



**RICE | BUSINESS**

Jones Student Association for Professionals

**Jones Student Association for Professionals Charter**

*Revised and Approved February 28, 2021*

# **Jones Student Association for Professionals Charter**

## **1. Purpose**

1.1. The purpose of the Jesse H. Jones Graduate School of Business (JGSB) Jones Student Association for Professionals (JSAP) is to:

- 1.1.1. Shape the future of the JGSB Professional MBA (PMBA) program by advocating for the rights and interests of the PMBA student body.
- 1.1.2. Create an atmosphere at the JGSB conducive to fellowship and camaraderie that will promote interaction between and among students, and between students and the academic, business, and JGSB alumni communities.
- 1.1.3. Represent PMBA students before the administration, faculty, and staff on any and all issues deemed to be important.
- 1.1.4. Act as a liaison between students and the administration, faculty, and staff, fostering communication and an open exchange of thoughts, concerns, suggestions, and ideas.
- 1.1.5. Increase transparency and accountability in administrative decision-making.
- 1.1.6. Raise student awareness of policies, procedures, and opportunities.
- 1.1.7. Bring student interests to the forefront of program development decisions.
- 1.1.8. Encourage and support student participation in JGSB activities.

## **2. Student Rights**

- 2.1.1. Each JGSB PMBA student is hereby deemed a “Student”, as recognized in this Charter.

2.1.2. Students shall enjoy the following rights:

2.1.2.1. Hold an elected or appointed office in the JSAP.

2.1.2.2. Vote in JSAP elections, as outlined herein.

2.1.2.3. Participate in any JSAP sponsored or funded activity.

2.1.2.4. By written petition of at least twenty (20) percent of Students, demand a referendum vote on any matter, in accordance with Section 7, herein.

### **3. Extended Committee**

#### **3.1. Membership**

3.1.1. The JSAP Extended Committee shall consist of four (4) Executive Officer members, described in Section 4 herein, and up to fifteen (15) Officer members, described in Section 5 herein.

3.1.1.1. The Extended Committee shall consist of up to nineteen (19) members.

#### **3.2. Term**

3.2.1. Members of the Extended Committee, except for First-Year Representatives, shall serve for a term of twelve (12) months from the graduation date of the preceding class through the graduation date of the current class.

3.2.2. First-Year Representatives shall serve for a term of approximately nine (9) months from September 1st of their first academic year through May 11th of the following year or the preceding class graduation date, whichever date is later.

3.2.3. Students shall be eligible to serve no more than two (2) terms as a member of the Extended Committee.

#### **3.3. Elections**

### 3.3.1. General Rules

3.3.1.1. Elections shall be managed by the JSAP President and Vice-President.

3.3.1.2. Elections shall be held during the spring semester, typically during the month of February. The specific date shall be determined by the President and Vice-President, in consultation with the acting Extended Committee.

3.3.1.3. Only first year Students, registered for spring semester classes, shall be eligible to seek an elected position and/or vote in the election.

3.3.1.4. Four (4) students shall be elected to serve on the Executive Committee. The distribution of students from the Evening and Weekend programs shall be equally distributed.

3.3.1.4.1. Two (2) students will be elected from the Evening program.

3.3.1.4.2. Two (2) students will be elected from the Weekend program.

3.3.1.5. First-Year Representative elections shall be held within the first month of their academic year and will be managed by the Vice-President and Election Committee.

3.3.1.5.1. Only first year students during the appropriate academic year, registered for fall semester classes, shall be eligible to seek an elected position and/or vote in the election.

### 3.3.2. Declaration of Candidacy

#### 3.3.2.5. Letter of Intent

3.3.2.5.1. A student shall declare their candidacy for the Executive Committee by submitting a one (1) page Letter of Intent (LOI).

3.3.2.5.2. The LOI shall include the name of the candidate, qualifications, experience, interests, and goals.

### 3.3.2.6. Speech

3.3.2.6.1. Each candidate must make a speech to the student body outlining their qualifications, experience, interests, and goals.

### 3.3.3. Voting

3.3.3.5. Voting shall occur over at least a one (1) week period, via electronic ballots.

3.3.3.6. Each Student in the Evening program is entitled to cast a maximum of two (2) votes in the election of the Executive Committee as referenced in Section 3.3.1.4.

3.3.3.3. Each Student in the Weekend Program is entitled to cast a maximum of two (2) votes in the election of the Executive Committee as referenced in Section 3.3.1.

3.3.3.4. Votes shall be counted by the Election Committee.

3.3.3.5. The two (2) students from the Evening Program and the two (2) students from the Weekend Program with the most votes shall be elected to the Executive Committee.

3.3.3.6. In the event of a tie, a run-off election shall be held, within one (1) week of the general election, in accordance with the rules outlined herein.

