

Digital Business Society

Constitution

Table of Contents

Article I – Name 3

Article II – Purpose..... 3

Article III – Membership 3

 Section I - Attendance 4

 Section II – Active and Non-Active Members..... 4

Article IV- Officers/Elections/Impeachment 4

 Section I - Powers and Duties of Officers 4

 President..... 4

 Vice President..... 5

 Secretary 5

 Communications Coordinator..... 5

 Associate Analysts..... 6

 Associate Business Analyst 6

 Associate Technology Analyst 6

 Collective Duties of the Board 6

 Section II – Elections 6

 Section III - Impeachment..... 7

Article V- Meetings and Events 8

Article VI - Constitutional Amendments 8

ARTICLE VII – Acknowledgements..... 9

Article I – Name

The name of this club shall be Digital Business Society at Fordham, and can also be referred to as DBS. DBS is the public facing name and also holds membership in the Association for Information Systems, which is part of a national Chapter.

Article II – Purpose

Slogan:

Technology enabling personal and business efficiency, ingenuity and connectivity

Purpose:

DBS' aim is to change the culture towards technology by increasing the technical competency of students at Fordham and getting them involved in the NYC tech scene.

The mission of DBS is to promote the importance and at times necessity of technologies application in business and society. DBS brings together technical and non-technical people and collaborates broadly with various clubs on campus exemplifying the integrated and complementary nature of technology. Furthermore, it is to form a community of club members and to help that community strengthen its skills within the field of information systems and computer science.

Business-minded students who want to excel in handling the integration of technology and business need — more than ever — the ability to understand and or attain fundamental technical skills. Through a hands-on approach that includes interactive workshops, training, professional speeches and other experiences, DBS enhances its members' problem-solving, logical, analytical and creative-thinking abilities. These capacities are in demand by companies of all types as the supply of data and information in the world grows exponentially.

Technology is limited by the talent of people to make full use of that technology. Having both a technical and business perspective will empower and enable students to better build and execute their ideas. Students will also better understand the needs of modern Internet Startups/Companies and can acquire the skills to participate in a new kind of business.

Article III – Membership

Membership is open to all full-time undergraduate students at Fordham University interested in technology and business who may be exploring a career that utilizes technology with business applications or members just interested in discussion and personal development pertaining to technology.

Good academic standing is required to remain a member. As an open academic club DBS's goal is to promote the spread of knowledge and development regardless of previous or current positions.

The Digital Business Society at Fordham University will not restrict membership based upon national origin, race, religion, creed, gender, sexual orientation, age or physical/mental handicap. In addition, this club will comply with the University's Hazing policy and will not impose or participate in any form of hazing.

Section I - Attendance

Members are expected to arrive promptly to meetings. Attendance will be recorded at the beginning of every meeting or event.

Section II – Active and Non-Active Members

Active members are members who have an overall attendance rate of more than 40%, including meeting, events, and other club sponsored events. Active members will have the ability to run for election and vote in the election process.

Non-Active members are those who have failed to attend 40% of events/meetings held and will thus be considered non-active members but will still remain on the mailing list.

Article IV- Officers/Elections/Impeachment

The officers of the DBS's Board will consist of:

- President
- Vice President
- Secretary
- Communications Coordinator

Special case position officers:

- DBS Analyst

Section I - Powers and Duties of Officers

President

The President shall:

- Call and preside over all Board and general meetings.
- Work in conjunction with the Secretary to set agendas for Board and general meetings.
- Represent DBS at external functions.

- Be the key communicator to the Management of Information Systems faculty and Faculty Chair University administrators.
- Be responsible for the content direction of workshops hosted by the club.
- Manage speaker relationships and networking efforts.
- Finalize annual DBS reports to be submitted to charter while the club is still a part of the national chapter.
- Provide additional guidance to the Associate Technology and Associate Business Analysts if the roles are currently filled in the club.
- Delegate his/her responsibilities to other board members when necessary.

Vice President

The Vice President shall:

- Assume all the responsibilities of the President in the event of the President's absence.
- Responsible for managing finances of the club with the Secretary.
- Assume duties of a treasurer role through working with the budget committee and Office of Student Leadership & Community Development and submit Budget and Operations packets.
- Assist the President in decision-making processing and during general meetings and Board meetings.
- Reach out through alumni networks for possible speakers, workshop hosts or for those alumni willing to contribute in other ways.
- Coordinate with the Secretary to make sure events or meeting notification, flyers are distributed to maintain communication and promote awareness to and with the student body.

Secretary

The Secretary shall:

- Ensure consistent internal communication between Board members and also other Officers within the club (Analysts).
- Assist the Vice President in managing finances of the club.
- Maintain membership record keeping.

Communications Coordinator

The Communications Coordinator shall:

- Facilitate communications between general members and the Board.
- Manage the club email & social media accounts.
- Be the first line of contact with members and can elevate questions to the Board members if necessary.

- Consolidate and improve DBS' social media outlets and external communications to general members.
- Be responsible for the management and maintenance of DBS' public relations.

Associate Analysts

The Analyst(s) are a non-Board DBS officer and an optional position for DBS to fill. DBS will allow at most 2 Analyst positions. The Analyst is a position that requires a good understanding of the technology or business field.

Shared Responsibilities:

- The Analyst will conduct research with the intent to discover new means of improving DBS.
- The Analyst will find experienced industry members that are able and willing to share their knowledge and experience with the club's members.
- Another expectation of the Analyst is to analyze successful companies and share with the club how this company has utilized technology in their path to success.
- The Analyst may also speak and/or present during specified club meetings about businesses that have utilized new or current technologies.

