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## **CONSTITUTION OF THE KELLOGG STUDENT ASSOCIATION – EVENING & WEEKEND**

**REVISED: December 2019**

### **Part 1**

#### **UNDERLYING PURPOSES AND POLICIES OF THIS CONSTITUTION**

§ 101. We the students of the Evening & Weekend MBA Program (E&W MBA) of the Kellogg School of Management (KSM), establish this constitution for the Kellogg Student Association – Evening & Weekend (KSA-E&W).

§ 102. The KSA – E&W is hereby established as a means of representing the interests of E&W MBA students. It shall provide a platform for the discussion of issues of student concern and act as the instrument by which student interest may be voiced to the administration of the evening KSM program and Northwestern University.

§ 103. As an organizing body, the KSA – E&W shall facilitate in the planning and implementation of student activities, including social, cultural, and educational programs designed to supplement the academic curriculum of E&W MBA students. It shall also coordinate the distribution of all available student activity funds to the student-run clubs and organizations recognized by the KSA – E&W.

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## **PART 2 MEMBERSHIP OF THE KSA – E&W**

§ 201. All E&W MBA students who are enrolled in the Evening & Weekend MBA Program and who are seeking a degree at Kellogg shall be members of the KSA – E&W. It is the policy of the KSA – E&W not to discriminate against any individual on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or handicap in matters of membership, services, or activities.

§ 202. Members of the KSA – E&W shall be eligible to:

- (1) Vote in all elections of, or conducted by the KSA – E&W, subject to the Election Code.
- (2) Hold elected or appointed office in the KSA – E&W.
- (3) Participate in any or all KSA – E&W-sponsored or funded activities (a participation fee may be required for certain sponsored or funded activities).

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## **PART 3 THE KSA – E&W EXECUTIVE COMMITTEE**

§ 301. The KSA – E&W shall have elected officers, specified as follows:

- one President
- one Academics Vice President
- one Alumni and Graduation Vice President
- one Career Management Vice President
- one Clubs Vice President
- one Community Impact Vice President
- one Diversity & Inclusion Vice President
- one Finance Vice President
- one Managers' Ball Vice President
- one Marketing Vice President
- one Social Vice President
- one Technology Vice President
- one Weekend Experience Vice President

Any of the vice presidents shall also serve as Executive Vice President.

§ 302. These elected officers shall form the Executive Committee of the KSA – E&W and shall direct and carry out the administrative functions as may be necessary. The Executive Committee shall provide leadership to the KSA – E&W Board.

§ 303. The officers of the Executive Committee shall each hold a seat on the KSA – E&W Board.

§ 304. Each of the vice presidents shall have a committee to assist in the duties of that office.

- (1) All committees must consist of a minimum of one Evening and one Weekend student.

§ 305. The following shall be the powers and duties of the President of the KSA – E&W:

- (1) To be the official representative of the Evening & Weekend MBA Program student body on all occasions.
- (2) To be an ex-officio member of all KSA – E&W committees.
- (3) To appoint the chairperson of all KSA – E&W ad hoc committees as needed, subject to the majority approval of the Board.
- (4) To schedule and chair all meetings of the KSA – E&W Board and the Executive Committee.
- (5) To execute all KSA – E&W elections and appointments in accordance with this constitution.
- (6) To appoint an Executive Vice President of the KSA – E&W. Executive Vice Presidential nomination is subject to the majority approval of the Board.

§ 306. The Executive Vice President shall assume all powers and duties of the President in the event of the President's absence, resignation, or removal from office.

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§ 307. The following shall be the powers and duties of the Alumni and Graduation Vice President of the KSA – E&W:

- (1) To encourage student and alumni interaction by creating, coordinating, and promoting alumni/student events.
- (2) To promote the activities of the Kellogg Alumni Club of Chicago.
- (3) To improve the transition from current students to alumni.

§ 308. The following shall be the powers and duties of the Community Impact Vice President of the KSA – E&W:

- (1) To coordinate events for E&W MBA students which allow them to make contributions to the Chicagoland community.
- (2) To ensure distribution of gifts and fundraising proceeds to beneficiary organizations.
- (3) To serve as an information conduit for E&W MBA students to promote charitable events in which they are involved outside of the Evening & Weekend MBA Program.
- (4) Elect or appoint an Executive Director of MBA Cup to facilitate and plan the events around the annual MBA Cup with other Chicago area E&W MBA programs. This Executive Director's sole responsibility will be managing this event and does not entail the responsibilities/privileges of being a KSA Executive Committee member.

