

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 as many qualified organizations in the College of Business who feel as if they can be a value add to the council as well as help make an impact in the College of Business.

In addition to College of Business RSOs being able to participate, University Sponsored Organizations (LEGACY, IBA, etc) will be able to participate in the Council of Presidents as a non-voting member.

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

- Meeting every other week scheduled by Advisory Board
- Business Career Fair Volunteering (Fall and Spring)
- Business Quad Day
- Make Your Mark Freshman Orientation (Fall)
- Business Week (Spring)

Presidents of the member organizations will be required to participate in leadership training at the beginning of each calendar year. This will be a program run through the campus Leadership Center.

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 Associate Director of Undergraduate Affairs. The Advisory Board and the Faculty/Staff Advisor are responsible for daily operations of the Council.

MEMBERSHIP REQUIREMENTS

All organizations are required to attend Council of Presidents general meetings, provide volunteers for Council events, and participate in activities throughout the semester. Member organizations will be evaluated on a point system as follows:

Council of Presidents General Meetings

The president, or a designated member of their executive board, must be in attendance at each Council of Presidents general meeting. Organizations are allowed to miss one meeting per semester as long as they have a valid excuse approved by the Advisory Board. Each meeting will be worth five points.

Volunteers at Council of Presidents' Sponsored Events

Each organization will receive one point per volunteer present, with a max of three points per event. Sponsored events will be approved each semester, and a list will be provided to each organization via the Advisory Board.

Participation at Council of Presidents' Sponsored Events

At each Council sponsored event, attendance will be tracked to measure organization involvement. Each organization will receive points based on a percentage of their member base in attendance. Organizations will receive one point if twenty percent of their member base is in attendance, and one point for each additional ten percent that shows up. Sponsored events will be approved each semester, and a list will be provided to each organization via the Advisory Board.

Summary of Minimum Requirements

In order to satisfy the minimum requirements and retain Council of Presidents membership, organizations must obtain baseline point requirements for both meeting attendance and volunteer/participation points. Organizations must receive at least five times the number of meetings that semester less one (only if valid excuse is presented). For example, if there are six meetings in a semester, then member organizations must receive at least twenty-five points from meetings. In addition, organizations must receive an additional seven points from either volunteering or participation, outlined above.

ANNUAL MEMBERSHIP REVIEW

All member organizations within the Council of Presidents will be reviewed on a calendar year basis by the advisory board on active participation within the Council as well as events attended. Detailed records will be kept on participation by the advisory board and be used to assist in the review. Additionally, each year member organizations will submit a review document explaining how they contributed to the Council. The review period will occur in late November/ early December before the transition of a new advisory board.

ADMISSION/REINSTATEMENT OF COUNCIL ORGANIZATIONS

Organizations wishing to apply or be reinstated within the Council of Presidents will be asked to complete an application process and reviewed by the advisory board and the faculty director. Requirements for admission will be listed in detail in the application. The process will include a brief application by the organization and then a review and presentation to the presidents by the sitting Advisory Board. Each voting member organization will get one vote along with the advisory board will get one vote; a 2/3 vote approval is needed. This process will take place during the first week of each semester (August or January) and during the first meeting as well as the last week of each semester (December or May) and during the last meeting of the semester. Considerations for new organizations are listed below.

- 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

WOHLERS BOARD ASSIGNMENT

All organizations will receive the same amount of space on the Wohlers Boards to increase fairness of assignment. No organization will receive special privileges for Wohlers Board Assignments.

ADVISORY BOARD

The Council of Presidents Advisory Board is responsible for daily operations related 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. All advisory board members are required to work as a team in order to enforce the mission of the council.

Chairman

January – December

The Chairman manages the member organization members within the Council of Presidents as well as acts the main communication point between the College and the member organizations. The Chairman also oversees the advisory board and is the central representative. This position includes many ad hoc tasks to ensure a constant presence of the Council of Presidents within the College of Business.

VP of Operations**January – December**

The Vice President of Operations is in charge of overseeing the overall operations of the Council including but not limited to tasks such as application, review, and readmission of organizations as well as the application process for the new advisory board. The VP of Operations will also support the Chairman directly with any needs which may include finances of the Council of Presidents.

VP of Events**January – December**

The Vice President of Events is in charge of overseeing and the majority of planning for the events planned by the Council of Presidents including Business Week and Make Your Mark. The VP of Events is in charge of coordinating all of the logistics involved in any events and communicating updates the council as well as the rest of the advisory board.

VP of Communications**January – December**

The Vice President of Communications is in charge of overseeing communications between the advisory board and the presidents which may include taking notes during meetings, sending out a newsletter during weeks where meetings are not held, and taking attendance for council mandatory events.

SELECTION OF ADVISORY BOARD

Selection of a new advisory board will occur in early November and be completed by the final day of fall semester classes. The selection process will include a brief application as well as an interview of the applicant by the advisory board. There will be a brief transition period during the end of the semester for the advisory board to ensure continuance of leadership of the Council of Presidents.

The qualification to serve on the advisory board are outlined in the following paragraph. The applicant must currently be an active member of one of the Council of President member organizations for at least a year and continue to be throughout their term on the advisory board. This will be verified with the respective president. In addition, the member cannot serve on their organizations executive board while they serve on the Council of Presidents Advisory Board. There is no limit to grade and/or age as anyone can apply but leadership skills and previous experiences will be evaluated. Advisory board members must also be an undergraduate during their entire tenure.

The application will consist of basic information as well as a few short essays. The applications will be reviewed by the current advisory board members and applicants will then be selected for interviews. Applicants who have moved forward will go through a brief interview process with the current advisory board as well as present briefly to all the presidents. After this each position must be elected by a 2/3 vote by the Council of Presidents. The process will last 2-4 weeks.

MEETINGS OF THE COUNCIL OF PRESIDENTS

The Council of Presidents shall meet every other week after the first official meeting of the semester for approximately 30 minutes. In case a meeting needs to be longer for any purpose seen necessary by the advisory board, that shall be communicated well ahead of time.

The Presidents or his/her designee shall represent a member organization at the meeting. 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. The Advisory Board is allowed one cumulative vote among all board members. Absent organizations will forfeit their vote in that matter if they are not previously excused from that specific meeting.

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 including members of the advisory board. The proposal will be forward to the Chairman by the proposer.

The Chairman will first discuss the proposed change or set of changes to the rest of the advisory board. This will be reviewed and prepared for presentation to the presidents. The proposed change or set of changes will then be presented and voted on by all the presidents as well as the advisory board in which 2/3 vote approval is needed. Organizations not present for vote will forfeit their vote unless excused prior to the meeting.

The proposed change or set of changes will then be finalized by the Faculty/Staff Advisor before being made official.