



Clubs Charter 2018 (revision of Charter 2015)

Club - Mission, Goals and Structure

1. Mission

1a. All clubs need to deliver on their missions by setting a specific agenda at the start of every term. The clubs' missions are available on the HEC website:

<http://www.mba.hec.edu/Student-life/Student-Clubs>

1.b Professional Clubs need to earn at least 5 points per leadership term in accordance with Exhibit 1.

1.c. Social Clubs need to earn at least 3 points per leadership term in accordance with Exhibit 1.

2. Organization

2. All club organization structures are minimum 3 members (one President, one Treasurer and one VP Events) and are limited to a maximum of 5 members.

3. Advisors

3a. Club leaders may be supported by advisors from the student body or externally.

3b. All clubs will have access to at least 1 advisor from the previous club leadership to provide:

- Handover of all documents, passwords, and email information
- Provide direction on key contacts
- Advise the current status of in progress events
- Provide ad hoc council and support as needed by the club leadership from time to time

3c. Clubs may seek advice and counsel from members of the student body, including incoming batches, external persons, faculty and staff. These are non-named roles and have no voting or decision rights in the club leadership.

4. Membership

4a. Membership is defined as all students who have signed up to the club and are pursuing their education on Campus. All full time MBA students who have paid their student council fees will be voting members. Voting members will exclude exchange program participants and Grande Ecole students.

5. Reporting

5a. Each club must submit on the 25th of every month to the MBA Council a report describing what events they organized during the month, the club members that participated in the organization of such events, and the funds used. This report should attach the corresponding receipts of the reported expenses.

5b. The MBA Council must review, comment or discuss with Club members this report to issue a report approval no later than 10 working days after its submittal to the council.

Finances

6. Club Budgets

6a. All clubs must submit a budget outlining events, expected number of attendees, estimated expenses and the purpose of the expenses.

6b. Clubs not submitting budgets will not receive money from the MBA Council to support their activities. This includes the funds dispensed under (5c).

6c. Professional Clubs will have at their disposal €1000 and Social clubs €750, provided by the MBA Council per leadership term. The clubs with pilot status will be provided with €375 per leadership term.

6d. Clubs will receive the pre-approved amount per event corresponding to the agenda they submit.

6e. Clubs will not be allowed to carry over unused funds from the amount allocated above, unless it has been clearly mentioned in their budget and pre-approved by MBA Council executive team.

6f. Funding for activities, over and above the approved budget can be made through a formal proposal with a minimum of 10 days' notice. These events will be dealt with on a case-by-case basis.

7. Fundraising & Sponsorships

7a. Clubs are encouraged to find outside funding to support more of the club activities.

7b. Clubs who find sponsorships or raise funds on their own will have access to this money in addition to the budget approved by the MBA Council.

7c. All funds left unused from within the money from fundraising and sponsorships will roll over to the next presidency.

8. Reimbursement

8a. Reimbursements will only apply to expenses related to events proposed in the approved budget.

8b. On submission of the reimbursement template + receipts, the reimbursement will be done within a maximum 10 calendar days

8c. Should there be any discrepancy in the reimbursement, the treasurer will inform the club within a maximum of 3 calendar days

Elections

9. Teams

9a. Teams running for club election should be limited to a maximum of 5 officers. Teams composition as a minimum must include 1 President, 1 Treasurer and 1 VP of Events. Clubs are free to define the roles of its directors. (Each club will not be allowed to have more than 1 president).

10. Election Processes

10a. A new leadership team can assume office through an election or selection under exceptional circumstances by the MBA Council. A change in the core team during the leadership term must be approved by the MBA Council.

10b. If the incumbent team is not challenged during the election period, no elections will be held.

10c. If no teams run for a club's elections during a leadership term, the club will become dormant. It will be open again for elections in the next leadership term. A dormant club still exists on paper but does not have any active events. The MBA council can appropriate its flagship events and assign teams to run them.

10d. If a club is dormant after two consecutive elections, it will expire.

11. Election dates

11a. The election period window is as follows:

11b. Announcement for elections needs to be made a minimum of 60 calendar days before the agreed election dates through an email to the entire student body on campus (excl. exchange participants and Grande Ecole students).

