

**HEC Paris MBA Council**  
**Constitution and Internal Regulations**





## **Document Revised on April 30<sup>th</sup> 2014**

### **Introduction**

*This HEC Paris MBA Council document is revised by the September 2013 Council and the MBA administration after it was revised and reinstated by the January 2013 Council team and the MBA Administration after previous Councils had discontinued the use of the document since 2010. The purpose of this document is to serve as a guide for newly elected Council teams and to ensure the continuity of traditions, procedures and institutions at the heart of the HEC Paris MBA, its Clubs and its student body.*

*This Council Constitution is expected to be reviewed by newly elected Council teams and revised/changed, if need be, to accommodate for the changing needs of different student intakes, to accommodate for any development of our MBA at HEC Paris and to ensure that the HEC MBA experience exceeds (or is at least on par with) the experiences of other top MBA programmes in terms of student government and student experience.*

## **1. Purpose and objective of the HEC MBA Council**

The MBA Council's mission is to enrich and improve MBA participants' experience at HEC Paris. The MBA Council is a not for profit organization registered as "association loi 1901" in France.

Its main goals are:

- To act as the voice of the student body and ensure that the non-academic needs of MBAs are taken into account when decisions are made at school level or Council level
- To form an active link between MBA participants, HEC staff, faculty, alumni, HEC students within other programs (Executive MBA, Specialized Masters and Grande Ecole programs) and other student associations and governments at HEC Paris
- To supervise, fund, and control (if need be) the activities of professional and social clubs at the MBA, with the help of the MBA Administration and specifically the Career Management Center (for professional clubs)
- To ensure the perpetuity of socio-cultural traditions at the HEC MBA, including Cultural Events and Piano Bar gatherings
- To contribute to the betterment of the MBA community at large and to ensure dynamism and continuity of professional activities
- To expose HEC MBAs as a reference in terms of quality among business schools, through participation and organization of events, competitions, conferences, the use of media and other means when possible
- To ultimately create a sense of belonging to the HEC Paris institution and to engage MBAs in the HEC community both as students and as future alumni.

## **2. Organization and Council structure**

### **a) Membership**

All HEC MBA participants are required to have membership to the MBA Council. During orientation week (at the latest), MBA participants register for the Council and pay a one-off membership fee that covers the whole duration of the MBA program (fee determined by the MBA Council). The Council may, at its discretion, take disciplinary actions towards students who fail to pay for their fees. This includes preventing said students from participating in all Council organized/funded/driven events, including MBA professional club memberships.

**b) Executive Board**

Every elected Council team will have an Executive Board constituted of 3 to 4 MBA Council members. The Executive Board is responsible for defining and carrying out the association's activities. Its members are restricted to:

- No more than one (1) MBA Council President
- A minimum of one (1) and a maximum of (2) Vice Presidents
- No more than one (1) Treasurer

**c) Council Team Composition**

Each Council, at the discretion of its Executive Board may add some positions or change the positions of the Council Team below Executive Board level without altering this constitution. However, the below positions are mandatory for each Council team. These cannot be removed without changing this constitution document:

- Alumni Relations position
- Campus Relations position
- Sports position
- Clubs position
- Communication and Social Media position
- Competitions position
- Sponsorships and Corporate Relations position
- IT position
- Piano Bar position
- Logistics position
- Events position
- Administration and CMC Liaison position
- Auditor position

It is however mandatory that council teams do not go above 20 members (including Executive Board members). This decision is to be applied starting with the January 2014 Council team.

**d) Council Elections and Mandate**

- The existing MBA Council President is responsible for setting the election date with the HEC MBA Administration and communicating this date to participants.
- Council elections are bi-annual. One election is held for the January Intake (the Council team will be composed mainly of January intake participants), and one

election for the September intake (composed mainly from September intake participants).

