

**Florida International University
College of Business
Chapman Graduate School of Business
Business Doctoral Student Association Constitution**

**Updated as Directed by Registered Student Organizations Council: Summer 2023
Ratified by Members: September 8, 2022**

Article I – Name

Section 1

We. The members of the Business Doctoral Student Association, “BDSA,” subscribing to the regulations and policies of the College of Business at Florida International University, “FIU Business,” establish this Constitution to govern the matters within our organization. The name of this organization shall be Business Doctoral Student Association, “BDSA.”

Article II – Purpose

Section 1

We. Provide a forum for Doctor of Philosophy, “PhD,” and Doctor of Business Administration, “DBA,” students to complete initiatives and voice how to improve their student experiences.

Article III – Membership

Section 1

No dues and fees are associated with membership. FIU Business PhD and DBA students automatically become BDSA members upon beginning and continuing enrollment. The FIU Business doctoral programs (FBDP) staff member or their designee should be contacted for an up-to-date list. While membership is open to any student in FIU, if any student outside of the FIU Business PhD and DBA programs is interested in becoming a member, they must email bdsa@fiu.edu to express interest in membership, and upon doing so, they will become members. Membership will last upon beginning and maintaining continuous enrollment. If a student in this category takes a leave of absence within a fall or spring semester, their membership ends. They must follow the email process again to reactivate membership. All BDSA members will be able to cast votes, and be considered to participate in initiatives.

Section 2

The BDSA shall not haze any prospective members for the purpose of admission into or affiliation with the organization. Members of the BDSA are free to leave or dissociate without fear of retribution or harassment.

Section 3

The BDSA will comply with FIU policies and procedures (FIU 2501 Student Conduct and Honor Code) which defines hazing as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a Student for purposes including, but not limited to, initiation or admission into, affiliation with, or the perpetuation or furtherance of a tradition or ritual of any Student Organization operating under the sanction of the University or other organization or group not officially recognized by the University. Although hazing is typically related to a person’s initiation or admission into, or affiliation with a Student Organization, athletic team (intramural, club or intercollegiate), extracurricular activity or any

other University group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of active, prospective, former, or associate members (pledges) of a student organization may be considered hazing. Organizational leaders who plan a hazing event will be held responsible even if not in attendance at an event where the hazing occurs. Hazing does not include customary athletic events or similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Section 4

The BDSA in order to comply with the University's commitment no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

Article IV – Spring Planning

Section 1

Timeline. Planning takes place within the majority of the Spring Semester Main Session.

Section 2

Spring Meeting. The Spring Meeting will be an opportunity to celebrate graduating PhD Candidate accomplishments, ratify constitution amendments, and elect new board officers.

Section 3

By the date Classes Start. The President compiles (a) day and (at least) two-hour time interval(s) in which the least number of students are enrolled in classes, then initiates dialogue with the board about intervals that could work for them and peers. The board will compile a total of five distinct options. Options must be no earlier than the business day after Spring Break, and no later than the business day before Last Day to Drop with a DR Grade.

Section 4

By the Last Day to Add/Drop. One business day after also suffices. The Secretary will email students and candidates with a poll that contains the five options to respond yes and no to.

Section 5

By one week after the Last Day to Add/Drop. One business day after suffices. This is the response deadline. 50% (+1 if odd) of *business PhD students and candidates, not all members*, must vote and the Secretary must keep the poll results in the applicable folder.

Section 6

By two weeks after the Last Day to Add/Drop. One business day after suffices. The calendar invite must be sent with the majority result chosen. This allows for room if needed to ensure the response quorum. If there is a tie, a simple majority board vote (3/5) dictates the choice.

Section 7

By two weeks before the Spring Meeting. Proposed constitution amendments must be sent to bdsa@fiu.edu. Students also must request hybrid accommodations if not able to attend in person. A new advisor if applicable is selected by the board and offered the position.

Section 8

By one week before the Spring Meeting. If applicable, constitution amendments (i.e., the

current and proposed revised constitution), must be included on the calendar invite. The Spring Meeting is the only time during which a new constitution can be ratified or denied. If members are interested in running for office but cannot attend the meeting, they must submit (a) 3-5 sentence platform statement(s) answering why they are interested in the given role(s).

Section 9

By (and during) the Spring Meeting. The meeting must be primarily in-person. The new advisor(s) is/are confirmed to serve. Discussion on the proposed revised constitution will take place first, with further revisions made, and the new constitution can be ratified via secret vote with a 50% (+1 if odd) majority of all *members* present at the meeting. Then, elections will take place. Then, graduating candidates will be celebrated, along with other activities, etc.

Section 10

By two weeks before the Last Regular Class Day. One business day after suffices. Transition meeting(s) must be completed between outgoing and incoming board and advisor(s).

