

**PEPPERDINE UNIVERSITY**  
Graziadio School of Business and Management



**MGBS Bylaws**

*Updated April 2013*

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## Section 1: MGBS Overview

The Malibu Graduate Business Society (MGBS) is the student government association for the Full-time MBA program at Pepperdine University's Graziadio School of Business. MGBS, without preference, supervises and promotes all student organizations and societies, and is the primary association to facilitate all student interests. MGBS additionally assigns students to faculty and administrative committees, hosts top corporate speakers, and plans networking and social events.

### Mission

*Adopted April 2009*

*It is the mission of the Malibu Graduate Business Society to serve the student body by facilitating and enhancing their academic, extracurricular and professional development as well as to foster a sense of school pride in the Pepperdine MBA experience.*

## Executive Committee Roles & Responsibilities

### I. General

- a. The following sections outline the specific roles and responsibilities of the MGBS Executive Committee. Our goal is to highlight the duties each officer is responsible for during his/her term. MGBS Executive Committee officers are expected to work as a collaborative team, enlisting the support of students, faculty, staff, and other outside parties, when necessary, in order to successfully fulfill their obligations.

### II. Minimum Qualifications

- a. The elected officers of the MGBS Executive Committee must be currently enrolled in the Pepperdine University Graziadio School of Business and Management full-time 20-month MBA program.
- b. Elected officers of the MGBS Executive Committee must be in good academic standing.
- c. MGBS Executive Committee officers may not be 12-month, 15-month, dual degree (e.g. JD/MBA, MPP/MBA), study abroad (trimester or dual trimester), or any other position that would require an extended absence from the MBA program during the Fall/Spring trimesters of second year study.

### III. President

- a. The MGBS President will engage in a number of public speaking activities including alumni board meetings, Pepperdine's Alumni Leadership Council meetings, board of visitors and scholarship events.

- b. The MGBS President shall also oversee the coordination of orientation with Emerging Leaders and MGBS, coordinating all feedback to administration.
- c. The MGBS President shall also form ad hoc committees and short-term student action groups as needed throughout the year.
- d. The primary duties of the President shall be:
  - i. to oversee and supervise the general actions of the MGBS administration
  - ii. to preside at all meetings of the MGBS Executive Committee
  - iii. to call special meetings as necessary, to update the student body of relevant information pertaining to curriculum
  - iv. to ensure that all MGBS representatives are managing and utilizing their senate teams appropriately
  - v. to regularly report to the Dean and Director of the Full-Time MBA Program
  - vi. to participate in the monthly Program Committee meeting as the designated student representative
  - vii. to maintain relations among Full-Time, FEMBA and alumni groups
  - viii. to represent MGBS at all student affiliated events, including but not limited to: networking, career services, student social events, and club support. In the event that the President cannot attend, he/she must ensure that an MGBS representative is present.
  - ix. to address issues related to student resources
  - x. to ensure a smooth and coordinated transition of administrations
  - xi. to supervise general elections
  - xii. to enforce the constitution and bylaws of the organization

#### **IV. Vice President**

- a. The primary duties of the Vice President shall be to assist the President in executing any and all activities associated with the MGBS. In the absence of the President, the Vice President shall represent MGBS as the acting President.
- b. Specific duties of the Vice President include oversight and management of the day-to-day relationship between MGBS and all student clubs, interest groups, and committees.
- c. Coordinating MGBS involvement in key GSBM activities and events, which include the following:
  - i. Hold a minimum of 2 club leaders meetings per semester (one in session A and one in session B) to discuss club details, communicate changes and updates, and encourage inter-club collaboration.
  - ii. Must attend all club kick off meetings in fall.
  - iii. Must subscribe to all club newsletters, email distributions, and Sakai pages.

- iv. Work with respective club leaders to ensure major events are being planned in a timely manner and executed effectively. (Business Plan Competition, VCLL Case Competition, Social Enterprise Week)
- v. To support career services and the various clubs during industry week(s) and ensure that the student body is aware of all activities and that all operations run smoothly.
- vi. Work with the MGBS president to organize club structure and meet with club leaders who they feel are lacking the leadership skills necessary to run the club effectively.