- Part-time students can participate in either Council election as regular members, provided they have not already been members of a previous Council team, to ensure that other participants are also given to chance to be part of the Council.
- Election date: the existing Council President will have a presentation to the incoming intake during Orientation Week. Elections are to be done about 1 month after this presentation (i.e. Early October for September intakes, and Early February for January intakes).
- This document must be sent to participants shortly after the Council presentation.
- Effort must be made for the elections to take place during a week that the part-time students are on campus.
- Elections will take place in person and not online (except for Part-time students, if they cannot attend the voting process). It is mandatory for each team in the running to have a speech or presentation to the MBA Student Body, explaining objective, goals, and means to achieve these goals. A debate/Q&A will take place after running teams finish presenting. The reason for this clause is to ensure that the voting is as much as possible based on the meritocracy, goals and plans of each team, rather than risk the elections turn into a simple popularity contest (where the most popular team wins the council positions). Therefore it is mandatory for voters to be present in person during the voting process and vote based on merit rather than friendship/popularity basis.
- Voting will be open to all intakes present on campus and will not be restricted to the new intake.
- Teams running for the elections must be composed of at least the Executive Board members (i.e. every running team must have 1 President, 1 Treasurer and 1 or 2 Vice Presidents).
- The Executive Board of the Council must be present in full during these elections for organisation purposes.
- The voting will happen with an anonymous paper ballot, with strict Council supervision with regards to cheating or unlawful behaviour. There will be a sign-up sheet for each voter and each vote will be scrutinized by the Council members organizing the vote to make sure no vote is counted twice and that no participant tries to hand in 2 votes at a time. Each team can have one representative present during the counting to ensure fairness.
- The result of the vote will be a simple majority vote.
- The vote will be also supervised by an MBA Administration representative who will also be present during the vote count.
- In the unlikely case of a tie, the existing council Executive Board will deliberate and choose a winning team by consensus. This deliberation will happen in the presence

of the MBA Administration representative. In case no consensus is made, then the Executive Board will carry out an internal vote to choose the winner. If this internal vote is also a tie among executive board members (i.e. if the Board is made up of 4 members, with 2 members voting for different teams), then the President's vote will count as double in order to have a decision.

- Mandate period for January Councils: January Councils will be officially in office from the 1<sup>st</sup> of May following the start of their MBA and until 14<sup>th</sup> of November of that same year (6.5 months mandate including 2 summer months).
- Mandate period for September Councils: September Councils will be officially in office from the 15<sup>th</sup> of November following the start of their MBA and until the 30<sup>th</sup> of April of the next year (5.5 months mandate).
- The newly elected team does not assume its functions immediately; it holds an observer status until it takes office at the above-mentioned dates. During this period, the elected team will be introduced to the MBA Council procedure in order to ensure a smooth transition, and will take on any recruitment needs to fill the positions required by this Constitution document.

#### **e) Transition**

The MBA Council will take several steps to facilitate a smooth transition between Boards as follows:

- Provide access to MBA Council documents (including digital) during the observation period and answer any related questions
- Provide a budget for the elected Council
- Invite the new Executive Board to its meetings as part of an observer role
- Start to involve them in Council work as seen fit by both teams (old and new Council)
- Prepare the necessary documents for the "changement de statut" procedure at the Prefecture of Versailles
- Maintain good record of its activities, suppliers and service providers used for the reference of future Boards.
- Create check-lists for standard procedures and projects undertaken for every functional area and position (i.e. to have a complete hand-over, position by position)

### **3. Financials**

#### **a) Financing**

- The MBA Council benefits from yearly funding from HEC Paris, and that is dependent on a budget presented by the Council to the school and also at the discretion of the Associate Dean of the MBA.
- The Council will however seek other means of funding, including sponsorships, MBA participants' membership fees, Piano Bar revenues, sales of merchandise and Council-run events.
- The Council will prepare an updated budget on a periodical basis and present this budget to the MBA Administration as needed or as required by the Administration.
- It is expected that the Executive Board of the Council meets monthly (except during summer/vacation months) to check the budget and the financial position of the Council.