3.3.3.7. The Election Committee shall publish the election results within forty-eight (48) hours after the election.

3.3.3.8. Any Student may inspect the vote tallies and results of any election in the presence of the Election Committee and Administration/Faculty Advisor within one (1) week of the election. Such requests must be made, in writing, to the Election Committee.

3.3.4. Upon election, the Executive Committee shall:

- 3.3.4.1. Determine who will serve the role of each officer described in Section 4 herein.
- 3.3.4.2. Within one (1) week, the new Executive Committee shall meet, and assign individual roles based on majority vote. The current Executive Committee shall be present to provide guidance and facilitate the selection.
- 3.3.4.3. In the event of a tie vote, the outgoing Executive Officers who are present shall cast one (1) collective, tie breaking vote for a resolution.
- 3.3.4.4. Appoint Students to serve in the Committee Officer roles described in Section 5 herein.
- 3.3.4.5. The Secretary of the Extended Committee shall publish the results of the determinations made in Section 3.3.4.2 and the appointments made in Section 3.2.4.4.

#### 3.4. Meetings

- 3.4.1. The Extended Committee must hold meetings during the academic year, at a minimum, on a monthly basis.
- 3.4.2. The Secretary, or designee, must record minutes of all meetings and distribute minutes to the Extended Committee.

#### 3.5. Vacancy

- 3.5.1. If an Executive Committee seat becomes vacant for any reason, a special election must be held to fill the vacant seat, per the terms of Section 3.3.
- 3.5.2. If a Committee Officer seat becomes vacant for any reason, the Executive Committee will appoint a new Committee Officer to fill the vacant seat, per the terms of Section 3.3.

### 4. **Executive Committee**

#### 4.5. Membership

4.5.1. The Executive Committee shall be made up of the President, Vice-President, Secretary, and Treasurer.

4.5.2. The President and Vice-President must be filled from separate programs.

#### 4.2. Officer Roles and Responsibilities

##### 4.2.1. The President shall:

4.2.1.1. Preside over the Extended Committee.

4.2.1.2. Oversee all issues and action items that come before the Extended Committee.

4.2.1.3. Ensure that periodic Extended Committee meetings are held.

4.2.1.4. Call meetings of the Extended Committee whenever requested by twenty-five (25) percent of sitting members, or by petition signed by ten (10) percent of Students, or on their own initiative.

4.2.1.5. Ensure proper publication of the JSAP charter and all additional public Extended Committee documentation.

4.2.1.6. At least once per year, distribute a State of the JSAP memorandum to all Students detailing JSAP actions, achievements, and activities since the previous memorandum was distributed.

4.2.1.7. Ensure that the JSAP is properly documenting and archiving its activities.

4.2.1.8. Ensure compliance with the JSAP Charter.

4.2.1.9. Serve as a member of the Election Committee.

4.2.1.10. The President shall support and assist in any additional duties, as necessary, to support the Executive and Extended Committees.

4.2.2. The Vice-President shall:

4.2.2.1. Preside over the Extended Committee when the President is not present at an Extended Committee meeting or has resigned or removed from office.

4.2.2.2. Maintain a comprehensive listing of all action items and issues, their origin, and their status towards resolution.

4.2.2.3. Serve as a member of the Election Committee.

4.2.2.4. Monitor attendance of the JSAP Extended Committee and recommend replacement of Committee Officers if attendance is problematic.

4.2.3. The Secretary shall:

4.2.3.1. Keep accurate minutes for all Executive Committee and Extended Committee meetings, including matters discussed and votes taken, and attendance of each member of the Extended Committee.

4.2.3.2. Preserve all Extended Committee documents, including, but not be limited to all relevant meeting minutes, correspondence, and election notices, in an appropriate manner.

4.2.3.3. Update the Charter with any amendments that may be ratified. Publish the meeting minutes within three (3) days after each Extended Committee meeting.

4.2.3.4. Coordinate communications between the Extended Committee and the Students.



4.2.3.5. Provide Extended Committee updates to Students, and generally publicize JSAP activities.

4.2.3.6. The Secretary shall support and assist in any additional duties, as necessary, to support the Executive and Extended Committees.

4.2.4. The Treasurer shall:

4.2.4.1. Work with the Extended Committee and the PMBA Student Program Office (SPO) to develop and maintain a budget.

4.2.4.2. Supervise all finances of the JSAP and maintain a complete and accurate record of all income and expenditures.

4.2.4.3. Provide monthly budget updates to the Extended Committee.

4.2.4.4. Deposit all JSAP funds from all sources into an appropriate bank account.

4.2.4.5. Ensure accurate record-keeping and maintain integrity of budgetary processes, record keeping, and accounting of all income and expenditures.

4.2.4.6. The Treasurer shall support and assist in any additional duties, as necessary, to support the Executive and Extended Committees.