**V. Director of Finance**

- a. The MGBS Director of Finance will coordinate with administration to facilitate reimbursement. All club reimbursements, deposits, and credit card transactions go through the MGBS Director of Finance.
- b. The primary duties of the Director of Finance shall be:
  - i. to maintain MGBS financial records
  - ii. to make MGBS-related expenditures
  - iii. to manage MGBS budget
  - iv. to ensure complete and proper paperwork is submitted prior to and after MGBS-related functions
  - v. to regularly report to the administration and organization of said activities
  - vi. to oversee execution of MGBS fundraising activities
  - vii. to work closely with club treasurers in order to reconcile accounting
  - viii. to regularly inform the MGBS Vice President of club financial standings
  - ix. to validate and approve every transaction to ensure that it meets Graziadio codes and standards. All questioned transactions are to be frozen without reimbursement until club treasurer clarifies and modifies.
- c. The MGBS Director of Finance will use QuickBooks accounting software to fulfill its primary duties. Contact QuickBooks Pro Advisor Contact (see Appendix I for contact information) for any and all QuickBooks questions. QuickBooks responsibilities include:
  - i. to maintain and learn procedures for properly operating and saving QuickBooks files and backup documents
  - ii. to meet with administration once a month to obtain transaction summary of debits and credits in order to reconcile account.
  - iii. to meet with administration once a month to obtain transaction summary of credit card transactions in order to reconcile account.
- d. The Director of Finance acts as a liaison between clubs and administration for all reimbursements. The MGBS Director of Finance is not responsible for managing club

budgets; rather, acts as a point person to ensure proper documentation is in order and submitted to administration for each club.

**VI. Director of Alumni Relations**

- a. The MGBS Director of Alumni Relations will coordinate with administration to facilitate relationships and events between current Graziadio students, Graziadio alumni (including, but not limited to, the Graziadio Alumni Networks), professional support staff, and alumni directors.
- b. The primary duties of the Director of Alumni Relations shall be:
  - i. Maintains frequent communication and works cooperatively with the local Graziadio Alumni Networks and school administration to communicate student perspectives and represent the full time student body voice.
  - ii. Fosters a sense of being Graziadio School of Business and Management alumni within the Full-time MBA class prior to graduation by highlighting the importance of being an active alumni within the full time community
  - iii. Create an alumni presence for the full-time student experience
  - iv. Promotes future alumni relationships for graduating students
  - v. Works with the MGBS Vice President and student club leaders to promote alumni involvement
  - vi. Works with the Alumni Office and MGBS President to (1) promote the Alumni Honors Society within the Graziadio community; (2) oversee the selection process for student attendees; and (3) assist the Alumni Office with coordinating any logistics related to the accompanying Honors Banquet (Golden Torch)
  - vii. Assists with communication between the Career Services Office (CSO) and the student body
  - viii. Promotes student representation at career fairs and other events presenting employment opportunities
  - ix. Works with the Career Services Office (CSO) to address student concerns regarding recruiting companies and other career opportunities aspects
  - x. Plans/Executes interview/career training events in tandem with ongoing Career Services Office (CSO) efforts and with the Graziadio committee
  - xi. Along with the MGBS President, attends all meetings and events sponsored by the Pepperdine University Alumni Leadership Council
  - xii. Attend all GAN meetings or ensure that an MGBS representative is present

**VII. Director of Communications**

- a. The primary duties of the Director of Communications shall be to record the minutes of MGBS meetings and other related activities. The Director of Communications will also be responsible for disseminating this information, as well as information about weekly GSBM events, to the student body in a timely manner.

- b. Specific duties of the Director of Communications include:
  - i. Managing the weekly update of MGBS communication resources
    - signage (e.g. the bulletin board, flyers, and table tents in the cafeteria)
    - email distribution
    - social networking tools (e.g. Yammer, Facebook, Twitter)
    - the MGBS website
    - weekly calendar
  - ii. Disseminating all internal communications to senate and executive team
  - iii. Working directly with the various clubs and interest group Presidents to make sure MGBS is coordinated with club and interest group activities, facilitating communications when possible.
  - iv. Manage MGBS Sakai site and ensure it is up to date with the most current documents.
  - v. Work with the Vice President to update the MGBS Bylaws
  - vi. Work closely with President to disseminate and collect all logistics relating to MGBS elections and update MGBS portal (see page 8)
  - vii. Transfer all site privileges and passwords to succeeding MGBS team (Sakai folders, Election Center Website, MGBS email, Facebook, Twitter, etc)

#### **VIII. Director of Student Life**

- a. The duties of the Director of Student Life will be to facilitate and coordinate off-campus- MGBS related social activities.
- b. The Director of Student Life will work closely with the International Students Chair and with Club Leaders, the Director of Communications, and Vice President to help develop opportunities for off-campus social activities, integrate the international student population, and promote co-sponsored events and activities (across clubs, other Pepperdine graduate schools, C4C, etc.)
- c. The Director of Student Life will report directly to the MGBS President.
- d. Specific Duties for the Director of Student Life Include (and are not limited to):
  - i. Organize one off-campus social event during orientation week (working with the Emerging Leader program)
  - ii. Organize a Summer welcome mixer for new and returning students
  - iii. Work with Challenge for Charity to plan at least one charity pub crawl per year
  - iv. Organize regular student focused social events off-campus, working with various establishments to secure food and drink specials for the student group
  - v. Coordinate various community social events throughout the semester (hiking, sporting events, etc)



