

## PepperMasters CONSTITUTION

### PREAMBLE

We the students of Pepperdine Graziadio Business School, hereafter referred to as PGBS, in order to establish an efficient process for governance of this student organization within the University community, do ordain and establish this Constitution of the PepperMasters.

### ARTICLE I: NAME & PURPOSE

**Section A: Name-**The name of this organization shall be PepperMasters as recognized by the PGBS Office of Student Engagement and Success

**Section B: University Affiliation-**This student organization is a campus-based, self-governing organization to which active membership is limited to current Pepperdine University students.

**Section C: Purpose-**The purpose of this organization shall be to:

- Improve members' communication and networking skills
- Connect members with business people, especially Pepperdine alumni.
- Provide different networking events and teach members interview skills.

**Section C: Policies-**This student organization shall comply with all University policies and regulations, the PGBS Student Organization Handbook, in addition to all local, state and federal laws.

**Section D: Statement of Financial Responsibility-**A specific member or members designated by this student organization shall be held personally responsible for payment in full of all debts accumulated by this student organization not covered by funds on deposit.

### ARTICLE II: MEMBERSHIP

**Section A: Open Membership-**Membership in the organization shall be open to all current Pepperdine University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section B: Non-Discrimination-**In accordance with the University Student Code of Conduct, it is the policy of the University to oppose and prevent illegal discrimination of any student or student organization based on ethnic origin, race, or creed. This includes, but is not limited to, membership selection and/or involvement in activities within and sponsored by this student organization.

**Section C: Membership Dues** - There shall be no dues associated with membership in this organization.

**Section D: Membership Requirements** - Any eligible Pepperdine University student who completes and signs a membership application shall be deemed an active member upon filing of the application with the secretary.

**Section E: Membership Duties** – There is no special duty expectation.

### **ARTICLE III: OFFICERS**

**Section A: Officers** – The executive committee of officers shall be comprised of a President, CFO, COO, Director of Meeting, VP of Events, Director of Events, VP of Membership, Director of Membership, VP of Marketing, Director of Marketing, and Club Adviser.

**Section B: Eligibility-** Officers must be current Pepperdine students.

**Section C: Term** – Officers should have full commitment to their position.

**Section D: Vacancies** –If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

### **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – The responsibilities of President shall include but are not limited to:

- Serving as the primary student contact for the student organization and the “external spokesperson” of the group
- Serving as a liaison between other student organizations and University staff and administration
- Supervising all organization meetings
- Overseeing the process of organization event planning
- Completing all organization budget and purchase requests
- Maintaining a current list of residences, email addresses and phone numbers of the organization officers, advisor and members
- Submitting all required paperwork for organization renewal
- Holding a minimum of two meetings for the general membership per semester
- Submitting a semester and annual report of organization activities
- Ensuring the smooth transition of organization documents and operational information to new leadership at the end of term

**Section B: COO** – The responsibilities of COO shall include but are not limited to:

- Assisting the president with the oversight of the organization including member recruitment, event planning, etc.
- Working with the organization’s treasurer to prepare an annual budget

- Maintaining a current accounting of the organization's financial status including income and expenses
- Scheduling locations for meetings and events
- Ensuring the smooth transition of organization documents and operational information to new leadership at the end of term
- Remain up-to-date on all organization communication and events.
- Maintain continuous contact with the president.

**Section C: CFO** – The responsibilities of the treasurer/CFO shall include but are not limited to:

- Preparing the annual organization budget
- Preparing and submitting budget requests to the Student Board of Directors
- Tending to the status of all purchase requests and reimbursements
- Keeping a record of all transactions (i.e., expenses, deposits, and adjusting entries)
- Preparing monthly financial reports and documents to keep the organization's membership informed about the organization's financial situation
- Ensuring the smooth transition of budget documents and information to new leadership at the end of term

**Section D: Secretary** – The responsibilities of the secretary shall include but are not limited to:

- Taking minutes at every organization meeting
- Maintaining the organization history for that academic year
- Verifying all organization purchase requests
- Assisting with organization projects where needed
- Maintaining communication between the organization president and members (this may include emails, letters and phone calls)
- Assisting with organization projects where needed, including marketing initiatives
- Maintaining and updating the membership roster and providing membership roster to the Office of Student Engagement and Success at the beginning of each academic term

