committees shall submit a request for funds in the Spring Quarter. The deadline for submission is to be determined by the Vice-President Student Affairs and the Vice-President Finance.

10.2 The funding request shall be reviewed by the Finance Committee (ASA President, Vice-President of Finance and Vice-President of Student Affairs) in order to determine an overall operating budget for the year. The proposed ASA operating budget shall be submitted to the ASA Cabinet.

10.3 The Vice-President External and Vice-President of Finance shall set a fund-raising goal for the ASA and coordinate fund-raising efforts among all student groups interested in raising monies for their activities.

10.4 The Finance Committee shall finalize an operating budget for the current school year. This budget should designate the funds for the ASA Cabinet, each club and committee and any advisory role funds deemed necessary.

10.5 The final budget shall be submitted to the ASA Council for approval. Motions relating to the budget shall require a two-thirds majority of voting members present. If a budget is accepted, it shall become the official operating budget for that school year. If a budget is not accepted, will be revised by the aforementioned Finance Committee until accepted by two-thirds majority ASA Council votes.

10.6 The Vice-President Finance shall make all reasonable efforts to provide financial records of the ASA to authorized University officials, such as the Center for Student Programming, upon request.

10.7 All clubs and committees shall settle any payments due to the Anderson Agency accounts by the end of each billing month. Clubs owing money to the Agency account shall not receive funding or reimbursements from the ASA until their debts with the Agency account are cleared. Any club with an outstanding balance due to the Agency account shall have their phone disconnected after one month's time and is subject to the loss of office space after two month's time.

10.8 Monetary funds initially allocated to clubs in the budgeting process, and not used by the clubs at the end of the budget period, shall be placed in an excess funds pool. ASA Clubs shall be eligible for obtaining additional funding from this pool by submitting reimbursement requests before a deadline specified by the Finance Committee.

10.9 The Finance Committee may allocate all funds in the excess funds pool (up to the total amount requested but not in excess of the pool amount) to the clubs requesting reimbursement. If reimbursement requests exceed the excess funds pool amount, allocation shall be based on each club's original percentage allocation in the initial budgeting process. Eligible reimbursements from the excess funds pool will be limited to the same guidelines as used in the initial budgeting process.

ARTICLE 11 - ELECTIONS

11.1 The ASA Cabinet shall be elected by a vote of all first-year full-time MBA students at the end of the winter quarter.

11.2 Each ASA Cabinet position shall be occupied by one person.

11.3 The positions which shall be included in the all-school election include: ASA President, ASA Vice-President, ASA Vice-President External, ASA Vice-President Student Affairs, ASA Vice-President of Information and Technology, ASA Vice-President of Finance, ASA Vice-President of Academic Affairs, FEMBA President, 2 Ethics Chairs, 2 Social Chairs, 1 Alumni Relations Committee Chair, and 1 Affiliates Chair.

11.4 The terms of office shall be run from day one of the spring quarter through the last day of the following winter quarter, except the Committee Chair(s), whose term shall start upon the appointment and approval by the ASA Council. The First Year Section Presidents' terms will run from the time of appointment in fall quarter through the end of the spring quarter. Special Advisory positions shall run from the initiation of the role through the end of the winter quarter of that Class' government reign.

11.5 All elections shall be carried out under the supervision of the Election Committee. It shall be the responsibility of the Election Committee to notify the student body of the ASA Officer elections and to allow all eligible, interested Anderson students to run for office, pursuant to the terms specified in ARTICLES 11.1 to 11.9.

11.6 The Election Committee shall be chaired by the Vice-President, and will include the Ethics Chair(s) and three representatives of the ASA Council. No one running for office may serve on the Election Committee.

11.7 Election campaigns shall be conducted through word-of-mouth only. No campaigning shall be conducted via electronic mail, posters, campaign parties or flyers. Telephone calls made expressly for campaigning reasons are prohibited.

11.8 Each person shall run for a single position in all-school elections. No candidates shall run on a party ticket with other candidates.

11.9 The winner of each position must obtain greater than 50% of the votes cast for that position. If 50% or less of the votes is achieved for any position, the top two candidates competing for the position shall participate in a run-off election, until greater than 50% of the votes is achieved by one candidate. Write-in candidates will not be allowed in run-off elections.

11.10 In the case that no one runs for a position, candidates will be solicited and appointed by the ASA Cabinet with two-thirds approval by the ASA Council.

11.11 Any complaint or other discovery of a possible violation of the election rules set forth herein shall be reported to the Vice-President, as chair of the Election Committee. The Election Committee shall review the complaint within 24 hours of the complaint or discovery. In the event an election rule violation is determined to have occurred by the Election Committee during the election period, any candidates thereby implicated shall be immediately disqualified as eligible candidates. In the event that a violation is confirmed or discovered within 30 days after the election and if any candidates thereby implicated have been elected, such election shall be declared void and a run-off election of the defeated candidates for that position shall be conducted within one week. In the event such a discovery or confirmation occurs after 30 days after the election, such position shall be filled subject to Section 12.2.