§ 309. The following shall be the powers and duties of the Diversity and Inclusion Vice President of the KSA – E&W:

- (1) To serve as the liaison between E&W MBA Administration and students of under-represented groups, to promote diversity and inclusion for all students within the Kellogg community.
- (2) To work with E&W MBA Admissions to develop and implement diversity information sessions and recruiting events for under-represented groups.
- (3) To foster relationships between Kellogg Alumni and current students to increase presences of diverse alumni at recruiting events.
- (4) To plan, budget, and execute an annual diversity program in conjunction with the Full-Time program and E&W MBA diversity clubs and students.
- (5) To communicate the needs of the entire Kellogg community to the KSA – E&W to ensure inclusion of all cultures in planned Kellogg events.

§ 310. The following shall be the powers and duties of the Finance Vice President of the KSA – E&W:

- (1) To be responsible for the budgeting process:
  - a. To establish budget policies.
  - b. To manage the annual budget process, including assembling and distributing club budget request packages.
  - c. To train Club Leaders on budget processes and requests.
  - d. To manage the budget addition and reallocation requests throughout the budget fiscal year.
  - e. To report on the budget to the administration.
- (2) To act as liaison between Club Leaders and the Finance Committee
- (3) To be responsible for the collection and disbursement of KSA – E&W funds.
- (4) To maintain a record of fiscal activities during the budget fiscal year.

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§ 311. The following shall be the powers and duties of the Club Vice President of the KSA – E&W:

- (1) To act as a liaison between E&W Club Leaders and the KSA
- (2) Focus on accountability of E&W Clubs
- (3) Ensure communication between the E&W Clubs
- (4) Work closely with Student Life team to manage the E&W Clubs

§ 312. The following shall be the powers and duties of the Managers' Ball Vice President of the KSA – E&W:

- (1) To plan, budget and execute the Managers' Ball event.

§ 313. The following shall be the powers and duties of the Vice President of Technology of the KSA – E&W:

- (1) To work with E&W MBA administration and KIS to promote and utilize the way technology is used to improve the overall Kellogg experience.
- (2) Communicate and increase usage, as needed, of technology offered at Kellogg, in such things as: education; alumni engagement; career resources; transportation; communication; databases; publications; campus events.
- (3) To work with E&W MBA administration to promote and improve technology applications, including but not limited to on-line course registration, Course Planning Tool, KSA – E&W Student Survey, and the KelloggGroups application.
- (4) To communicate and increase usage of new technologies to improve the academic experience of E&W MBA students.

§ 314. The following shall be the powers and duties of the Social Vice President of the KSA – E&W:

- (1) To plan, budget, and execute social events for E&W MBA students.
- (2) Elect or appoint an Executive Director of Ski Trip to facilitate and plan the events around the annual Kellogg E&W Ski Trip. This Executive Director's sole responsibility will be managing this event and does not entail the responsibilities/privileges of being a KSA Executive Committee member.

§ 315. The following shall be the powers and duties of the Academics Vice President of the KSA – E&W:

- (1) To be proactive in understanding the needs of the student body and continually improve the student experience as it relates to E&W academics
- (2) To work closely with the Dean of Academics, Faculty and Student Affairs to resolve academic-related issues on behalf of students
- (3) To uphold and administer the Kellogg Honor Code policy as it applies to E&W MBA students.
  - a. Investigate initial issues with appropriate parties
  - b. Work with Honor Code Committee
- (4) To serve as official Student Affairs contact and attend Kellogg Student Affairs meetings monthly.
- (5) To serve as main facilities contact and survey students on Wieboldt facilities and Kellogg Kafe.
- (6) To perform certain KSA – E&W Board administrative duties, including but not limited to maintenance of this Constitution.

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§ 316. The following shall be the powers and duties of the Career Management Vice President of the KSA – E&W:

- (1) To liaison with Kellogg E&W Career Management Center (CMC) and be the voice of the student community, as it pertains to the offerings of the CMC.
- (2) To host panel events under the annual Industry Insight Series to provide students an exposure to working in various industries after graduation.

