Part 1

UNDERLYING PURPOSES AND POLICIES OF THIS CONSTITUTION

§ 101. We the students of the Part-Time MBA Program (PTMBA) of the Kellogg School of Management (KSM), establish this constitution for the Kellogg Part-Time Student Association (KPTSA).

§ 102. The KPTSA is hereby established as a means of representing the interests of PTMBA students. It shall provide a platform for the discussion of issues of student concern and act as the instrument by which student interest may be voiced to the administration of the evening KSM program and Northwestern University.

§ 103. As an organizing body, the KPTSA shall facilitate in the planning and implementation of student activities, including social, cultural, and educational program designed to supplement the academic curriculum of PTMBA students. It shall also coordinate the distribution of all available student activity funds to the student-run clubs and organizations recognized by the KPTSA.
PART 2
MEMBERSHIP OF THE KPTSA

§ 201. All PTMBA students who are enrolled in the Part-Time MBA Program and who are seeking a degree at Kellogg shall be members of the KPTSA. It is the policy of the KPTSA not to discriminate against any individual on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or handicap in matters of membership, services, or activities.

§ 202. Members of the KPTSA shall be eligible to:

(1) Vote in all elections of, or conducted by the KPTSA, subject to the Election Code.

(2) Hold elected or appointed office in the KPTSA.

(3) Participate in any or all KPTSA-sponsored or funded activities (a participation fee may be required for certain sponsored or funded activities).
PART 3
THE KPTSA EXECUTIVE COMMITTEE

§ 301. The KPTSA shall have elected officers, specified as follows:

- one President,
- one Alumni Relations Vice President,
- one Community Relations Vice President,
- one Diversity & Culture Vice President,
- one Finance Vice President,
- one Graduation Vice President,
- one Managers’ Ball Vice President,
- one Resources Vice President,
- one Social Vice President,
- one Academics Vice President
- one Saturday student from Kellogg Kohorts

Any of the vice presidents shall also serve as Executive Vice President.

§ 302. These elected officers shall form the Executive Committee of the KPTSA and shall direct and carry out the administrative functions as may be necessary. The Executive Committee shall provide leadership to the KPTSA Board.

§ 303. The officers of the Executive Committee shall each hold a seat on the KPTSA Board.

§ 304. Each of the vice presidents shall have a committee to assist in the duties of that office.

§ 305. The following shall be the powers and duties of the President of the KPTSA:

1. To be the official representative of the Part-Time MBA Program student body on all occasions.

2. To be an ex-officio member of all KPTSA committees.

3. To appoint the chairperson of all KPTSA ad hoc committees as needed, subject to the majority approval of the Board.

4. To schedule and chair all meetings of the KPTSA Board and the Executive Committee.

5. To execute all KPTSA elections and appointments in accordance with this constitution.

6. To appoint an Executive Vice President of the KPTSA.
§ 306. The Executive Vice President shall assume all powers and duties of the President in the event of the President’s absence, resignation, or removal from office.

§ 307. The following shall be the powers and duties of the Alumni Relations Vice President of the KPTSA:

1. To encourage student and alumni interaction by creating, coordinating, and promoting alumni/student events.
2. To promote the activities of the Kellogg Alumni Club of Chicago.

§ 308. The following shall be the powers and duties of the Community Relations Vice President of the KPTSA:

1. To coordinate events for PTMBA students which allow them to make contributions to the Chicagoland community.
2. To ensure distribution of gifts and fundraising proceeds to beneficiary organizations.
3. To serve as an information conduit for PTMBA students to promote charitable events in which they are involved outside of the Part-Time MBA Program.