Article V – Executive Board

Section 1

Introduction. The BDSA Executive Board, “board,” consists of five officers: President, Vice President, Secretary, Treasurer, and Registered Student Organization (RSO) Representative.

Section 2

Provisions for filling initial vacancies. Only secret votes are permitted to fill vacancies. In other words, it is not acceptable for a vote in which members are raising hands, even with eyes closed, etc. The President or their designee will be responsible for collecting and calculating said anonymous votes. First, an election should take place for President. Second, an election should take place for VP. Third, an election should take place for Secretary. Fourth, an election should take place for Treasurer. Fifth, an election for the RSO Representative.

Section 3

Qualifications and election terms. Officers must be members enrolled in an FIU Business PhD or DBA degree, and have a minimum 3.0 GPA by the election. If the candidate does not have the minimum GPA, their respective departmental doctoral program director must send an email to bdsa@fiu.edu at least two business days (business days are Monday-Friday) cc'ing the student prior to the election approving the student to run. Each student will serve from the spring election to the date two weeks before the Last Regular Class Day after the following spring election. All five positions must be held by five distinct people: one distinct person per distinct position. All officers will respect one another and follow through on time.

Section 4

President. They must have successfully completed at least 9 credits of *doctoral coursework* as an *accepted FIU Business PhD student* during a prior fall semester by the election. The President, if re-elected, can serve up to two consecutive terms as President. If the President completes two consecutive terms, in part (ex: resigned mid-year for at least one of the maximum *consecutive* terms allowed) or whole, they cannot serve as President for the following term, but they can run for President the term after that. Responsibilities are below:

- Upholds constitution and encourages all pointing to the FBDP ethos and open door policy.
- Holds Vice President, Secretary, Treasurer, RSO Representative and Advisor accountable

- to completing their responsibilities, initiating pulse checks to provide constructive feedback.
- Oversight of voting processes, revisiting and providing direction on BDSA club purpose.
 - Creates Microsoft Office 365 folder for BDSA 2022-2023 containing all relevant documents, including folders for each board officer to manage applicable documents and spreadsheets.
 - Pulse checks with FBDP staff to optimize student communications and FBDP time.
 - Directs FBDP on revising website or tab ("PhD in Business Administration," 2022, para. 1).
 - Creating and becoming the administrator of the given BDSA YYYY-YYYY (ex: 2022-2023) board WhatsApp chat (or another platform unanimously agreed on by the board). This chat consists of the board, the faculty advisor, "advisor," and the FBDP staff or their designee(s).
 - Becomes the administrator of and manages the "BDSA Connect!" WhatsApp chat. This chat consists of board, all BDSA members and alumni, advisor, and FBDP staff.
 - Discerns how to resolve questions via one on one or group communication, and discerns between when to schedule meetings and when to resolve questions via text communications.
 - Advises on and creates timelines, and leads discussions for initiatives, making resolutions.
 - Advocates for equitable distribution of work, avoiding burnout across self, board and BDSA.
 - Responsible for managing documents and spreadsheets within their Office 365 folder.
 - Willingness to be a team player and step up to help other officers in times of need.

Section 5

Vice President, "VP." Responsibilities are below:

- Oversight of visioning, distributing appropriately, and executing all events and programming.
- Supports President with accountability for completing responsibilities and pulse checks.
- Oversight of planning BDSA welcome event at beginning of each spring and fall with FBDP.
- Advocates for equitable distribution of work, avoiding burnout across self, board and BDSA.
- Responds within two business days to all individual and group communications as asked.
- Responsible for managing documents and spreadsheets within their Office 365 folder.
- Willingness to be a team player and step up to help other officers in times of need.
- Leads initiatives as agreed within the equitable distribution of work scope from President.

Section 6

Secretary. Responsibilities are below:

- Once created by President, oversight of Microsoft Office 365 folder and communications, including archives and adding additional folders building on President's work in advance.
- Ensures all club communications are sent from bdsa@fiu.edu, not a personal account.
- Records and organizes board and club meeting minutes from direction and best practices.
- Puts together polls to schedule board and member meetings, and for other purposes.
- Sends calendar invites (and sets up Zoom rooms as applicable) for events and meetings.
- Responsible for ensuring WhatsApp chats and membership lists have appropriate people.
- Sends emails and WhatsApp chat messages to remind members about coming programs.
- Responsible for managing social media (if initiated by the President) using best practices.
- Responsible for updating a list of student financial well-being and other helpful resources.
- Responds within two business days to all individual and group communications as asked.
- Responsible for managing documents and spreadsheets within their Office 365 folder.
- Willingness to be a team player and step up to help other officers in times of need.
- Leads initiatives as agreed within the equitable distribution of work scope from President.