§ 317. The following shall be the powers and duties of the Weekend Experience Vice President of the KSA – E&W:

- (1) Represent the one voice of the Weekend program.
- (2) Promote and lead weekend specific activities/events.
- (3) Ensure that each Vice President has at least one weekend student on each of their committees.
- (4) Coordinate with the Student Life team and KSA Vice Presidents on any weekend specific activities/events

§ 318. The following shall be the powers and duties of the Marketing Vice President of the KSA – E&W:

- (1) In charge of communications from KSA (KLIMB, eNews updates, etc)
- (2) Maintain and utilize E&W Kellogg social media account(s) to promote Kellogg
- (3) Increase visibility of KSA to current students

§ 319. Appointments to fill any vacancies in the Executive Committee shall be made from the existing KSA – E&W Board membership by the remaining members of the Executive Committee, subject to the majority approval of the Board.

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## **PART 4 THE KSA – E&W BOARD**

### § 401. Membership

(1) The Board shall be composed of:

(a) The officers of the KSA – E&W Executive Committee, as outlined above.

### § 402. The terms of office for members of the Board shall be as follows:

(1) The members of the Executive Committee shall be inducted at the first board meeting of the Spring Quarter and shall serve until the end of the succeeding Spring Quarter for a total 5-quarter term.

- a. It is expected that the outgoing members of the Executive Committee shall serve as an active mentor/liaison to the newly elected Executive Committee through Spring Quarter to ensure a smooth transition.
- b. If the Managers' Ball is held in Spring Quarter, the outgoing Vice President of the Managers' Ball will remain in office through the event, and the incoming Vice President of the Managers' Ball will serve alongside of him/her.
- c. The outgoing Vice President of Graduation will remain in office through Graduation Day in June, and the incoming Vice President of Graduation will serve alongside of him/her.

### § 403 The KSA – E&W Board shall have the following rights and powers:

- (1) It shall be the only student organization that can represent the entire student body of the Evening & Weekend MBA Program.
- (2) Though having no vote in the internal affairs of any other E&W MBA student organization, the Board shall have the right to intervene where and insofar as the activities of such an organization tend to encroach upon authority lawfully vested in the KSA – E&W by this constitution.
- (3) To procure and allocate KSA – E&W funds.
- (4) To approve all KSA – E&W budgets.
- (5) To remove from office a member of the Board.
- (6) To set qualifications for candidates for any elected or appointed office of the KSA – E&W.
- (7) To establish such committees as may be necessary to the effective operation of the KSA – E&W.
- (8) To make all bylaws necessary to execute the foregoing powers and any other powers vested by this constitution in the KSA – E&W.

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## § 404. Procedures:

- (1) Motions may be proposed by Board members only.
- (2) Each member of the Board shall be entitled to one vote. All Board members shall be empowered to vote, save the president of the KSA – E&W, who shall vote only to break a tie.
- (3) A motion for removal of any member of the Board, shall be presented during the course of a regular meeting of the Board, discussed thoroughly, and then voted upon by secret ballot. Four-fifths (4/5) of the Board membership must be present to vote on a motion for dismissal and a two-thirds (2/3) vote of those present shall be required to effect a dismissal.
- (4) A majority vote of the Board, with at least two-thirds (2/3) of the entire Board membership being present and voting, shall be necessary to recommend students to the Dean of the Evening & Weekend MBA Program for appointment to, or removal from, any faculty or special committee, or subcommittee of the Evening & Weekend MBA Program.
- (5) The following provisions shall be established for meetings of the Board:
  - (a) The rules contained in *Robert's Rules of Order* (revised 1921 or later) shall govern the KSA – E&W Board, except where those rules are inconsistent with this constitution or other by-laws passed by the KSA – E&W Board.
  - (b) The presence of representatives from at least two-thirds (2/3) of the Executive Committee shall constitute a quorum for conducting business of the Board, except where otherwise specified in this constitution.
  - (c) All meetings of the Board shall be open to the administration, faculty, and students of KSM, unless a meeting is specifically closed (such a closing shall be made in accordance with *Robert's Rules of Order*).

## § 405. Attendance:

- (1) As it is the responsibility of the KSA – E&W President to schedule and chair all meetings of the KSA – E&W Board, the President is allowed one (1) absence from an KSA – E&W Board meeting during the academic year that he/she is President. More than one absence on the part of the President may result in removal from the Board.
- (2) As it is the responsibility of the KSA – E&W Vice Presidents to program and vote on student activities and policies, each are allowed a total of two (2) absences from KSA – E&W Board meetings through the course of an academic year. To avoid an absence, a Board member must be present for the entire duration of the Board meeting. If a Vice President must miss a board meeting, they must have a representative of their committee attend in their place.
- (3) If there are more than (2) occasions in which a Vice President is absent, the members of the group may proceed toward removing the committee Vice President from the Board.