## **5. Extended Committee**

### **5.1. Membership**

5.1.1. Committee Officers shall be appointed by the Executive Committee to serve in the following capacities: Academic & Career Development Office, Social, External Relations, Clubs & Special Programs, Community Service, and Diversity, Equity, and Inclusion (DEI).

5.1.1.1. A member may serve in more than one Extended Committee role simultaneously.

5.1.2. First-Year Representatives, as elected by their peers, shall serve as members of the Extended Committee.

## 5.2. Committee Officer Roles and Responsibilities

### 5.2.1. Academic & Career Development Officer

5.2.1.1. There shall be a minimum of one (1) and maximum of two (2) Academic & Career Development Officers. If there are two (2), there will be one (1) officer from the Weekend program and one (1) from the Evening program.

5.2.1.2. The Academic & Career Development Officer(s) shall:

5.2.1.2.1. Communicate Student concerns about curriculum issues to the appropriate faculty and administration officials.

5.2.1.2.2. Work with faculty and administration to improve curriculum from year to year.

5.2.1.2.3. Communicate Student concerns about Career Development Office (CDO) issues to the appropriate CDO staff member and/or administration officials.

5.2.1.2.4. Meet monthly and work with the CDO Director, Assistant Director, and CDO staff to develop an annual evaluation and feedback process to allow Students to communicate feedback directly to the CDO.

### 5.2.2. Clubs & Special Programs Officer

5.2.2.1. There shall be a minimum of one (1) and maximum of two (2) Clubs & Special Programs Officers. If there are two (2), there will be one (1) officer from the Weekend program and one (1) from the Evening program.

5.2.2.2. The Clubs & Special Programs Officer(s) shall:

5.2.2.2.1. Schedule and plan Student activities. These events typically include a charity flag football tournament (Owl Bowl) in the fall and field day/school wide event (Owlympics) in the spring.

5.2.2.2.2. Communicate Student concerns to JGSB Clubs.

5.2.2.2.3. Work with JGSB Clubs to ensure Student participation in club events, activities, and initiatives.

5.2.2.2.4. Interact, engage, and facilitate dialogue amongst the Professional, Full-Time, and Executive MBA Programs.

5.2.3. Community Service Officer

5.2.3.1. There shall be a minimum of one (1) and maximum of two (2) Community Service Officers. If there are two (2), there will be one (1) officer from the Weekend program and one (1) from the Evening program.

5.2.3.2. The Community Service Officer(s) shall:

5.2.3.2.1. Schedule and plan community service activities (excludes events that raise money for charity but do not have a community service element). These activities typically include at least two (2) program-wide Jones Gives Back community volunteer events.

5.2.3.2.2. Keep Students informed of community service events activities and initiatives.

5.2.3.2.3. Facilitate dialogue with the external Houston community amongst the Professional, Full-Time and Executive Programs.

5.2.4. Social Officer

5.2.4.1. There shall be a minimum of one (1) and maximum of two (2) Social Officers. If there are two (2), there will be one (1) officer

from the Weekend program and one (1) from the Evening program.

5.2.4.2. The Social Officer(s) shall:

5.2.4.2.3. Collaborate to schedule and plan the JSAP-sponsored Holiday Party and End-of-Year Party, and any other gatherings that the budget will allow.

5.2.4.2.4. Schedule and plan Post Class Festivities (PCFs) and other sponsored and unsponsored social events.

5.2.4.2.5. Keep and maintain scheduled events on a social calendar in the appropriate web-venue (such as CampusGroups) for all classes and programs to view and shall work with the SPO for online scheduling and access.

5.2.4.2.6. Ensure compliance with all Rice University and JGSB policies regarding social activities.

5.2.4.2.7. Maintain procedural documents to detail processes for the planning and execution of social events.

5.2.4.2.8. Events and Activities include but are not limited to the following: Post Class Festivities (PCF), Tailgates, PMBA Holiday Party, Full Program PCF (Super PCF), Family Day, End of Year Parties, FTMBA Partio Support, and FTMBA Jones Gala Support.

5.2.5. External Relations Officer

5.2.5.1. There shall be a minimum of one (1) and maximum of two (2) External Relations Officers. If there are two (2), there will be one (1) officer from the Weekend program and one (1) from the Evening program.

5.2.5.2. The External Relations Officer(s) shall:

5.2.5.2.3. Attend the Jones Graduate School Alumni Association (JGSAA) Board of Directors Meetings.

5.2.5.2.4. Promote Rice Alliance events.

5.2.5.2.5. Educate classmates about JGSB alumni resources and how to affiliate post- graduation.

5.2.5.2.6. Meet regularly with the Director of Alumni & Corporate Relations of Rice Business to expand PMBA involvement with the Alumni Mentoring program, Rice Business Alumni Admissions Ambassadors, Alumni-Student Lunch Series, Corporate Liaisons, Dean's Lecture Series, and Alumni Class Champions.