§ 309. The following shall be the powers and duties of the Diversity and Culture Vice President of the KPTSA:

1. To serve as the liaison between PTMBA Administration and students of underrepresented groups, to promote diversity and inclusion for all students within the Kellogg community.
2. To work with PTMBA Admissions to develop and implement diversity information sessions and recruiting events for under-represented groups.
3. To foster relationships between Kellogg Alumni and current students to increase presences of diverse alumni at recruiting events.
4. To plant, budget, and execute an annual diversity program in conjunction with the Full-Time program and PTMBA diversity clubs and students.
5. To communicate the needs of the entire Kellogg community to the KPTSA to ensure inclusion of all cultures in planned Kellogg events.

§ 310. The following shall be the powers and duties of the Finance Vice President of the
KPTSA:

(1) To be responsible for the budgeting process:
   a. To establish budget policies.
   b. To assemble and distribute budget request packages.
   c. To run budget review meetings.
   d. To report on the budget to the administration.

(2) To be responsible for the collection and disbursement of KPTSA funds.

(3) To maintain a record of each quarter’s fiscal activities.

(4) To develop relationships with and attract contributions from corporate sponsors.

§ 311. The following shall be the powers and duties of the Graduation Vice President of the KPTSA:

(1) To plan, budget and execute the Graduation events.

§ 312. The following shall be the powers and duties of the Managers’ Ball Vice President of the KPTSA:

(1) To plan, budget and execute the Managers’ Ball event.

§ 313. The following shall be the powers and duties of the Resources Vice President of the KPTSA:

(1) To work with PTMBA administration to promote and improve new resources and to improve the overall Kellogg experience.

(2) Communicate and increase usage, as needed, of student resources offered at Kellogg, in such things as: career resources; transportation; facilities; research; databases; and publications.

(3) To work with PTMBA administration to promote and improve technology applications, including but not limited to on-line course registration, KPTSA Student Survey, and on-line KPTSA elections.

(4) To communicate and increase usage of new technologies to improve the academic experience of PTMBA students.

§ 314. The following shall be the powers and duties of the Social Vice President of the KPTSA:

(1) To plan, budget, and execute social events for PTMBA students.
§ 315. The following shall be the powers and duties of the Academics Vice President of the KPTSA:

(1) To uphold and administer the Kellogg Honor Code policy as it applies to PTMBA students.
   a. Investigate initial issues with appropriate parties
   b. Work with Honor Code Committee

(2) To serve as primary Academics contact and act as liaison between Faculty, Deans, and students.

(3) To serve as official Student Affairs contact and attend Kellogg Student Affairs meetings monthly.

(4) To serve as main facilities contact and survey students on Wieboldt facilities and Kellogg Kafe.

(5) To perform certain KPTSA Board administrative duties, including but not limited to maintenance of this Constitution.

§ 316. The following shall be the powers and duties of the Kellogg Kohorts representative:

(1) To represent the Saturday student body

§ 317. Appointments to fill any vacancies in the Executive Committee shall be made from the existing KPTSA Board membership by the remaining members of the Executive Committee, subject to the majority approval of the Board.
PART 4
THE KPTSA BOARD

§ 401. Membership

(1) The Board shall be composed of:

   (a) The officers of the KPTSA Executive Committee, as outlined above.

   (b) Committee co-chairs, one appointed by each Vice President.

   (c) One (1) ex-officio member, a representative of the Part-Time MBA Program.

§ 402. The terms of office for members of the Board shall be as follows:

(1) The members of the Executive Committee and the committee co-chairs shall be inducted at the first board meeting of the Spring Quarter and shall serve until the end of the succeeding Spring Quarter for a total 5 quarter term.
   a. It is expected that the outgoing members of the Executive Committee shall serve as an active mentor/liaison to the newly elected Executive Committee through Spring Quarter to ensure a smooth transition.
   b. If the Managers’ Ball is held in Spring Quarter, the outgoing Vice President of the Managers’ Ball will remain in office through the event, and the incoming Vice President of the Managers’ Ball will serve alongside of him/her.
   c. The outgoing Vice President of Graduation will remain in office through Graduation Day in June, and the incoming Vice President of Graduation will serve alongside of him/her.

(2) The ex-officio Board member’s term shall be perpetual.