#### **b) Allocation of funds**

- At the beginning of each mandate, the new Council's Board must prepare and present to the Administration a complete budget specifying the allocation of funds.
- Priority in this budget will be given to running professional clubs, funding competitions, funding sports (particularly in relation to MBAT preparations and sports jerseys during MBAT), maintaining the Council's website or online platforms, and generally for activities that impact students in the most significant ways, prioritizing professional advancements first and socio-cultural traditions second.
- The Council may choose to fund or not to fund social clubs depending on the availability of funds in the Council accounts.
- The Council will not fund any restaurant bills for any Club what so ever, excluding if said Club needs to have a meeting with a speaker or company representative, as part of a club organized event. (i.e. meeting a speaker over dinner or lunch to discuss his potential participation, will not be reimbursed by the Council).

### **4. Procedural Rules**

#### **a) Decision Making**

- The Council's decisions happen at Executive Board level, while implementation happens at all levels of the Council team. Ideally, the Executive Board needs to convene and decide everything by consensus. If no consensus can be reached, then a regular voting at Executive Board level occurs, with the President's vote counting as two votes.



- In case the Executive team is made up of 3 members only (i.e. President, Treasurer and 1 VP), and whereby the vote is locked (i.e. president's vote counts as two, against two votes of the VP and Treasurer), then the help of the MBA Administration representative will be sought to solve the situation.
- If the Executive Board is not able to convene and a decision needs to be made urgently, then the President may decide on his own. If the President is unavailable and a decision needs to be made urgently, then the Vice-President(s) will take charge and decide between themselves.

**b) Replacement of Council members**

- The Executive Board can replace Council members by consensus and is encouraged to do so when Council members are not performing even their most basic duties.
- The reasons for replacement should be documented and shared with the MBA administration.
- The President is responsible for finding a replacement to fill the position.

**c) Resignation of Council members**

- Council members can submit their resignation in writing to the President.
- The President is responsible for finding a replacement to fill the position.

**d) Impeachment**

- Any Council members (including President) can be removed from their positions at the signed request of more than two-thirds (i.e. two-thirds plus one student) of the MBA student body in addition to the validation of this decision by the MBA Administration. The decision to exclude a member of the Council should be based on misconducts including but not restricted to:
  - Gross neglect of responsibilities or failure to perform official duties
  - Breach of participant code of conduct
- If an officer is removed from their position, the President has to appoint a replacement. If a President is impeached, new elections are held no later than 2 weeks after the decision of removal has been notified. The new elections are open to all intakes.

**e) Hand-over**

The President is responsible for the organization of a handover to the next President and that each old Council members hands over all the necessary documents, data and information to their replacement members or counterparts.

**f) Academic Credits**

The President of the Council is responsible for evaluating the performance of each Council member in the team and to assign credits to these members based on performance, not on position or seniority.

**g) Insurance**

In accordance with French law, the MBA Council must have yearly insurance. This insurance must be in place before campus events such as MBAT. It is the task of the treasurer and President to make sure that all the relevant information is transferred to the next Board.

**5. Professional and Social Clubs**

The functioning of professional and social MBA clubs is addressed in a separate document (the MBA Clubs Charter) which was created by the MBA Council; its content is shared with the Career Management Center (CMC) and the CMC is asked for advice when this document is changed.

**6. Changing the Constitution and Internal Regulations document**

This document cannot be changed without the approval of the MBA Administration and its representative and without the approval of the MBA Council's Executive Board (by consensus only) represented by the MBA Council President.

Changes can only apply to the next Council to the one making the changes, except in exceptional cases and only with the approval of the MBA Administration.

**The MBA Administration's representative, on behalf of the HEC Paris MBA:**

**Signature:**

**The President of the HEC Paris MBA Council on behalf of the Executive Board:**

**Signature:**