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- (4) Committee Vice Presidents or a representative from their committee is required to attend and facilitate the meetings and activities sponsored by their specific committee areas. Failure to attend more than (2) committee activities may result in removal from the Board.

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## PART 5 ELECTIONS

### § 501. Presidential Nominations

- (1) E&W MBA students who possess one or more of the following criteria shall be eligible for nomination for the KSA – E&W Presidency:
  - previously been active in an KSA – E&W committee or assisted with planning an KSA – E&W event(s),
  - previously been active in a E&W MBA sponsored club, or
  - past experience in community service involvement or undergraduate student leadership,
  - must be a student the entire year of service.

### § 502. Executive Committee Candidate Nomination Filing

- (1) All E&W MBA students may run for an Executive Committee position (President & Vice Presidents).
- (2) The President of the Board shall make available to all E&W MBA students, by or during the third week of the Winter Quarter, a form where whereby students may indicate their interest in candidacy for the Executive Committee.
- (3) Candidates must submit the above-mentioned interest forms to the KSA email account ([ksa-ew@kellogg.northwestern.edu](mailto:ksa-ew@kellogg.northwestern.edu)) and Assistant Director, Student Experience, Clare Kirkpatrick ([clare.kirkpatrick@kellogg.northwestern.edu](mailto:clare.kirkpatrick@kellogg.northwestern.edu)) by 5:00 p.m. on the Friday of the fourth week of classes in the Winter Quarter or an earlier date set by the Executive Committee, in order to register as candidates.

### § 503. KSA – E&W General Election Guidelines

- (4) Presidential and Vice-Presidential candidates may place campaign signage in Wieboldt Hall in designated E&W MBA bulletin areas or, as reasonable, in other common areas (one flier per candidate per bulletin board).

The only locations for fliers are:

- Designated bulletin boards in the building
- The E&W MBA student mailroom, and
- 4th Floor Lounge
- Restrooms on floors 2-4

Where NOT to hang fliers:

- On glass window of any door in 340 East Superior
- On any wall in 340 East Superior
- Inside stairwells and stairwell doors, and
- First Floor & Room 540 restrooms

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- (5) No written, printed, or electronic form of communication may advocate the candidacy of more than one candidate (e.g., no platform voting). No campaign messages can be sent through any Kellogg listserv.
- (6) Active verbal solicitation of votes shall be permitted; however, such solicitation shall be prohibited immediately before and after or during class periods, in the library, and in the computer labs. Additionally, candidates may not staff a table in common areas of Wieboldt to perform campaigning.
- (7) Any violation of election campaign rules can lead to disqualification of the candidate as determined by the election governing committee.
- (8) The President of the Board shall make available to all E&W MBA students, prior to the Monday of the fifth week of the Winter Quarter, information regarding the ballot and a listing all candidates for the KSA – E&W Executive positions.
- (9) E&W MBA students may vote to determine Executive Committee positions at any time during the designated timeframe provided for the election period.
- (10) The candidate for each position receiving the most votes shall be declared the winning candidate.
- (11) The current KSA – E&W President, Finance Vice President, and Associate Director, Student Experience shall serve as the election governing committee, declare winning candidates, and organize run-off elections in the event of ties. The EVP of the Board shall assist this committee in an advisory capacity. The elections governing committee shall make rulings as necessary should any condition arise which is not covered by the terms of this constitution. In the event that one of these elections governing committee members may be a candidate during elections, the KSA – E&W Board shall appoint, by majority vote, a replacement member of the elections governing board.

§ 504. The newly elected KSA – E&W President is required to meet with the staff advisor to the KSA – E&W no later than the fifth week of Spring Quarter. The purpose of the meeting will be to provide the incoming President with an overview of KSA – E&W finances and various school and university policies.

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## **PART 6**

### **AMENDMENTS**

- § 601. Any amendments to this constitution shall be proposed in the form of a motion, discussed at a regularly scheduled Board meeting, and finally voted upon at a time no earlier than the next following meeting.
- § 602. A two-thirds (2/3) vote of the Board, with at least four-fifths (4/5) of the entire Board membership being present and voting, shall be necessary to make any amendment to this Constitution.
- § 603. Amendments will be attached to this constitution at its end, or, if applicable, in the appropriate locations in the text. Amendments must also be approved by the Dean of the Evening & Weekend MBA Program, if they affect the basic structure of the KSA – E&W or its relationship with the Evening & Weekend MBA Program.