- vi. Plan and execute an End-of-Semester celebration at the end of each semester
- vii. Communicate through social media platforms such as Facebook
- viii. Monitor the success of events (number of attendees, who attended, variety of people, mix of full-time-FEMBA-alumni, etc)
- ix. Follow up on each event (i.e. social media, weekly email, etc)
- x. Maintain a database that consists of vendors, establishments, etc in order to continue to leverage relationships to provide the best experience at the best cost for students.
- xi. Act as the liaison between domestic and international students to monitor what kind of events are preferred
- xii. Attend every social event or ensure that an MGBS representative is present

**IX. Director of International Student Affairs**

- a. The duties of the International Students Chair will be to facilitate and coordinate all community-building activities between international and domestic students.
- b. The International Students Chair will work closely with the Director of Student Life and with Club Leaders, the Director of Communications, and Vice President to help develop opportunities for off-campus social activities, integrate the international student population, and promote co-sponsored events and activities (across clubs, other Pepperdine graduate schools, C4C, etc.)
- c. The International Students Chair will report directly to the MGBS President.
- d. The International Students Chair will serve as the primary representative for issues specifically relevant to international students, and will preside over the Student Integration subcommittee.
- e. Specific Duties of the International Students Chair Include (and are not limited to):
  - i. Act as liaison between domestic and international students on events
  - ii. Utilize social networking sites to inform international community on MGBS events
  - iii. Coordinate all MGBS-related fundraising and awareness activities
  - iv. Plan one MGBS Town-hall per Semester
  - v. Work with MGBS Vice President on student led club events
  - vi. Organize Brown Bag Lunch events with Professors (suggested 2 in Fall term and 2 in Spring)
  - vii. Work with various student groups and clubs towards the development of international celebrations to include Diwali, Chinese New Year, Global Village, and any other appropriate celebration
  - viii. Work with the Director of Student Life to organize Annual Spring Talent Show

- ix. Work with the Director of Student Life and administration on components of Graduation dinner/celebration
- x. Work with the Director of Student Life to organize and coordinate various community social events throughout the semester (hiking, sporting events, etc)
- xi. Work with the Director of Student Life and other MGBS officers to plan and execute an End-of-Semester celebration at the end of each semester

### **MGBS Student Senate**

The MGBS Student Senate (the “Senate”) will be comprised of students from all of the full-time programs at Graziadio, including 20-month, 15-month, 12-month, MSAF, and IMBA programs. Student representatives (“Senators”) will be determined during the first term of the Fall Semester (Term A) via an application and selection process developed and administered by the MGBS Executive Committee. Senators will be required to formally meet with the MGBS Executive Committee once each term.

Senators will serve as the primary liaisons between their fellow classmates and the MGBS Executive Committee. Senators will be asked to serve on MGBS subcommittees relating to issues such as Social Events/Activities, Career Development/Networking, International Student Affairs, Student Initiatives, and other subcommittees that the MGBS President determines necessary. Subcommittee assignments for Senators will be determined by the MGBS President.

The amount of Senators for each program will be based on need; however the suggested distribution is as follows:

<b>Executive Committee Director</b>	<b>Number of Suggested Senators</b>
<b>President</b>	0
<b>Vice President</b>	2
<b>Director of Finance</b>	1
<b>Director of Alumni Relations</b>	2
<b>Director of Student Life</b>	4 (2 MBAs and 2 MSAF/MSGB)
<b>Director of Communications</b>	1
<b>Director of International Relations</b>	2

## Organizational Structure

### Communication Structure

Per the organization chart above, the president reports directly to the Full-Time Dean of Students and the Director of Full-Time Programs, while all MGBS officers report in to the MGBS president. The Director of Finance submits expense reimbursements directly to the Graziadio Office Manager. In addition, the vice president and director of communications can also directly report in to Director of Full-Time Programs for club-related communication. Further, the student clubs report directly into the vice president. The director of communications has a dotted line into the clubs because that role oversees communication from the clubs to the student body. Club leaders are to go directly to the MGBS Vice President, firstly, and the MGBS President, secondly, prior to all communications with administration. This will provide a clear line of communication with proper filters and direction.

Although the Ethics Committee and Emerging Leaders do not formally report to MGBS, the MGBS President, Emerging Leaders Chair, and the Ethics Committee Chair have dotted lines between them in certain situations. These situations include, but are not limited to planning/implementing Orientation week for new students, establishing reporting policies and procedures for ethics code violations,

coordinating leadership events (retreats, workshops, etc.), and other activities that require collaboration between these three distinct entities.