ARTICLE 12 - SUCCESSION AND REMOVAL

12.1 Any Cabinet Member, Committee Chair or appointed representative may be removed from office for failure to fulfill the responsibilities of that office by a two-thirds majority vote of the ASA Council.

12.2 Any member of the ASA Cabinet or ASA Social Chair who elects to pursue a quarter on exchange abroad during their term of office shall be deemed to have resigned their post 7 days after that decision becomes apparent, unless they inform the MBA Office that they no longer wish to participate in the Exchange Program within those 7 days.

12.3 Upon resignation or removal of the President, the Vice-President shall become President for the remainder of the term of office.

12.4 Upon resignation, succession or removal of any other Cabinet Member or Chair, the replacement shall be chosen by the majority vote of the remaining Cabinet Members.

ARTICLE 13 - AMENDING THE ASA BYLAWS

13.1 Motions relating to changes in the ASA Bylaws shall require a two-thirds majority vote of the eligible ASA Council members, as set forth by the terms of ARTICLES 5.3 and 5.6.

ARTICLE 14 - STUDENT ORGANIZATION RECOGNITION

14.1 Any student organization (club) seeking official recognition by the ASA is required to submit its written mission, strategies, organizational structure, a list of its preliminary members, and a request to appear before the Council to the ASA Cabinet. Following the Cabinet's review, the group may present to the ASA Council when the Cabinet deems appropriate within the next three Council meetings. If approved by a two-thirds majority vote of the eligible ASA Council, as set forth by the terms of ARTICLES 5.3 and 5.6, the group shall be given probationary status as an ASA organization. The probationary student organization is entitled to website presence, email and listserv ownership, and official faculty advisorship. The probationary student organization does not have a vote in the ASA Council, and will not have access to a bank account under the Federal Identification Number of the ASA. Bulletin board space, office space and budgets are granted on ASA Cabinet discretion. Within two academic quarters of successful club operations, the organization may request official ASA recognition pursuant to ARTICLE 14.2. If the probationary student organization is not voted for official status within one year of receiving probationary status, probationary status is revoked. A club may apply for probationary status only once during a given ASA administration (i.e. spring quarter through the following winter quarter).

14.2 Official recognition can be approved by a two-thirds majority vote of the eligible ASA Council, as set forth by the terms of ARTICLES 5.3 and 5.6. Clubs must apply and be recognized under the classification of Industry, Diversity/Regional or Interest. To be officially recognized, an organization must obtain a faculty sponsor and present a capacity to contribute to the development of Anderson students. Further, an organization will devise its own bylaws for the ongoing conduct of its activities. If the organization chooses not to institute its own bylaws, the organization's activities will fall under the rules and regulations of the ASA Bylaws.

14.3 Recognition of an organization's status can be withdrawn by a two-thirds vote of the eligible ASA Council, as set forth by the terms of ARTICLES 5.3 and 5.6. Recognition can be withdrawn on the basis of an organization's failure to represent itself at ASA Council meetings, changes in the organization's purpose and intent, failure to conduct activities in accordance with the organization's purpose and intent, or the organization's request for withdrawal.

14.4 If organization recognition is withdrawn, the organization shall be eligible for probationary status at the beginning of the next school year. After one academic quarter, the organization may request official ASA recognition pursuant to ARTICLE 14.2.

ARTICLE 15 - SPONSORSHIP

15.1 ASA shall be the official sponsor of the Undergraduate Business Society and shall do everything in its power to foster growth and development on the UCLA campus. The ASA President and his/her appointee shall act as the advisor to the Undergraduate Business Society.

ARTICLE 16 – STUDENT ETIQUETTE

16.1 Identifying an Etiquette violation.

The following are examples of inappropriate behavior that would violate the student etiquette policy – (1) Not showing up to an RSVP event and not giving the event organizer proper advance notice, (2) Dressing inappropriately for a career-related or guest speaker event, and (3) Leaving in the middle of a guest speaker presentation without notifying the speaker beforehand. The above three examples are by no means a comprehensive list of inappropriate behavior. Rather they serve as a general guide to describe what is inappropriate.

16.2 Review Process.

If a student club feels that one of its members has behaved inappropriately, and would like to take action, the following steps must be followed:

- Perform a due diligence investigation regarding the situation, which includes speaking with the event organizer, the student in question, and any other parties with relevant information.
- Submit a written document to the ASA Cabinet detailing the findings of the due diligence investigation.
- The ASA Cabinet will then continue the investigation by speaking both with members of the involved club and the student in question. It is important that both sides have a chance to state their case.
- Once the ASA Cabinet has finished its investigation, it will decide by vote if an etiquette infraction has incurred. If a majority vote is reached, then move onto article 16.3.