5.2.5.2.7. Oversee all class gift activities which include but are not limited to:

5.2.5.2.7.1. Communicate the process and fundraising milestones associated with a class gift to the student body.

5.2.5.2.7.2. Work with the SPO to facilitate purchasing and delivery logistics for easy integration to the JGSB program.

5.2.5.2.7.3. Organize and facilitate Class Gift Kick-Off Event.

5.2.5.2.7.4. Provide class gift status updates periodically throughout the process un 5.2.6. Diversity Equity & Inclusion (DEI) Officer

5.2.6.1. There shall be a minimum of one (1) and maximum of two (2) Diversity Equity & Inclusion Officers. If there are Two (2), there will be one (1) officer from the Weekend program and one (1) from the Evening program.

5.2.6.2. The Diversity Equity & Inclusion Officer(s) shall:

5.2.6.2.1. Promote knowledge, skill, dialogue and institutional practices toward diversity, equity, and inclusion within the PMBA Students at the JGSB.

5.2.6.2.2. Actively collaborate with the Diversity and Inclusion office within the JGSB and provide recommendations and feedback on

the school initiatives. Meet with the JGSB DEI Director, at least once a month to learn about the current initiatives and help promote the programs. Set clear objectives with the DEI office and work towards achieving them including but not limited to training programs and curriculum changes.

5.2.6.2.3. Conduct at least one DEI roundtable, an expert presentation or a training session per semester catered to the PMBA student population. Engage professors, alumni, and SPO in this event and collaborate with other JSAs and Student associations, as necessary.

5.2.6.2.4. Publish a newsletter twice per semester on current DEI events, case competitions, research etc., to maintain an open dialogue within the Student community. This newsletter may be included with SPO weekly communications or a separate delivery.

5.2.6.2.5. Present at least one (1) yearly petition to SPO and JGSB Dean's office on any changes that would improve the DEI objectives within the JGSB. The petition will include observations and/or best practices and will be a feedback mechanism to the administration. The petition shall follow a data-driven approach until graduation.

#### 5.2.7. First-Year Representatives

5.2.7.1. There shall be two (2) First-Year Representatives for the Evening Program composed of one (1) from each section, and one First-Year Representative for the Weekend Program.

5.2.7.2. The First-Year Representatives shall:

5.2.7.2.1. Represent their section/class in the monthly JSAP Extended Committee meetings.

5.2.7.2.2. Assist with communication of new policies and activities to their respective sections/class.

## 6. Charter Amendments

- 6.2. Amendments to this JSAP Charter may be proposed in either of the following ways:
  - 6.2.3. A majority of the Extended Committee votes to set an election on a proposed amendment.
  - 6.2.4. A petition signed by twenty (20) percent of Students requests an election on a proposed amendment.
- 6.3. In either case, the proposed amendment must state specifically which part of the Charter is to be amended, revised, or replaced and shall state the specific wording of the proposed amendment. When the proposed amendment is submitted to the Extended Committee, proponents of a proposed amendment shall deliver a short-written description of the amendment's intended effect on the JSAP.
- 6.4. Amendments shall take effect immediately after approval. Extended Committee approval of a Student-initiated amendment is not required.

## **7. Referenda**

- 7.1. The Election Committee shall conduct an appropriate referendum or election within two weeks of receiving a petition that has been signed by twenty (20) percent of the Students.
- 7.2. To qualify for a referendum vote, the petition must state the specific language of the proposition, issue, or amendment and include a short-written description of the intended effect on the JSAP.
- 7.3. Referenda can be set for any JSAP issue, including amendment of this Charter and removal of any member of the JSAP Extended Committee.
- 7.4. All referenda are decided by a simple majority of Student votes cast, without the need of approval from the JSAP Extended Committee.
- 7.5. The Extended Committee shall immediately comply with the outcome of the referendum. The results of a referendum vote are binding, and shall overrule any actions of the Extended Committee that are inconsistent with the referendum outcome.

*President*  
Ross F. Muramaru

*Vice-President*  
Colton Bach

*Secretary*  
Danish Uddin

*Treasurer*  
Daniela X. George

*Academic & Career Development  
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Sujeev Chittipolu

*Clubs & Special Programs Officer*  
Salma Bargach

*Clubs & Special Programs Officer*  
Nick Skuteris



*Community Service Officer*  
Kavita Sinha

*Community Service Officer*  
London Hayes

*External Relations Officer*  
James Denham

*External Relations Officer*  
Rachel Lowell

*Social Officer*  
Julia Vollmer

*Social Officer*  
Austin Johnson

*First-Year Representative*  
Armando Huerta

*First-Year Representative*  
Courtlynn Love

*First-Year Representative*  
Andrew Holland