## Section 2: Elections

### Election Process Responsibilities

- I. MGBS President and Director of Communications to work together to plan, organize, and execute all MGBS election related activities. Specific duties include:
  - a. Put together election informational packets for potential candidates
  - b. Update timeline dates
  - c. Arrange logistics for informational meetings
  - d. Collect applications
  - e. Contact Dean of Students and Director of Full-Time Programs to confirm eligibility status
  - f. Contact candidates to confirm candidacy or address eligibility issues
  - g. Arrange logistics for candidate debates
- II. Director of Communications to update Election Center website (<https://sites.google.com/a/pepperdine.edu/graziadio-mgbs-elections-center/>)
- III. MGBS President to inform candidates via a telephone call regarding results prior to announcing results to student body
- IV. Director of Communications to send out special results email to student body

### Election Codes

1. The MGBS Executive Committee shall be elected by a vote of all full-time MBA students at the end of the winter trimester (timeline attached on page 11).
2. Each MGBS Executive Committee position shall be occupied by one person.
3. The positions which shall be included in the all-school election include: MGBS President, MGBS Vice-President, MGBS Director of Finance, MGBS Director of Communications, MGBS Director of Student Life, MGBS International Students Chair, MGBS Director of Alumni Relations.
4. The terms of office shall be run from the last day of the Spring trimester of his/her first year through the last day of the following Spring trimester. Special Advisory positions shall run from the initiation of the role through the end of that Class' government reign.
5. All elections shall be carried out by the MGBS Committee under the supervision of the MGBS President. It shall be the responsibility of the MGBS President to notify the student body of the

MGBS Officer elections and to allow all eligible, interested Pepperdine Graziadio School of Business Management students to run for office.

6. Election campaigns may be conducted through word-of-mouth, flyers, or other printed media. Posting campaign flyers anywhere but the Dresher Cafeteria is prohibited. No campaigning shall be conducted via electronic mail. Telephone calls made expressly for campaigning reasons are prohibited. Election campaigning will be for one week prior to the election survey.
7. Each person shall run for a single position in all-school elections. **No candidates shall run on a party ticket with other candidates.**
8. 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.
9. In the case that no one runs for a position, candidates will be solicited and appointed by the current and active MGBS Executive Committee, (i.e. not the candidates), with two-thirds approval by the MGBS Council.
10. Any complaint or other discovery of a possible violation of the election rules set forth herein shall be reported to the MGBS Committee. The MGBS 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 MGBS 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.

## Succession & Removal

1. Any Executive Committee 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 MGBS Council.
2. Any member of the MGBS Executive Committee who elects to pursue a trimester 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.

3. Any member of the MGBS Executive Committee who elects to transfer to the FEMBA Program or take on a full-time job at any time during their term, essentially making their presence on campus scarce, shall be deemed to have resigned their post 7 days after that decision becomes apparent.
4. Upon resignation or removal of the President, the Vice-President shall become President for the remainder of the term of office.
5. Upon resignation, succession or removal of any other Executive Committee Member or Committee Representative, the replacement shall be chosen by the majority vote of the remaining Executive Committee Members.

## Sample Election Timeline

This process typically starts the third week of January in the spring term.

<b>Spring Session A, Week 4</b>	<b>General Announcement to Student Body</b>
<b>Spring Session A, Week 5</b>	<b>Information Session #1 (offer #2 if necessary)</b> <ul style="list-style-type: none"><li>● MGBS Executive Committee Statement</li><li>● MGBS Roles and Responsibilities</li><li>● Candidate Eligibility</li><li>● Election Codes</li><li>● Election Timeline</li></ul>
<b>Spring Session A, Week 6 (end)</b>	<b>DEADLINE: Candidates to declare intent to run for office</b> <ul style="list-style-type: none"><li>● Submit Formal Declaration of Candidate/Slate</li><li>● Submit Candidate/Slate Platform Statement</li><li>● MGBS to verify eligibility</li></ul>
<b>End of Session Break</b>	<b>Student Notification of Candidate/Slate</b> <ul style="list-style-type: none"><li>● Qualifications</li><li>● Platform Statement</li><li>● Election Format &amp; Instructions</li></ul>
<b>Spring Session B, Week 1</b>	<b>Campaign Week</b>
<b>Spring Session B, Week 2</b>	<b>Candidate Q &amp; A Forums (Mandatory for All Candidates)</b> <ul style="list-style-type: none"><li>● Polls open after last debate and close that following Sunday</li></ul>
<b>Spring Session B, Week 3</b>	<b>Official Election Results (MGBS Officers At-Large)</b> <ul style="list-style-type: none"><li>● Results posted and announced</li><li>● Schedule courtesy meeting with Dean and Program Director</li><li>● Transition process begins</li></ul>

## Section 3: MGBS Student Clubs

There are currently 12 clubs:

1. Asian Business Club (ABC)
2. Black Graduate Business Society (BGBS)
3. Christian Business Club (GCBS)
4. Consulting Collective
5. Entertainment Media
6. Entrepreneurship Society
7. Finance Club
8. Marketing Society
9. MBA Women International (MBAWI)
10. Net Impact
11. Toastmasters
12. Values Centered Leadership Lab (VCLL)

C4C does not fall under MGBS Student Clubs. C4C is a national chapter that receives funding from outside sources and does not follow MGBS guidelines and rules. C4C represents a common philosophy throughout the entire school and should be integrated into a aspects of Pepperdine. MGBS is not required to financially support and/or donate any funds to C4C events; however, collaboration is encouraged.

