

Club - Mission, Goals and Structure

1. Mission

1a. All clubs should have a specific mission.

b. Club to have minimum 2 key milestones to accomplish in a leadership term. They should work towards achieving this mission. These activities should be quantifiable and tangible.

2. Organization

2a. All club organization structures are limited to maximum of 5 members and should consist of one President, at least one and up to a maximum of two Vice-Presidents, Maximum of 3 directors which includes 1 Treasurer and 1 Alumni and/or Corporate Relations Officer.

2b. Clubs' leadership teams cannot exceed five members.

3. Membership

3a. Membership is defined as all students who have signed up to the club and are pursuing their education on Campus, including Part Time MBA Students. Voting members will exclude exchange program participants and Grande Ecole students. All full time and part time MBA students who have paid their student council fees will be voting members.

4. Club activity guideline

4a. All clubs should organize a minimum of one event (can be based on clubs needs - e.g. Conference, Trek, Business Plan competition, case cracking competition, start-up weekend etc.) per term of office. This activity can be conducted in partnership with another club.

Finances

5. Club Budgets

5a. All clubs must submit a budget outlining events, expected number of attendees, estimated expenses and the purpose of the expenses.

5b. Clubs not submitting budgets will not receive money from the MBA Council to support their activities.

5c. Clubs will have at their disposal €750 per leadership term, provided by the MBA Council. The clubs with pilot status will be provided with €375 per leadership term.

5e. 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 preapproved by MBA Council executive team.

5f. Funding for activities, over and above the approved budget can be made through a formal proposal with a minimum of 30 days' notice. These events will be dealt with on a case-by-case basis.

6. Fund-Raising & Sponsorships

6a. Clubs are encouraged to find outside funding to support more of the club activities.

6b. 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.

6c. Expenses will first be deducted from the MBA Council approved budget before a club can begin to use the funds they have raised by themselves. This allows a club to first use all of the funds provided by the MBA Council before reducing their earned money (The goal of money raised from sponsorships is for special circumstances).

6d. All funds left unused from within the money from fund-raising and sponsorships will roll over to the next presidency.

7. Reimbursement

7a. Access to clubs funds will be on a reimbursement basis, on submission of receipts. Reimbursements will only apply to expenses related to events proposed in the approved budget.

7b. On submission of the reimbursement template + receipts, the reimbursement will be done within a maximum 10 calendar days
7c. Should there be any discrepancy in the reimbursement, the treasurer will inform the club within a maximum of 3 calendar days

Elections

8. Teams

8a. Teams running for club election should be limited to a maximum of 5 officers. Teams composition as a minimum must include 1 Chair/President, 1 VP, 1 Treasurer/Director and 1 Alumni and/or Corporate Contacts officer. Clubs are

free to define the roles of its directors. (Each club will not be allowed to have more than 1 president).

9. Election Processes

9a. A new leadership team can assume office through an election, selection, co-optation process, which is left open to each club's discretions.

In the event a club decides not to hold elections. The processes as well as the new team need a 2/3rds vote of approval/confidence from the general body of the club.

9b. If the incumbent team is not challenged during the election period (8a.), no elections will be held.

10. Election dates

Please copy CMC

10a. The election period window is as follows:

10b. Announcement for elections needs to be made a minimum of 10 calendar days before the agreed election dates (8a.) through an email to the entire student body on campus, including Part Time students (excl. exchange participants and Grande Ecole students).

10c. Voting for all club elections should be scheduled during the week that the Part-Time classes are on campus. The entire student body on campus will be allowed to vote at the same time for all the elections/co-optations.

10d. 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.

10e. Clubs are mandated for a minimum 40% turnover in leadership teams during Period 2 (see 9a.) to allow for new intake to become club office holders, while still allowing for continuity, preference being given to new intakes for the president and Vice president roles. The election/selection process can be referred to in clause 9a.

Communication

11. CMC

11a. As detailed above, each club should keep both CMC team (Associate Director, Operations <bonifay@hec.fr> and CMC Director <Somers@hec.fr>) and their CMC liaison (the relevant CDM) informed of their activities.

11b. All CMC Club Liaison will keep time-slots open for discussions with club leadership every week.

11c. CMC Club Liaison will respond to club's proposals for events and specific support within three (3) working days.

12. MBA Council

12a. There must be formal communication between the club and the MBA Council auditors.

12b. Clubs should submit a summary of club activities to the auditors by 25th of each month.

12c. Clubs should submit a list of activities that are planned for the following month. This will be used to validate results at the end of that month.

12d. Clubs should conduct a bi-monthly poll of members to gauge member's level of satisfaction with club activities and results. Results of the poll to be submitted to the auditors.

Other Activities Guidelines

13. Corporate Contact guidelines

13a. Clubs to have one common discussion forum on Campus Groups or Facebook.

13b. Clubs should maintain records of documents and contacts, which has to be passed on to the next term.

13c. 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.

14. Guidelines for organizing Treks

14a. 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.

14b. 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.

14c. 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

15. Documentation and other responsibilities

15a. Each club should complete and hand over a status report to their respective successors.

15b. Status report should include the following:

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

15c. Presidents are required to be available to assist the club beyond the scope of their tenure to ensure consistency for the following leadership terms.