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## COUNCIL OF PRESIDENTS MISSION

***“The Council of Presidents exists to promote collaboration and coordination among Business-related student organizations. Members are expected to use their talents and abilities for the betterment of one another, the College of Business, and the community, and represent the College of Business at the University of Illinois at Urbana-Champaign proudly.”***

## MEMBERSHIP

The Council of Presidents shall be composed of up to twenty-five (25) Business-related Registered Student Organizations at the University of Illinois at Urbana-Champaign.

All members of the Council of Presidents are expected to actively engage in Council events and gatherings. These include (but are not limited to):

- Eight yearly meetings
- Two volunteer events (Business Career Fair coat checks)
- One informational fair (Business Quad Day)
- One major Philanthropy event
- One major Professional event

## GOVERNANCE OF THE COUNCIL

The Council of Presidents is overseen by the Office of Undergraduate Affairs in the College of Business. The Council is governed by an Advisory Board and a Faculty/Staff advisor. The Faculty/Staff Advisor shall be the Assistant Director of Undergraduate Affairs. The Advisory Board and the Faculty/Staff Advisor are responsible for daily operations of the Council, including tracking of membership requirements, funding review, event management, and communications with the Council.

## ANNUAL MEMBERSHIP REVIEW

Processes exist for the review of Council member organizations\* as well as the consideration of both former and potential members. During the month of November a point system will determine the rank of each member organization, 1 – 25. The bottom five organizations (and ties) must complete the [Application for Admission/Reinstatement](#) and will be considered during the review period against any other organizations applying for new Admission (ADMISSION/REINSTATMENT OF COUNCIL ORGANIZATIONS). The formula for this ranking is based on a 100 point system and is laid out below:

50% Final Legacy ranking (academic year); 50% Council of Presidents Point total (Calendar Year)

$((26 - \text{Legacy Rank}) \times 2) + ((\text{CoP meetings attended} \times 2) + (\text{Completed Career Fairs} \times 6) + (\text{Completed Quad Day} \times 10) + (\text{Completed Philanthropy Event} \times 6) + (\text{Completed Professional Event} \times 6)) = 100$

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Sample score:

**Organization X;**

Legacy ranking: 5	$((26-5) \times 2)$
CoP meetings attended: 7	$+ (7 \times 2)$
Career Fairs Completed: 2	$+ (2 \times 6)$
Quad Day Completed: 1	$+ (1 \times 10)$
Professional Completed: 1	$+ (1 \times 6)$
Philanthropy Completed: 1	$+ (1 \times 6)$
<b>TOTAL POINTS</b>	<b>90</b>

**Definitions:**

Legacy Ranking: Ranking determined by the organization Legacy; final rank will be determined before the beginning of the fall semester of any given year.

CoP meetings attended: Meetings at which either the President or a proxy from the organization were present and signed in.

Completed Career Fairs: Organization met all requirements for participation in Career Fairs (volunteer labor).

Completed Quad Day: Organization participated in Business Quad day during fall semester.

Completed Philanthropy Event: Organization met all requirements for participation in CoP Philanthropy Event (volunteer labor, etc).

Completed Professional Event: Organization met all requirements for participation in CoP Professional Event (volunteer labor, etc).

**\*Organizations failing to attend at minimum SIX meetings annually or neglecting to participate at least in part in any Council events (Career Fairs, Quad Day, Philanthropy) will automatically be placed under review, regardless of final score.**

## ADMISSION/REINSTATEMENT OF COUNCIL ORGANIZATIONS

As previously stated in the ANNUAL MEMBERSHIP REVIEW section, the bottom five organizations by final rank each year are reviewed against those organizations applying for admission either as a new organization or a returning organization due to expulsion. In practice, there is potential for five (minimum) new organizations per year in the Council. The bottom five organizations (and ties), along with any organizations applying for first time admission or reinstatement, must complete the [Application for Admission/Reinstatement](#) (also available on the Council Compass site and the Council College site). During the review period, the final week in November, all applying organizations will be reviewed by the sitting Advisory Board and the top five will be chosen for acceptance. Should the situation arise where five organizations worthy of Admission are not available, only those deemed appropriate by the Advisory Board and Faculty/Staff Advisor will be selected.

The review process takes place during the final week in November and, if necessary, the first week in December. The sitting Advisory Board will meet with the Staff/Faculty Advisor for the Council during this time to review all applications and make final decisions regarding Admission. The Staff/Faculty Advisor acts as facilitator of this/these meeting(s) but does not vote on Admission except in cases of deadlock. All organizations will be notified of the final decisions of the Board by the end of the first full week in December.