### Reporting Structure

All clubs report directly to the Vice President of MGBS. This process will ensure proper channels are used and issues at the club level are resolved within the club and MGBS. All club reimbursements and communication efforts will report into MGBS. Please refer to page 17 for reimbursement process.

### Marketing

Clubs may only send information to their registered members via email. However, this is not mandatory and each club can post flyers in designated areas; however they must remember to remove flyers after event.

Sending information via Yahoo Groups, Sakai, Yammer, LinkedIn, and Facebook is also permitted as students have opted in to those groups.

Printed materials can only be posted in the following locations:

1. Cafeteria (table tents, bulletin boards)



2. Certain Lower Level doors. Cafeteria doors should be acceptable, but please confirm with Drescher Cafeteria Manager in the cafeteria prior to posting.
3. Classroom bulletin holders/boards

It is the responsibility of the clubs to remove any old or outdated flyers from those areas after the event has taken place. No fliers may be posted to door on the upper level, plaza level or elevator. We often have guests and would like to maintain a professional look.

The flyers are the responsibility of the clubs to produce and cannot be larger than 8.5" x 11". Table tents cannot exceed the 5" x 8".

All posting materials must be easily removable from the glass surfaces. All tape must be removed from the doors.

## Section 4: Emerging Leaders

Pepperdine's Emerging Leaders are selected in the Spring term (January) based on faculty, MGBS and previous year's EL members' input. The OB faculty are the first to recommend students to EL and other faculty from various disciplines (finance, marketing, operations, quantitative business analysis) review the initial list and second or third or add other students to the list. The 12-16 students most recognized for their contribution throughout all aspects of the program are invited to serve as members of EL by Mr. Charles McPeak.

### EL's Responsibilities:

- Mentorship of members of the incoming class
- Offers feedback to administration
- Meets with members of the Alumni Advisory Board
- Coaches and councils EL selected in following year (until the new MGBS is in place)
- Form and run sub-committees including, but not limited to:
  - Mentorship
  - International Issues
  - Seminars
  - Alumni Board Relations

### EL Organizational Structure

- EL reports to Diane Singel, but maintains dotted lines to MGBS on selected issues (TBD)
- EL selects a team leader who collaborates with the president of MGBS
- Because selection takes place at mid-year (January) the membership will be coached and counseled by EL of the previous year UNTIL the election of an MGBS president in March

- One member of EL joins the MGBS president to determine committee appointments for the Orientation Committee and other such committees that are comprised of both MGBS and EL officers
- Each sub-committee selects a coordinator whose responsibility is to organize responsibilities and communicate to the team leader the progress of the committee

## **Section 5: Ethics Committee**

The Graziadio Ethics Committee is made up of student representatives dedicated to resolving ethical disputes on the Malibu campus and keeping full-time students informed of the school's ethics code. The function of the committee is to recommend policy and adjudicate on issues related to the representation of student work (e.g., cheating, plagiarism).

Recommendations for changes to the code or decisions regarding penalties for code violations are presented to the Director of the Full-time Programs; Students wishing to present a dispute to the committee should contact Director. Due to the fact that the MGBS Executive Committee acts as the representatives of the student body, it is important that the team remains abreast of relevant ethical issues on campus and reports them to the necessary administrative bodies. They must act as the eyes, ears, and, sometimes, voices of the students to ensure an ethical learning environment is being withheld and truly live by example in terms of value-centered-leadership.

## **Section 6: Processes & Procedures**

### **MGBS “Portal”**

The link to the MGBS website is now hosted by Pepperdine and is located at the following location: <http://bschool.pepperdine.edu/mgbs/>

The purpose of this website is to aggregate basic information about each club in one, branded location. The information currently on the site is rather minimal, but as adoption of this site grows, additional interactive elements may be added.

Each club has the option to create additional tools that house club information (e.g., blogs). However, each club needs to submit a list of the content sites/blogs/etc. that house club information other than the Pepperdine website. This information may be checked to assure it is on target with Pepperdine’s core values (e.g., not shots of people drinking alcohol) on an as-needed basis.

If you create additional tools, please make sure that you are able to pass the login/pw on to the new club presidents come Spring.

Please submit additional sites as they are created directly to the director of communications who will keep a running tally.

### **Updating the Site Content**

Portal content will be updated twice yearly in December and July. Each club president or designated leader is required to send content updates to the current MGBS Director of Communications by the third Friday of the update month. The updates will be forwarded in bulk to the [web team](#).

### **Marketing and Communications**

The MGBS Director of Communications is the only position with authority to email the current and incoming MBA, MSAF, and MSGB student bodies. The list of contact information is remain confidential and used responsibly.