§ 403 The KPTSA Board shall have the following rights and powers:

(1) It shall be the only student organization that can represent the entire student body of the Part-Time MBA Program.

(2) Though having no vote in the internal affairs of any other PTMBA student organization, the Board shall have the right to intervene where and insofar as the activities of such an organization tend to encroach upon authority lawfully vested in the KPTSA by this constitution.

(3) To procure and allocate KPTSA funds.
To approve all KPTSA budgets.

To remove from office a member of the Board or a member of the KPTSA Executive Committee.

To set qualifications for candidates for any elected or appointed office of the KPTSA.

To establish such committees as may be necessary to the effective operation of the KPTSA.

To make all bylaws necessary to execute the foregoing powers and any other powers vested by this constitution in the KPTSA.

§ 404. Procedures:

1. Motions may be proposed by Board members only.

2. Each member of the Board shall be entitled to one vote. All Board members shall be empowered to vote, save the president of the KPTSA, who shall vote only to break a tie.

3. A motion for removal of any member of the Board, including members of the Executive Committee, shall be presented during the course of a regular meeting of the Board, discussed thoroughly, and then voted upon by secret ballot. Four-fifths (4/5) of the Board membership must be present to vote on a motion for dismissal and a two-thirds (2/3) vote of those present shall be required to effect a dismissal.

4. A majority vote of the Board, with at least two-thirds (2/3) of the entire Board membership being present and voting, shall be necessary to recommend students to the Dean of the Part-Time MBA Program for appointment to, or removal from, any faculty or special committee, or subcommittee of the Part-Time MBA Program.

5. The following provisions shall be established for meetings of the Board:

   (a) The rules contained in Robert’s Rules of Order (revised 1921 or later) shall govern the KPTSA Board, except where those rules are inconsistent with this constitution or other by-laws passed by the KPTSA Board.

   (b) The presence of representatives from at least two-thirds (2/3) of the Executive Committee shall constitute a quorum for conducting business of the Board, except where otherwise specified in this constitution.

   (c) All meetings of the Board shall be open to the administration, faculty, and students of KSM, unless a meeting is specifically closed (such a closing shall be made in accordance with Robert’s Rules of Order).
§ 405. Attendance:

(1) As it is the responsibility of the KPTSA President to schedule and chair all meetings of the KPTSA Board, the President is allowed one (1) absence from a KPTSA Board meeting during the academic year that he/she is President. More than one absence on the part of the President may result in removal from the Board.

(2) As it is the responsibility of the KPTSA Vice Presidents and co-chairs to program and vote on student activities and policies, each are allowed a total of two (2) absences from KPTSA Board meetings through the course of an academic year. To avoid an absence, a Board member must be present for the entire duration of the Board meeting.

(3) If there are more than (2) occasions in which a Vice President or co-chair is absent, the members of the group may proceed toward removing the committee Vice President from the Board.

(4) Committee Vice Presidents and/or Co-Chairs are required to attend and facilitate the meetings and activities sponsored by their specific committee areas. Failure to attend more than (2) committee activities may result in removal from the Board.
§ 501. Presidential Nominations

(1) PTMBA students who possess one or more of the following criteria shall be eligible for nomination for the KPTSA Presidency:
   - previously been active in an KPTSA committee or assisted with planning an KPTSA event(s),
   - previously been active in a PTMBA sponsored club, or
   - past experience in community service involvement or undergraduate student leadership,
   - must be a student the entire year of service.