11c. Voting for all club elections should be scheduled during a week in which classes are taking place on campus. The entire student body with membership to the MBA Council and present on campus will be allowed to vote.

11d. Roles on a club's team for new intakes can be made available on a rolling basis to facilitate continuity, reward initiative shown by individuals and to compensate for any potential lack of human resources. These new appointments must be tabled to the club's general body for a vote of confidence and approved by the MBA Council.

Communication

12. CMC

12a. As detailed above, each club should keep both CMC team and their CMC liaison (the relevant CDM) informed of their activities.

12b. All CMC Club Liaison will keep time-slots open for discussions with club leadership every week.

12c. CMC Club Liaison will respond to club's proposals for events and specific support within three (3) working days.

13. MBA Council

13a. The clubs should raise any clarifications regarding their operations to the MBA Council.

Other Activities Guidelines

14. Corporate Contact guidelines

14a. Clubs to have one common discussion forum on Campus Groups.

14b. Clubs should maintain records of documents and contacts, which has to passed on to the next term.

14c. Once all "purpose" of contact within the company are identified, a mail should be sent to the CDM allocated to the club which will lead the meeting, to ensure their buy in and support in contacting the company.

15. Guidelines for organizing Treks

15a. CMC (see above) must be notified of company trek(s) organized to create synergy with outreach to companies. In addition, the relevant Corporate Development Manager should be informed.

15b. In principle, the more 'senior' cohorts on campus (i.e. participants in second or subsequent semesters) should have priority for a trek that takes place during term time. The new cohort (i.e. first semester participants) can take part in treks during official breaks. The proportion of new cohort should never exceed one- third of the total number going on a trek.

15c. Each company visit on a trek should be capped based on feedback from HR managers of companies being visited on the trek. Numbers on the total trek can of course exceed this.

Handover

16. Documentation and other responsibilities

16a. Each club should complete and hand over a status report to their respective successors during the overlap time of the two clubs.

16b. Status report should include the following:

- Overview of club activities
- Contact details of speakers
- Contact information for sponsors, if applicable
- Trek hosts

16c. Presidents are required to be available in an advisory role to assist the club beyond the scope of their tenure to ensure consistency for the following leadership terms.

Exhibit 1

Point Allocation per Event Type

| No. | Event type | Points |
|-----|------------------|--------|
| 1 | Mixer | 1 |
| 2 | Networking Event | 2 |
| 3 | Company visit | 3 |
| 4 | Conference | 3 |
| 5 | Workshops | 3 |
| 6 | Treks | 4 |

- a. Any event that does not correspond to the description above must be analyzed and allocated points on a case-on-case basis by the MBA Council. If a given event is jointly organized by several clubs, the corresponding points will be divided between the involved clubs and allocated proportionally among them.

Exhibit 2

Pre-approved Budget per Event Type

| No. | Event type | Budget (€) |
|-----|------------------|------------|
| 1 | Mixer | [100] |
| 2 | Networking Event | [200] |
| 3 | Company visit | [150] |
| 4 | Conference | [200] |
| 5 | Workshops | [150] |
| 6 | Treks | [700] |

- a. The approval of these funds is not guaranteed and is subject to the review of the budget submitted to the MBA Council.
- b. Additional funds can be allocated to club events prior written submission by the relevant Club of the specific budget and justification per event, and its prior approval by the MBA Council.

Exhibit 3

List of Clubs (Professional and Social)

| CLUB | TYPE |
|-------------------------------|--------------|
| Africa | Social |
| APAC | Social |
| Consulting Club | Professional |
| Digital Transformation | Professional |
| Energy | Professional |
| Entrepreneurship | Professional |
| Finance | Professional |
| French Connection Club | Social |
| GMLC | Professional |
| Healthcare | Professional |
| Industry | Professional |
| LATAM | Social |
| LGBT+ | Social |
| Luxury | Professional |
| Marketing | Professional |
| Net Impact | Social |
| PE/VC | Professional |
| Public Speaking | Social |
| Sport & Wellness | Social |
| Tech Club | Professional |
| Wine and Spirits | Social |
| Women in Leadership | Social |

- a. Social clubs are encouraged to have professional events. The MBA Council will ensure they will get funding to these events similar to professional clubs.