The Director of Communications will compile the club events into one weekly email sent out on Sunday. The content for the weekly email will be pulled from the Master Calendar. Only events posted to the Master Calendar will be included in the weekly emails. If there is a specific event that needs to be communicated which is not on the Master Calendar, it must be emailed to the Director of Communications by no later than end of day Thursday and will be subject to approval.

Format-wise, the email will be rather succinct. Please use the club Sakai page and form tool to send out detailed information regarding events to your club's registered members.

### **Photo Copies**

All clubs are responsible for making photo copies of marketing materials and handouts for their events. The administration office (Director of Full-Time Programs and Office Manager) can aid in making black and white copies for orientation materials (up to 100) only.

### **Marketing to Fully Employed BSM/MBA Students**

The program administration will permit marketing to the students in the other programs, such as FEMBA. However, please note there are BSM degree seekers (who are not MBA students) who will receive the emails so please take care not to be exclusionary in the communication. The weekly email updates (provided via the Director of Communications' weekly newsletters) will be forwarded to the Associate Director of the Fully Employed programs.

There will also be an initial communication to the students which will contain information on each club and a link to register for the clubs at the outset of each school year. Please note that each club that charges will have to manage fee collection for non-Malibu members.

It may be possible to send special announcements to the full employed programs through the following process. However, this is reserved for occasional use only and is not recommended as to not "clutter"

the inboxes of the fully employed students. One to two days lead time is requested for a “Request for Email Transmission.”

**Step 1:** Club president creates a formatted email announcement and forward to Director of Communications for review of quality and content.

**Step 2:** Director of Communications forwards the email to the Associate Director of the Fully Employed programs for review and approval.

**Step 3:** Associate Director of the Fully Employed programs to email the program with the formatted email.

**Step 4:** “Confirmation of Transmittal” email will be sent to Director of Communications once email has been sent and that will be forwarded to the club president.

Posting flyers is possible; however, each campus has a different posting policy. If a club would like to post a flyer at a particular campus, he/she must alert the Director of Communications as to what and where they would like to post. The Director of Communications will check with Associate Director of the Fully Employed programs as to what is permissible and relay the information back to the club. All clubs are responsible for the proper posting and removal of flyers, etc.

### **Marketing to Public Policy Students**

A formal process has yet to be created for this. As clubs grow to include more SPP students, a formal process will be introduced.

### **Marketing to Alumni**

A formal process has yet to be created for this. However, the Director of Alumni Relations should work closely with the Chairman of the local Graziadio Alumni Network (GAN) chapter, other alumni associations, as well as the Graziadio Alumni Department to work on a formalized process for spreading the word when necessary. The Director of Alumni Relations should also have a slide prepared for every local GAN chapter meeting outlining what events alumni are encourage to attend within the MGBS and Full-time calendar of events.

### **Marketing to Incoming Students**

All club events should be posted to the Master Calendar. The process for doing this is as follows:

1. Access the link to the Event Submission page through the club’s Sakai folder under the “Resource Tab” (Sakai > Resources > Events > Event Submission Form)
2. Forms will be forwarded directly to the Career Services Coordinator who will confirm availability, publish the event in the Master Calendar, and send the event coordinator a confirmation email within 72 hours of the submission.

3. Once confirmation is received from the Career Services Coordinator, the club is free to publicize the event on such outlets as Facebook and Yammer, and distribute flyers around campus.
4. Rooms will be assigned no later than the week of the event and will be based on availability, class schedules, and faculty needs.

## Budget & Membership Dues

With the exception of clubs that have additional funding (such as VCLL), each club has a \$500 budget. Beginning in 2008-2009, clubs can charge an additional membership fee for each student (up to \$40 per semester). This is optional. All dues collected must be reported and submitted to the MGBS Director of Finance, which will then be deposited into the club's respective account. In addition, the clubs can also charge non-member fees at each specific event which also need to be reported and submitted to the MGBS Director of Finance.

The \$500 does not carry over beyond the academic year. The additional club fees, if charged, do carry over from year to year.

Each club will be responsible for enforcement of the paying members. Payment can be taken via check (NO CASH) and all funds will reside in their account code under the MGBS account. The MGBS Director of Finance will manage the accounts and reimbursements accordingly.

Checks should be made payable to "Pepperdine University" and write the club for which the payment is made along with the student's name in the memo section.

## Financing Procedures

### Payment Options for Club Events

1. **Items under \$100 (both consumable and non-consumable):** a petty cash reimbursement can be completed. This has the quickest turnaround time. Please see the Office Manager to initiate this.
2. **Non-consumable items will only be reimbursed up to \$100.** This includes any supply items, printing, etc. If any expectation that non-consumable items greater than \$100 will be needed, please contact the Director of Full-Time Programs or the Office Manager, as they can arrange to have these purchased placed on a corporate credit card.
3. **Consumable items purchased over \$100:** a requisition will need to be completed by the University and all itemized receipts must be turned into the MGBS Director of Finance and then to the Assistant to the Associate Dean for processing.
4. **Student Cash Advances:** Students are eligible for cash advances for student events. (Please pursue the options above prior to requesting a cash advance.) Cash advances are only eligible for the following:

- a. The purchase of consumable items and travel expenses are authorized. Non consumables (supplies, printing, etc.) are not authorized.
- b. The request for fund must be clear and specific, and greater than \$200. If not clear and substantial, then the request will not be approved.
- c. In order to accommodate cash advances, early preparation is required. Please note that you must work with the administration and make the request for funds 3-4 weeks in advance of the event.