(2) KPTSA Presidential Nomination Process:

   (a) The ex-officio member of Board and current KPTSA President shall make available to all PTMBA students interest forms and information about criteria and nomination process for the KPTSA presidency.
   (b) Nomination candidates must submit the above mentioned interest forms to the ex-officio member by 5:00 p.m. on the Friday before the KPTSA Board meeting that is held before the elections.
   (c) Nomination candidates will be required to attend the KPTSA Board meeting that is held before the elections. At the meeting, each potential candidate will discuss eligibility and experience, as well platform ideas. The KPTSA Board members will review the election process and position responsibilities with prospective nominees.
   (d) After presentation of all the nomination candidates, the KPTSA will nominate – by majority vote – presidential candidates to run in the general election in April.
   (e) The ex-officio member of the Board and current KPTSA President will contact the students nominated by the Board, as well as students whose nominations were declined. Nominated students will then run for president in general KPTSA election.
§ 502. Executive Committee Candidate Nomination Filing

(1) All PTMBA students may run for an Executive Committee position (Vice President).

(2) The ex-officio member of the Board shall make available to all PTMBA students, by or during the first week of the Winter Quarter, a form whereby students may indicate their interest in candidacy for the Executive Committee.

(3) Candidates must submit the above-mentioned interest forms to the PTMBA office by 5:00 p.m. on the Friday of the seventh week of classes in the Winter Quarter or an earlier date set by the Executive Committee, in order to register as candidates.

§ 503. KPTSA General Election Guidelines

(4) Presidential and Vice Presidential candidates may place campaign signage in Wieboldt Hall in designated PTMBA bulletin areas or, as reasonable, in other common areas (one flier per candidate per bulletin board).

The only locations for fliers are:
- Designated bulletin boards in the building
- The PTMBA student mailroom, and
- 4th Floor Lounge

Where NOT to hang fliers:
- On glass window of any door in 340 East Superior
- On any wall in 340 East Superior
- Inside stairwells and stairwell doors, and
- The bathrooms

(5) No written, printed, or electronic form of communication may advocate the candidacy of more than one candidate (e.g., no platform voting). No campaign messages can be sent through any Kellogg listserv.

(6) Active verbal solicitation of votes shall be permitted; however, such solicitation shall be prohibited immediately before and after or during class periods, in the library, and in the computer labs. Additionally, candidates may not staff a table in common areas of Wieboldt to perform campaigning.

(7) Any violation of election campaign rules can lead to disqualification of the candidate as determined by the election governing committee.
(8) The ex-officio member of the Board shall make available to all PTMBA students, prior to the Monday of the fourth week of the Winter Quarter, information regarding the ballot and a listing all candidates for the KPTSA Executive positions.

(9) PTMBA students may vote to determine Executive Committee positions at any time during the designated timeframe provided for the election period.

(10) The candidate for each position receiving the most votes shall be declared the winning candidate.

(11) The current KPTSA President, Finance Vice President, and Student Affairs Vice President shall serve as the election governing committee and shall tabulate ballots, declare winning candidates, and organize run-off elections in the event of ties. The ex-officio member of the Board shall assist this committee in an advisory capacity. The elections governing committee shall make rulings as necessary should any condition arise which is not covered by the terms of this constitution. In the event that one of these elections governing committee members may be a candidate during elections, the KPTSA Board shall appoint, by majority vote, a replacement member of the elections governing board.

§ 504. The newly elected KPTSA President is required to meet with the staff advisor to the KPTSA no later than the fifth week of Spring Quarter. The purpose of the meeting will be to provide the incoming President with an overview of KPTSA finances and various school and university policies.

§ 505. Each newly elected Vice President will appoint a PTMBA student to serve on the KPTSA Board as committee co-chair by two weeks following the completion of the elections.
PART 6
AMENDMENTS

§ 601. Any amendments to this constitution shall be proposed in the form of a motion, discussed at a regularly scheduled Board meeting, and finally voted upon at a time no earlier than the next following meeting.

§ 602. A two-thirds (2/3) vote of the Board, with at least four-fifths (4/5) of the entire Board membership being present and voting, shall be necessary to make any amendment to this Constitution.

§ 603. Amendments will be attached to this constitution at its end, or, if applicable, in the appropriate locations in the text. Amendments must also be approved by the Dean of the Part-Time MBA Program, if they affect the basic structure of the KPTSA or its relationship with the Part-Time MBA Program.