**Section E: VP of Public Relations** – The responsibilities of the VP of Public Relations shall include but are not limited to:

- Contact with professional people inside and outside campus and invite these people to participate in club events. For example, as a lecture guest.
- Maintain good relationships between the club and alumni
- Arrange event collaborations with other clubs at Pepperdine

**Section F: Director of Public Relations**– The responsibilities of this position follow the arrangement of the VP of Public Relations and assist the VP of Public Relations with all responsibilities outlined above.

**Section G: VP of Events**– The responsibilities of the VP of Events shall include but are not limited to:

- Design events for the club
- Figure out event locations for the club
- Purchase material needed for events according to budget and provide receipts to CFO
- Organize and maintain order on event day

- Arrange club members on different event related tasks

**Section H: Director of Events**– The responsibilities of this position follow the arrangement of the VP of Events and assist the VP of Events with all responsibilities outlined above.

**Section I: VP of Membership**– The responsibilities of the VP of Membership shall include but are not limited to:

- Recruiting new members
- Informing members of club events
- Organizing members’ meeting every two weeks
- Collecting members’ opinions and feedback about club

**Section J: Director of Membership**– The responsibilities of this position follow the arrangement of the VP of Membership and assist the VP of Membership with all responsibilities outlined above.

**Section K: VP of Marketing**– The responsibilities of the VP of Marketing shall include but are not limited to:

- Creating Power Point slides for officer and member meetings
- Designing and making flyers for event advertisement
- Advertising events through social media

**Section L: Director of Marketing**– The responsibilities of this position follow the arrangement of the VP of Marketing and assist the VP of Marketing with all responsibilities outlined above.

**Section M: Club Advisor**– The responsibilities of the Club Advisor shall include but are not limited to:

- Keeping the direction of the club and providing advice regarding club events
- Providing professional event information and recourse
- Inviting professional people to attend club events

## **ARTICLE V: MEETINGS**

**Section A: Frequency of Meetings** –Regular meetings shall be held weekly during the regular academic year.

**Section B: Special Meetings** – Special meetings may be called by the President with the approval of the executive committee.

**Section C: Quorum** – A quorum shall consist of two-thirds (2/3) of the current term club membership.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this organization shall be vested in an executive committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the staff/faculty advisor.

**Section C: Meetings** – This committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

### **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: Requirements** – the organization advisor shall be a PGBS staff or faculty member and must be willing to serve the organization for the duration of the current academic year.

**Section B: Duties** – The responsibilities of the staff/faculty advisor shall include but are not limited to:

- Recognize and support participation in the organization for its contribution to the educational and personal development of students.
- Be familiar with the organization's purpose, constitution and/or bylaws and be prepared to assist the organization's executive committee and other members with interpretation when necessary.
- Be available during the development and coordination of the organization's programs and offer suggestions or ideas for the group's discussion.
- Be aware of the goals and direction of the organization and generally monitor the organization's progress toward predetermined organizational goals and objectives.
- Be aware of the general financial condition of the organization and encourage the keeping of good financial records.
- Assist the organization in complying with University policies and procedures.
- Encourage members to maintain a balance between academic endeavors and co-curricular commitments.
- Assist in orienting new officers and developing the leadership skills of all members.
- Attempt to attend club meetings and events and check in with the organization leadership regularly.
- Refrain from managing the organization or completing the tasks assigned to the organization. The management of the organization is each member's responsibility.
- Maintain contact with the Office of Student Engagement and Support regarding organizational questions or issues that require additional support.
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### **ARTICLE VIII: STANDING COMMITTEES**

**Section A: Special Committees** – The president shall have the authority to appoint any special committees, with the approval of the executive committee, from time to time as need demands.

## **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – this constitution may be amended by a two-thirds (2/3) majority vote of the organization's total current term membership.

**Section B: Notice** – All current members shall receive advance notice of the proposed amendment at least five days prior to the meeting at which the vote will take place.

This constitution was adopted on March 5, 2019.