## Revenue and Expenses

All expenses should be submitted to the MGBS Director of Finance for reimbursement by the administration. Expenses must be submitted within 45 days of the expense date. When submitting expenses, the following must take place:

**Step 1:** The student seeking a reimbursement should fill out a New Vendor Request Form and a W9 form (international students don't need to fill out the W9). These forms can be found at: <http://www.pepperdine.edu/finance/accountspayable/forms.htm> ALWAYS ask for a receipt and keep it. You cannot get reimbursed without it. The receipt is a proof of the purchase.

Itemized receipts are essential. A receipt that only shows the total and not the description of the good or service purchased, is not acceptable. **This is Pepperdine University, so no alcohol shall be reimbursed.**

If you know you are going to make a purchase above \$100 for non-consumable goods, please talk to the MGBS Director of Finance to work with you and the Office Manager. You might avoid the reimbursement process and just use a University credit card for that.

**Step 2:** Fill out an expense form and staple the receipt to the back of it. Keep in mind the following:

1. This is Pepperdine University, so no alcohol shall be reimbursed.
2. Do not write on the receipts, there is no need to clarify anything on the receipt itself. Attach a note, but do not mark the receipt.
3. Do not purchase things you don't want to get reimbursement for together with those for which you do. For example: You go to Ralphs to buy beverages for a meeting and buy a toothbrush for yourself. In that case, ask for a different receipt.
4. If a gift card or gift certificate is purchased, indicate who the recipient is. The same goes for anyone who received a gift.

**Step 3:** Submit expense report and backup to MGBS Director of Finance who will in turn record information in QuickBooks and submit everything to faculty within 2 business days of receipt to ensure timely reimbursement.

***By abiding these guidelines, we will hopefully speed up the reimbursement process and avoid difficulties.***

Other notes to make students aware of:

1. Students only have to fill out the W9 and new vendor form once and the Director of Finance will assure it is on file with the administration office.
2. Copies of these forms will be available electronically from the Director of Finance.
3. If follow up on reimbursements is required, please allow 30 days from time submitted to faculty.
4. The MGBS Director of Finance is NOT responsible for managing the budgets of each club. Club leadership will manage the budget and keep track of funds whereas the treasurer will only execute expenses.

### **Event Supplies**

Clubs are responsible for purchasing their own supplies for events, such as food and beverage. However, MGBS will supply paper plates, napkins and flatware. Please ask the Office Manager to provide those items to you for your events.

### **Catering**

Clubs are permitted to purchase food and beverage for their club events. However, there are some rooms on the Malibu campus that are limited to food catered through the cafeteria including the auditorium and cafeteria (check with Drescher Cafeteria Manager). Please assure that you clear out the room and dispose of all extra food before you leave the event.

### **Speaker Gifts**

Speaker gifts, if purchased, will come directly from the club funds. However, the front office (Director of Full Time Programs & the Office Manager) will have a limited supply of small gifts which will be handed out to club presidents on an as-needed basis for no additional charge. Please see the notes of gifts over \$100 in the expense section.

### **Passing Information to New Club Presidents**

At the end of the Spring term, each club will be responsible for passing along best practices, event information, contacts, marketing materials, etc. to the incoming club leadership team team via their club's Sakai page.

If items are purchased that are meant to be for a club (e.g., books as resource materials) and have been expensed to the \$500 budget or the membership fee budget, those materials must remain in the hands of Pepperdine University. As such, these materials will need to be stored with the Office Manager or Director of Full Time Programs.

## Student Club Creation/Disbandment

Requirement for Clubs:

1. Clearly defined mission statement
2. An explanation and reasons for starting the new club. This must include how the club will be unique and different from any existing club.
3. Clearly defined and attainable goals including guest speakers, panelists, events, and career development sessions. The schedule of events must cover at least the first trimester the club hopes to be in operation.
4. Clearly defined organizational structure with a minimum of 4 positions: President, Vice President, Treasurer, and Alumni Relations Director
5. Minimum of 2 faculty sponsors who will help in attracting guest speakers relevant to the club and commit to attending events and meetings
6. Sign off and endorsement from Career Services including who will be the representative advisor
7. Minimum of 15 current student signatures who are enrolled in one of the following: Full-time MBA, MSGB, MSAF, or FEMBA program and will commit to joining the club if the club is allowed to form

Process:

