

CONSTITUTION OF GMC

DATE 07/15/2021

Article I. Name of Organization: Global Mobility Club

Article II. Statement of Purpose: The club will collaborate with corporate and non-corporate partners to deliver events related to global talent and mobility. A short statement about the purpose of your organization or a definition of what the organization is about. As a social and educational organization, it will also facilitate discussions about global talent needs for employers around the world and engage in inquiring about local internships related to global mobility, international internships and global management trainee programs.

Article III. Membership:

Section 1. Membership shall be open to students of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability, or veteran status.

Section 2. Membership must be limited to UT Dallas students, faculty and staff.

Article IV. Organization Officers and Duties:

Section 1. Titles of elected officers: President, Vice President

Section 2. Titles of appointed officers: Secretary, Director of Membership, Director of Events, Director of Corporate Relations, Director of Social Media & Marketing, Treasurer

Section 3. Recall of Officers: Officers are subject to recall for misconduct in office or for not conducting their duties as stated in the constitutional by-laws by a 2/3 vote of members.

Article V. Executive Board:

Section 1. Voting members: elected and appointed officers

Section 2. Ex-officio members (i.e., faculty advisor); Prof. Hubert Zydorek, nonvoting

Officer election process: Organization officers will be selected by submitting their applications and a following election process. Officers shall be elected before the next semester and will serve

until graduation. The time between elections and the new term shall serve as a transition period for new officers.

Article VI. Meetings:

Section 1. Regular meetings will be an hour long and held weekly based on the availability of the members for that semester using a poll.

Article VII. Organization Advisor:

Section 1. Prof. Hubert Zydorek will be the point of reference for advising.

Article VIII. Organization Funds: Means of acquiring funds (examples include: collection of membership dues, fundraising, receiving donations, requesting money from the Student Organization Center (SOC)).

Article IX. Enabling Clause: This Constitution shall go in effect on (date) upon approval of (number/percentage of votes necessary) vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

Article X. Signature Line/Block: The signatures below indicate that we, as executive officers, approve this document.

Chief Organization Officer/President's Name: Ayah Abdel Rahman Date: 07/15/2021

Chief Financial Officer/Treasurer's Name: Hilary Nguyen Date: 07/15/2021

Secretary's Name: Gabrielle Brewer Date: 07/15/2021

Bylaws of GMC

DATE 07/15/2021

Bylaw I. Officers:

Section 1. Powers and duties of elected officers:

a) President:

- Presiding over general meetings
- Head of external affairs with advisors, mentors, and corporate points of contact
- Set policies and strategic direction for organization
- Be the spokesperson representing the policies, views, and opinions of the organization in its relations with the campus and community
- Assisting in officer transitions

b) Vice President:

- Filling in for the President during general meetings when President is absent
- Leading officer meetings
- Keeping progress updates for all officers
- Mitigating any internal affairs
- Leading officer transitions
- Leader of internal affairs for GMC

Section 2. Powers and duties of appointed officers

a) Director of Membership

- Spearhead different strategies to attract new members
- Direct and oversee membership activities
- Develop programs and initiatives to increase membership
- Utilize tools such as spreadsheet to organize the current members/ prospective members
- Identify members who have the potential to become the next leaders for the club
- Work closely with Director of Social Media and Marketing to promote club to new students

b) Director of Events

- Make sure events align with GMC mission and goals (awareness and discussion of the global mobility industry, career options, or corporate collaboration)
- Work with the Director of Corporate Relations to determine beneficial event speakers guests
- Maintain at least one event per semester on internship opportunities, interviewing professionals already in the industry, and/or training programs
- Maintain at least one meeting or event per month for members

- Bring value to club through events to attract membership for JSOM body

c) Director of Corporate Relations

- Contact and coordinate speakers for club meetings (via professional networks such as emails, LinkedIn)
- Identify speakers on various topics of interest to club members, formally invite them to present.
- Send a confirmation letter with the time, date, topic
- Host, schedule audiovisuals, and provide technical assistance as needed the day they present
- Send thank you letters after their visit/presentation
- Generate the speaker calendar/networking events each semester
- Maintain a speaker database to keep track of past speakers, topics and club members' evaluation of their presentation.

d) Director of Social Media & Marketing

- Identify major objectives of GMC's marketing plan
- Identify target groups and develop activities and timelines corresponding
- Create/maintain club website/social media (Facebook, Instagram, Twitter, and LinkedIn, etc.) and share content that resonates with GMC's missions
- Develop incentive initiatives like Members-Get-Members promotion, club brochures, feedback forms, etc.
- Monitor social media to track social metrics for future use and opportunities

e) Treasurer

- Develop and maintain a financial plan for Global Mobility Club
- Draft budget for corresponding semester
- Forecast costs for planned events
- Oversee fundraisers and required materials/costs
- Work with Director of Membership for membership fees, if applicable

f) Secretary

- Record meeting minutes
- Send any email correspondence from behalf of officers to general members
- Schedule meeting times and meeting invites
- Attend corporate or advisor meetings along with elected officers