16.3 Action if Inappropriate Behavior Has Occurred.

The ASA Cabinet will communicate its decision to both the student in question and the involved club. If this is the first time the student in question has had an etiquette infraction, then the student will be put on a probation status and will be prohibited from attending all student-run career-related events for 4 weeks. If this is the second time the student in question has had an etiquette infraction, then the student will be prohibited from attending all student-run career-related events for the remainder of the school year or for two quarters, whichever is longer.

APPENDIX A
ASA GOVERNMENT STRUCTURE
As of May 18, 2005

ASA Cabinet (8 voting Council members, 2 votes each)

- President
- Vice-President
- Vice-President of External
- Vice-President of Information and Technology
- Vice-President of Academic Affairs
- Vice-President of Student Affairs
- Vice-President of Finance
- FEMBA President (allowed to vote via e-mail prior to Council meetings)

ASA Committee Chairs (20 voting Council members)

ELECTED (5 voting Council Members, 2 votes each)

- Alumni Relations Committee Chair (1)
- Ethics (2)
- Social (2)

APPOINTED – INTERNAL (13 voting Council members, 1 vote each)

- 2nd Year Social
- Affiliates Chair
- Anderson Brand Management Chairs
- Anderson Eclectic
- Cabaret
- Challenge for Charity
- Educational Improvement
- The Exchange
- Faculty Interaction Committee
- First-Second Year Connection
- International Students Chair
- Legacy Case Competition
- Webmaster

APPOINTED - EXTERNAL (4 voting Council members, 1 vote each)

- Parker CMC Representatives
- Distinguished Speakers Series
- Joint Ventures
- Outreach

Special Advisors (10 voting Council members, 10 votes in Fall, 20 votes in the Winter and 0 votes in the Spring)

- First Year Section Presidents
- First Year VPs of Academics

ASA Clubs (35 voting Council members)

INDUSTRY CLUBS (13 voting Council members, 2 votes each)

- Anderson Real Estate Association
- Entertainment Management Association
- Entrepreneur Association
- High Tech Business Association
- International Business Association
- Investment Finance Club
- Life Sciences Association
- Management Consulting Association
- Marketing Association
- Net Impact
- Retail Management Association
- Sports Business Association
- Strategic Operations Management Association

DIVERSITY / REGIONAL CLUBS (11 voting Council members, 2 votes each)

- African-American Students in Management
- Asian Management Student Association
- Gay, Lesbian, Bisexual and Transgender Association
- Greater China Business Association
- Japan America Business Association
- Jewish Business Students Association
- Latin American Business Association
- Latino Management Student Association
- Muslim Business Student Association
- South Asian Business Association
- Women's Business Connection

INTEREST CLUBS (12 voting Council members, 1 vote each)

- Anderson Public Speaking Club
- Anderson Rugby
- Anderson Running & Tri Club
- Anderson Ski & Snowboard Club
- Anderson Tennis Club
- Black & Scholes Surf Club
- John Anderson Golf & Country Club
- Outdoor Adventure Business Association
- Performance Arts Club
- Salsa Club
- Soccer Club
- Ultimate Frisbee Club
- Wine Club

APPENDIX B
COMMITTEE ROLES AND RESPONSIBILITIES
As of February 25, 2003

The Ethics Chair(s) shall be responsible for promoting the awareness of the Ethics Code and for handling proposed changes to the Code. The Ethics Chair(s), along with the President, shall appoint members of the Ethics Committee as necessary, other than first-year representatives. The Ethics Chair(s) and the Committee shall work with the UCLA Anderson School of Management Assistant Dean of Student Affairs in administering the Code, and may also draw upon the resources of the UCLA Dean of Students Office for training and orientation. Please see the UCLA Anderson School of Management at UCLA Code of Ethics for further details regarding the role of the Ethics Chair(s) and Committee. The Ethics Chair(s) shall be elected by the student body.

The Social Chair(s) shall appoint and supervise the Social Committee, and shall be responsible for coordinating beer busts and other social activities and special events not sponsored by a club, that could include the Halloween Party, Winter Formal, Prom, and Casino Night. All activities and modifications pertaining to these events by Clubs and organizations are subject to the express prior approval of the Social Chair(s). Authorities, duties and responsibilities of all involved in these events shall be set forth in the Social Committee Standard Operating Procedures. The Social Chair(s) shall be elected by the student body.