1. Submit letter of intent and request a meeting with the Vice President of MGBS
  - a. Meeting must take place within five business days of letter submission
2. Applicants present to the VP of MGBS preliminary outline for new club which must include the following:
  - a. Explanation for starting the new club
  - b. Preliminary Mission Statement
  - c. Preliminary Goals
3. Within seven business days of receipt of outline preliminary approval will be given or denied.
  - a. During this time the VP of MGBS will present the letter of intent and documentation to the Director of Administration, Full-Time Programs and receive feedback.
  - b. The MGBS officers will vote on giving approval for the letter of intent
    - i. If approved, the applicant can begin the process to file the formal application
    - ii. If denied, a formal written explanation will be given with specific reasons for the denial



4. File formal application for the formation of a new club with the Vice President of MGBS. Documentation required for filing is as follows:
  - a. Formal Letter of Application
    - i. Signatures of faculty advisors
    - ii. 15 student signatures
  - b. Mission Statement
  - c. Explanation for starting the new club
  - d. Defined goals
  - e. Organizational structure including the names of the officers who will assume the required roles
5. Once the application of intent has been received by the Vice President of MGBS a meeting must be scheduled within seven business days of receipt of letter. The VP of MGBS and at least 2 members of the club applying for status must attend.
  - a. During this time the VP of MGBS will present the formal application and documentation to the Director of Administration, Full-Time Programs and receive feedback.
  - b. The MGBS officers will give feedback to the VP concerning the formal application
  - c. The VP is required to verify and document the faculty advisors and students have signed and agreed to commit to joining the club.
6. At the meeting the VP will express any concerns the MGBS board and administration has and work with the applicants to improve the application if necessary. The VP may decide to allow additional time for the applicants to revise and resubmit their documentation.
7. After the formal application documentation has been finalized the VP and President of the future club will schedule a meeting with Career Services to gain their endorsement and sign off along with getting a career counselor assigned to the club.
8. The MGBS board will vote on the club's formal application at their next meeting after Career Services has given their signoff on the application.
  - a. A formal vote can only take place during a quorum. A quorum is defined as five members of the MGBS board.
    - i. If approved, the club will be instated on a probationary basis. The probation will last until one of the following is satisfied.
      1. One calendar year has expired
      2. Two complete trimesters of the fall and spring have been completed.
    - ii. If denied, a formal written explanation will be given with specific reasons for the denial
9. During the probationary period the club must submit monthly status reports to the VP of MGBS. These reports must include the following:
  - a. Number of current members, and if dues are collected who has paid their club dues
  - b. Summary of each event during the past month which will also include:
    - i. Name guest speaker(s) and company affiliated with

- ii. Number of attendees
    - iii. Total cost of event
  - c. Planned events for the following month
- 10. At the end of the probationary period the club representatives will meet with the VP of MGBS to discuss the success of the club using the monthly reports as a guide.
- 11. The VP of MGBS will present their findings to the MGBS board. The board will decide whether to grant full status to the club.
  - a. If full status is given the club is eligible to receive funding from Pepperdine
  - b. If full status is not granted the club will remain on probation for one spring or fall trimester (whichever comes first). After that time the club will again be allowed to apply for full status.

I.

## Appendix I: Current Contact Information Sheet

### MGBS Executive Committee Contact Information

Position	Name	Email	Phone
President			
Vice President			
Director of Finance			
Director of Alumni Relations			
Director of Student Life			
Director of Communications			
Director of International Affairs			

### Referred Staff Contact Information

Position	Name	Email	Phone
Dean of Students	Dr. Michael Williams		
Director of Full-Time Programs	Diane Singel		
Office Manager	Carrier Gilchrist		
Associate Director of the Fully Employed Programs			
Career Services			
Drescher Cafeteria Manager	Gabriel		
Web Team Contact (to update club sites)	Robin Maylone	<a href="mailto:robin.maylone@pepperdine.edu">robin.maylone@pepperdine.edu</a>	(310) 545-5400
GAN LA Contact			
Emerging Leaders Chair			
Public Policy President			
Law School President			
QuickBooks Contact	Jessica Mandelbaum	<a href="mailto:jcmandelbaum@gmail.com">jcmandelbaum@gmail.com</a>	(310) 614-3234

## Appendix II: Current MGBS Class Schedule

### MGBS Class Schedule Semester 1, Session A

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am - 12:00pm					
1:00pm - 5:00pm					
6:00pm - 10:00pm					

### MGBS Class Schedule Semester 1, Session B

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am - 12:00pm					
1:00pm - 5:00pm					
6:00pm - 10:00pm					

### MGBS Class Schedule Semester 2, Session A

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am - 12:00pm					
1:00pm - 5:00pm					
6:00pm - 10:00pm					

## MGBS Class Schedule Semester 2, Session B

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am - 12:00pm					
1:00pm - 5:00pm					
6:00pm - 10:00pm					