## *CRITERIA FOR REVIEW*

Organizations wishing to join the Council, be readmitted to the Council, or remain in the Council will be evaluated on the basis of the content of the Applications for Admission/Reinstatement. This content should be aimed at demonstrating the following:

- ✓ Organization has a real and steady membership
- ✓ Organization has a strong and explainable Mission Statement
- ✓ Organization fills a niche in the Council (duplication is strongly discouraged)
- ✓ Organization has clear expectations of what the Council will help them accomplish
- ✓ Organization has clear expectations of what they can help the Council accomplish
- ✓ Organization has demonstrated leadership both internally (inside group) and externally (outside group)
- ✓ Organization is active in the College, University, Community and/or World
- ✓ Organization has a clear and demonstrable tie to Business

## ADVISORY BOARD

The Council of Presidents Advisory Board is responsible for daily operations related to the Council. The general responsibilities, for which all Board members are accountable, are organization review, attendance at Council meetings and events, and attendance at all Advisory Board meetings. Responsibilities unique to each individual role are listed below, as well as the length of appointment to the role:

### **Chairman**

*Appointed for a Single Semester, either Fall or Spring*

**The Chairman guides and manages the overall progression of the Council of Presidents. The major areas directed are:**

1. Central representative of the Council of Presidents board and main point of contact for all members of the Council of Presidents.

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2. Organizational planning of monthly Council of Presidents meetings, including agendas, and coordination within advisory board.

***Vice Chairman of Finance***                      *Appointed for the Academic/Fiscal Year, July 1<sup>st</sup> – June 30<sup>th</sup>*

**The Vice Chairman of Finance is responsible for all budgeting and financial reporting for the Council of Presidents. The major areas directed are:**

1. Development and oversight, in cooperation with administration, of standards for the distribution of funds to Council of Presidents members.
2. Central contact for funding requests of members.
3. Manage funds raised through philanthropic events.

***Vice Chairman of Service***                      *Appointed for the Academic/Fiscal Year, July 1<sup>st</sup> – June 30<sup>th</sup>*

**The Vice Chairman of Service is responsible for the community involvement and philanthropy efforts for the Council of Presidents. The major areas directed are:**

1. Development and coordination of major spring philanthropic event.
2. Coordination of volunteer efforts for College of Business service events.

***Vice Chairman of Professionalism***                      *Appointed for the Calendar Year, January 1<sup>st</sup> – December 31<sup>st</sup>*

**The Vice Chairman of Professionalism is responsible for the professional development activities for the Council of Presidents. The major areas directed are:**

1. Development and coordination of major fall professional event.
2. Coordination of volunteer efforts for College of Business professional events.

***Vice Chairman of Operations***                      *Appointed for the Calendar Year, January 1<sup>st</sup> – December 31<sup>st</sup>*

**The Vice Chairman of Operations is responsible for the internal operations and communications for the Council of Presidents. The major areas directed are:**

1. Oversight of the website and Council of Presidents combined calendar.
2. Supervision of membership requirements for organizations.
3. Maintenance of the official roster for the Council of Presidents.

### SELECTION OF ADVISORY BOARD

Those wishing to apply for available Advisory Board positions need to submit the [Council of Presidents Advisory Board Application](#) prior to the deadline for each semester. Applications will be accepted until Reading Day (first day after class ends) during the Fall and Spring semesters for the positions opening the following semester. The Vice Chairman positions are staggered to ensure continuity of leadership and to assist in the overall stability of the Council.

The application consists of two items; a letter of intent and resume. The sitting Advisory Board (excluding those members who are candidates for the position) will review the applications with the Staff/Faculty Advisor, and make recommendations to the Advisor. The final decision regarding selections will rest with the Staff/Faculty Advisor alone. The entire process will be completed and all candidates notified of decisions within two weeks of the closing of the application period.

## MEETINGS OF THE COUNCIL OF PRESIDENTS

The Council of Presidents shall meet approximately once per month during the Fall and Spring semesters, with a total of four meetings per semester and eight meetings per year.

The President or his/her designee shall represent a member organization at meetings of the Council. In any matter requiring a vote by the Council, each organization shall have one (1) vote, which shall be cast by the President or designee at the meeting. Members of the Advisory Board shall not be entitled to vote in such matters.

Meetings of the Council of Presidents serve to facilitate discussion, collaboration, and information sharing. As such, representatives of relevant University and College units should be invited to attend meetings. Standing external representatives should include, but are not limited to, College of Business Student Senators, representatives from Business Career Services, and representatives from the Office of Undergraduate Affairs.

## AMENDMENT OF THE BYLAWS

Amendments to the bylaws may be proposed, in writing, by any member of the Council. Such a proposal shall be forwarded to the Chairman by the proposer.

Upon receipt of the proposed amendment, the Chairman shall call a meeting of the sitting Advisory Board, at which to discuss the proposed amendment. The Advisory Board shall vote in person at this meeting, and any proposal shall require an affirmative vote of four (4) of the five (5) Advisory Board members.

After approval by the Advisory Board, the proposed amendment shall be forwarded by the Chairman to the Faculty/Staff Advisor, who must approve the proposal.

If approved by both the Advisory Board and the Faculty/Staff Advisor, the proposed amendment shall be submitted to ratification, by a simple majority vote, of the members of the Council.