The Chair(s) of the Alumni Relations Committee (ARC) shall be responsible for fostering optimal relations between Anderson students, the Anderson Alumni Relations Office, and the Anderson Management Alumni Association (AMAA). The Chair(s) will hold a seat on the Anderson Management Alumni Association Board and are required to attend all Board meetings and inform the Board of important Alumni-related activities on campus. The Chair should coordinate Alumni outreach and other activities with student clubs and special committees. The Chair is responsible for all other activities involving student-alumni relations including Orientation Week events, the Salute to Management Awards Dinner, class reunions, and for initiating other efforts which improve the interaction of students and alumni. In addition, the Chair shall prepare article(s) for The Exchange to inform students of their committee's activities as well as outcome of AMAA Board Meetings, and brief the ASA Cabinet on a monthly basis of Committee activities. The ARC Chairs shall be elected by the student body.

The Chairs of the Educational Improvement Committee (EIC) shall facilitate communication between students and faculty regarding the quality of education at Anderson; provide student input to faculty and administrators; administer teaching evaluations, and coordinate the Dean's Forums. The Chair(s) shall chair the EIC, serve on the Faculty Teaching Improvement Committee, offer feedback to the Field Study office, provide assistance to the Management Alumni Association for their teaching award, and assist in class registration. The EIC Chairs shall be appointed by the ASA Cabinet.

The Computer Advisory Committee shall be responsible for providing student input to the operations of computing facilities and the determination of student computing fees. Members of this committee (other than elected first-year representatives) shall be appointed by the ASA Cabinet.

The Chair(s) of Orientation Week shall coordinate all orientation activities in conjunction with the Assistant Dean of Student Affairs and the respective Orientation Subcommittee Chairpersons. The Orientation Week Chairperson(s) shall be selected by the ASA Cabinet, the current Orientation Week Chairperson(s) and the Assistant Dean of Student Affairs.

The Chair(s) of the First/Second Year Connection shall be responsible for fostering communication and interaction between first and second year students at Anderson. The Chair(s) will coordinate activities that increase the cohesiveness of the two groups and provide opportunities for the interchange of information. The First/Second Year Chairs shall be appointed by the ASA Cabinet.

The Chair(s) of the International Students Liaison Committee shall be responsible for integrating international students with the rest of the student body and act as a liaison with faculty and administration regarding international student issues. The Chair(s) shall supervise the First Year International Representatives. The International Student Chairs shall be appointed by the ASA Cabinet.

The Chair(s) of the Joint Ventures Committee shall organize and oversee events such as dinners, barbecues, picnics or any other activity which will allow spouses, significant others, and families of Anderson students to meet with one another. The Joint Ventures Chairs shall be appointed by the ASA Cabinet.

The Chair(s) of the Career Management Services (CMC) will work with the Career Management Services Office and all club CMC liaisons to improve on-campus recruiting efforts. The CMC Chairs shall be appointed by the CMC office.

The Chair(s) of the Video Yearbook Committee shall oversee the publication of a yearbook or production of a Video Yearbook. The Video Yearbook Chairs shall be appointed by the ASA Cabinet.

An Exchange Board shall be formed consisting of the ASA President, The Exchange editors and the members of The Exchange staff. The Exchange Board shall select The Exchange Editor(s), contribute to The Exchange editorial and budget policies, and assist in production and staffing. The Exchange Editors shall be appointed by The Exchange Board and approved by the ASA Cabinet.

APPENDIX C

Timeline of Events

As of February 25, 2003

FIRST YEAR

January

Leadership positions and election procedures announced

February

ASA election process begins

School-wide elections

Club elections

March

Club elections

April

New government inauguration

Committee Chair interviews and appointments

Introduce new government to Administration, Board of Visitors and Recruiting Companies

May

Finance Committee meet with Club Presidents and Treasurers to review procedures

Summer Directory published on-line (PR)
List potential Commencement Speakers

June

Coordinate fund-raising efforts with all groups
Pursue Commencement Speakers

July-August-September

Coordinate fund-raising to Recruiting Companies

Internal planning for upcoming year

SECOND YEAR

September

Orientation Week
First Year Rep Elections
Explain Student Government to First Years
Organization Fair
Social Events
ASA Book Exchange
All Committees and Clubs prepare for start of school
Finalize ASA Budget

October

ASA Cabinet and Council Meetings begin
FEMBA Organization Fair
Board of Visitors Retreat
ASA Student Directory published
Halloween Party
C4C fund raising begins
IM Sports begin
Career Night Events

November

Career Night Events

December

C4Ski Trip
Day on the Jobs to New York and Silicon Valley

January

Announce ASA election procedures
C4C Winter Formal
Board of Visitors Meeting
Organize elections process

February

Visit each Section - explain elections
Candidates submit statements

March

School-wide and Club elections
Organize leadership mentor process and turnover documents
Palm Springs Weekend

April
Stanford C4C Weekend

May
Be available for leadership advice

June
Commencement