Section 7

Treasurer. Responsibilities are below:

- Oversight of BDSA finances, including from FBDP and FIU Graduate Campus Life, "GCL."
- Responsible for ensuring reimbursement, executing reimbursement requests, logging receipts, and is the point of contact for all reimbursements with the board, FBDP, and GCL.
- Responsible for purchasing and going to retrieve and bring applicable items to programs.
- Responsible for gathering relevant quantitative data and statistics as asked by President.
- Responds within two business days to all individual and group communications as asked.
- Responsible for managing documents and spreadsheets within their Office 365 folder.
- Willingness to be a team player and step up to help other officers in times of need.
- Leads initiatives as agreed within the equitable distribution of work scope from President.

Section 8

RSO Representative. Responsibilities are below:

- Oversight of meeting all GCL RSO *early* deadlines, attendance, and points requirements.
- Responsible for finding designees in advance if they cannot attend GCL meetings.
- Responsible for ensuring that all GCL deadlines are met at least one week in advance.
- Responsible for ensuring PantherConnect page is updated, connecting with web method.
- Responsible for filling out event request forms as directed by VP and FBDP designees.
- Communicates with the Registered Student Organizations Council designee as directed.
- Responsible for recording attendance at all BDSA programs to submit to the GCL.
- Responds within two business days to all individual and group communications as asked.
- Responsible for managing documents and spreadsheets within their Office 365 folder.
- Willingness to be a team player and step up to help other officers in times of need.
- Leads initiatives as agreed within the equitable distribution of work scope from President.

Section 9

Provisions for resignation. Officers not meeting expectations should be presented in writing with deficits after a verbal conversation takes place with said officer and the entire board, with the President or VP moderating the conversation. A timeline to improve deficits shall be agreed upon by all officers, being no less than 1 month, but no more than 2 months, with understanding that if deficits are not improved, the officer(s) will need to resign. An email should be sent from bdsa@fiu.edu with the improvement plan and timeline for records organized by the President or VP designee. After timeline lapses, a vote should be taken by the President or VP, and if the simple majority (3/5) is met, officer(s) will resign accordingly. If an officer resigns on or after the Spring Semester Main Session Last Day to Add/Drop, the position should not be replaced, and the current board should split up said officer's duties (board simple majorities will change to 3/4 in these cases). Verifications of resignations must be sent in writing to and from bdsa@fiu.edu respectively after the processes have been followed: no resignations can be given or mandated any other way. If the officer resigns before the Spring Semester Main Session Last Day to Add/Drop, the Secretary must email a call for nominations within one week of the resignation. Interested candidates will have one week from when the Secretary sends the email to express interest and submit (a) 3-5 sentence platform statement(s) answering why they are interested in the given role(s). The one week after when platform statements are received, the Secretary will email the candidate information to members, and members will have one week to cast votes from the given date. The candidates with the most votes per position(s) will be elected to the given position(s), and will agree upon a start date with the board no later than one month after said election.

Article VI – Advisor(s)

Section 1

Standards. There shall be at least one full time faculty or staff advisor (no part-time staff or adjunct faculty) for the BDSA that is employed by FIU Business. The new President should reach out to the board and FBDP to discuss advisor candidates. Advisor(s) is/are then affirmed/reaffirmed by the outgoing board with a simple majority (3/5) per the spring planning timeline. Each advisor will serve from the spring meeting to the date two weeks before the Last Regular Class Day after the following spring election. Responsibilities are below:

- Attends GCL mandatory RSO training or sends designee approved by the GCL in advance.
- Advises BDSA on FBDP, FIU Business, and University Graduate School events and organizational cultures as the BDSA discerns programming and resources to serve students.
- Strongly recommended to attend all BDSA board meetings as their availability allows.
- Responds within two business days to all individual and group communications as asked.

Section 2

Provisions for resignation. Advisor(s) not meeting expectations should be presented in writing with deficits after a verbal conversation takes place with said officer, the entire board and an FBDP designee, with the President or VP moderating the conversation. A timeline to improve deficits shall be agreed upon by all officers, being no less than 1 month, but no more than 2 months, with understanding that if deficits are not improved, the advisor(s) will need to resign. An email should be sent from bdsa@fiu.edu with the improvement plan and timeline for records organized by the President or VP designee. After timeline lapses, a vote should be taken by the President or VP, and if simple majority (3/5) is met, the advisor(s) will resign. If the advisor resigns before the Spring Semester Main Session Last Day to Add/Drop, the President will solicit recommendations from the FBDP to propose for a simple majority (3/5) vote. If the advisor resigns after said date, the board should seek sole advising from FBDP.

REFERENCES

All Academic Calendars. (2022). **Florida International University.**
<https://onestop.fiu.edu/academic-calendar/calendar-archive/>

PhD in Business Administration. (2022). **FIU Business.**
<https://business.fiu.edu/graduate/phd/index.cfm>

Registered Student Organizations Council. (2022). **Florida International University.**
<https://fiu.campuslabs.com/engage/organization/council-for-student-organizations>