Associate Business Analyst

The Associate Business Analyst will have a focus on company business model, operations and business technical requirements.

Associate Technology Analyst

The Associate Technology Analyst will have a focus on company's technology stack (structure), possible opportunities with newer technologies and the operational efficiencies or deficiencies of a company's current technology implementations.

Collective Duties of the Board

Active members nominate club members for the Analyst position(s). Board members vote on these officer positions. The board will collect nominations during the third week of September. Once all nominations are submitted, all board members vote on the appointments. At least 60% of the board members must vote in favor to accept a nomination.

Board members have the final call on club activities but should always gather suggestions from DBS club members. This must be in accordance with the student handbook policies, and the Office of Student Leadership and Community Development. In the event of a tie among the Executive Board, the President has the tie-breaking vote.

Section II – Elections

Nomination Process

1. Nominations will be held at least two weeks in advance of the election. An ineligible Executive Board member or a graduating senior will verify the ballot of candidates.

2. Any active club member of the club may nominate another eligible active club member to run in the election. The nominated active club member must accept the nomination by the other person in order to become an official candidate.
3. Self-nomination is allowed.
4. All nominations have to be seconded by another active member.
5. All active club members in good academic standing that are not graduating seniors are eligible for nomination.
6. The date for nominations will be announced at least two weeks in advance of when it will occur. Nominations will be held in February.

Election Process

1. Active members of the Digital Business Society elect officers.
2. A majority of the votes of the active members who are present during the election is required to assume an officer position.
3. 2/3 of active club members must be present and vote at the election meeting in order for an officer to be elected.
4. In the event of a tie or no one receiving a majority vote, a recount of the vote ensues.
5. If there is still not an elected official after the vote tally has been recounted, another election for the position shall be held at the following meeting for the two candidates with the highest vote count. This special election shall follow the same procedure as a normal election, when applicable.
6. Voting will be done in person at a meeting. Elections will be held in the beginning of March. Members will cast paper ballots.
7. New officers will take office at the end of March, prior to the submission of Operations and Budget packets to United Student Government and the Office of Student Leadership and Community Development.
8. Two graduating seniors or ineligible board members of the club shall count the ballots.
9. At least one officer must be a non-senior undergraduate.
10. Absentee ballots are not permitted.

Office Vacancy

1. Vacancies in officer positions shall be filled by a special election.
2. If the Presidency is vacant, the Vice President shall become President, and a special election for Vice President will be held when a 2/3 quorum of active members is present and voting. For all other vacancies on the Executive Board, a special election will take place to fill the vacancy.
3. The date of the special election will be announced at least one week in advance of when it will occur. The election will take place within two weeks of the position becoming vacant.
4. Special elections will follow the same procedure as regular elections.

Section III - Impeachment

1. An officer can be removed from his or her position if he or she is found to be violating the constitution of the Digital Business Society or violating the Student Handbook. An

officer can be removed from his or her position if he or she is found to be ineffective in carrying out his or her responsibilities as stated in the constitution.

2. The President will call and preside over impeachment meetings and procedure.
3. If the President is being impeached, the Vice President will preside over the impeachment.
4. Any active club member can bring forth an impeachment proceeding. They must present his or her case for impeachment in writing to the Executive Board.
5. The President will call a general club meeting within 1 week of the writ of impeachment being presented to the Executive Board.
6. The officer subject to impeachment will be allotted a maximum of 5 minutes to defend himself or herself to the club at the next meeting held after the vote to begin the process of impeachment. This meeting must be scheduled when the officer in question can attend.
7. A quorum of 2/3 of active club members must be present to remove an officer once the process has started and the officer has been given an opportunity to address the club.
8. 2/3 of active club members present at the meeting must vote in favor of removing the officer in order for the officer to be removed.
9. The vote to begin impeachment proceedings and the vote on whether to remove the officer shall not take place on the same day.

Article V- Meetings and Events

DBS meetings will be held twice a month while classes are in session during the academic year. Meetings differ from workshops in that the focus of meetings will be to inform members of upcoming events, and to hold internal/guest speeches and presentations. DBS workshop events will focus on training the members to learn valuable technical skills, along with informing them and keeping them up to date with valuable information in the rapidly changing business/IT world.

The President will call the meetings; if the President is not there, the Vice-President will call the meeting. To ensure that many of the members are up to date with the progress of the club, a quorum is necessary for a meeting to take place. To achieve quorum for a meeting, 2/3 of the club's members must be present. A majority of present members need to vote in favor to make a decision at a meeting.

Article VI - Constitutional Amendments

Potential amendments can be proposed by an active member of the club. The process of proposal and voting for an amendment should take two weeks. Prior to the vote, there will be a discussion period about the proposed amendment.

At least 2/3 of the active members must be present to hold the voting session. 2/3 of the present members must be in favor of the amendment for it to be an official amendment to the Constitution. The USG Operations Committee prior to adoption must approve any and all changes. All amendments, additions, or deletions must be filed with the Office of Student Leadership and Community Development within one week of adoption.

ARTICLE VII – Acknowledgements

The Digital Business Society at Fordham realizes the responsibilities it takes on as set forth in the purpose and that it will abide by the Constitution of USG and the University policies and regulations as stated in the Student Handbook.

The views of DBS do not necessarily represent those of Fordham University.