

CONSTITUTION OF JSOM CASE CLUB AT UT DALLAS



Article I. Name

The full name of this organization shall be JSOM Case Club. JCC may be used as the acronym.

Article II. Statement of Purpose

JSOM Case Club is a professional organization to support and empower business students. The primary purpose of this organization is to host workshops to better prepare students for future case competitions in different concentrations such as Communication, Leadership, Marketing, Finance & Budgeting, Teamwork, Problem Solving, Presentation, Risk Analysis in order to establish strong and well prepared teams.

Article III. Membership

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

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

Section 3. A student can become a member of the JSOM Case Club by paying the stated required dues and attending the required number of meetings, workshops and events.

Article IV. Organization Officers and Duties

Section 1. There shall be eight officers on the Board of Officers every year. There may be one extra floating board member depending on the needs of that semester. The officers shall serve for one year or until their successors are elected or qualified. The officer positions and responsibilities are as follows:

President:

- Communicating with companies (main point of communication who consistently emails companies)
- Updating company contacts spreadsheet
- Arranging officer meetings
- Officer coordination
- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club

Vice President:

- Banking (maintaining all requirements associated with the JSOM Case Club bank account)
- Communicating with company sponsors
- Completing annual fiscal report
- Ordering any other JSOM Case Club swag
- Funding requests with SOC
- Fundraising/ grant applications

- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club
- Completing the process for corporate sponsorship requests

Officer of Marketing:

- Consistently updating and maintaining all social media (Facebook page and Instagram page)
- Consistently updating and maintaining the JSOM Case Club website
- Updating campus bulletin board(s) and maintaining bulletin board requirements
- Designing and printing flyers
- Distributing flyers all over campus
- Designing t-shirts
- Spearheading efforts to create the trifold/booth for summer orientations and other similar events throughout the year
- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club

Officer of Engagement:

- Emailing and communicating with members
- Encouraging students to join JSOM Case Club
- Creating awareness around workshops offered by the club and the benefits
- Maintaining energy around club offerings and encouraging new ideas from members and non-members
- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club

Officer of Communication:

- Emailing and communicating with members
- Spearheading efforts for school and community events
- Room bookings
- Ordering food for events
- Maintaining a relationship with faculty advisor Professor Chatterjee (meeting with him monthly to keep her up-to-date on JSOM Case Club)
- Taking meeting minutes for officer meetings
- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club

Officer of Workshop Management:

- Emailing and communicating with members
- Creating schedule of workshops offered to students
- Creating content for workshops offered and ensuring that all members are comfortable speaking to the content
- Tracking number of students who attend each workshop and contact info in order to qualify them for Case Competitions
- Providing Officer of Marketing with information about workshops offered in order to communicate to interested students

- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club

Officer of Case Organization:

- Emailing and communicating with members
- Identifying potential candidates for Case Competitions and presenting them to President and Vice President
- Partnering with SOC, faculty advisor Professor Chatterjee, and other members to ensure proper funding and communication is sent out regarding competitions
- Creating content for practice Case Competitions to better prepare students participating in competitions
- Actively maintaining personal relationships with club advisors/companies/industry professionals and connecting these companies/industry professionals to JSOM Case Club.

Section 2. Titles assigned to officers represent division of duties between the officers. However, tasks may come up which don't directly fit under a specific officer's responsibilities. In this case, all officers must be dedicated to the organization and take initiative to share the tasks and even the workload between the officers. If a recurring task comes up, it should be placed under the permanent responsibility of the specific officer that the task aligns best with.

Section 3. Segregation of duties is determined by the Constitution. Slight changes can be made depending on the growth of the organization and the needs of that semester. However, all the duties and responsibilities are meant to be easily shared and transferred. The JSOM Case Club Officers shall be a very collaborative environment.

Section 4. Each officer group shall establish their preferred method of communication. However, officers are expected to meet for an hour every week and stay on top of inter-officer communication.

Section 5. The officer election process is as follows:

1. During the semester, all members will be informed of which positions will be open and up for re-election at the end of the semester.
2. The member interested in a position must fill out an application. Interviews will be conducted after the board reviews applications.
3. The officer board will vote on the applicants.
4. The election process will take place at the end of every semester (as needed). The elected applicants formally become officers at the end of that semester.
5. **HOWEVER, the previous officer is expected to guide the new officer throughout the transition semester and help them in any way needed, especially with the transition of duties. The transition semester between old officer to new officer is meant to serve as a buffer between the two officers, and collaboration of the old and new officers in all relevant duties during the transition semester is not only encouraged but *expected*.**

Section 6. Every officer is expected to attend all general body meetings and events throughout the semester. In addition, officers may only miss 2 officer meetings throughout the semester. If the board feels that an officer is not fulfilling their responsibilities, contributing to the team in the way that they should, or is not a positive

role model and representation of JSOM Case Club, then they may decide whether or not that officer should be removed from office. 4/6 of the other officers must vote yes to remove the officer in question.

Article V. Meetings

Section 1. Officer meetings will occur weekly. The majority of the meetings may be virtual; however, the officers must meet in-person at least once a month. Officer meetings are no more than an hour long and focus on updates from each officer, discussion of upcoming events, etc. Meeting minutes shall be taken by the Vice President of Internal Affairs and uploaded onto the JSOM Case Club Trello page.

Section 2. There will be a General Body meeting at least once a semester, furthermore JSOM Case Club will host on average four workshops per month to help students prepare for various case competitions.

Article VI. Organization Advisor

Section 1. Prof. Sourav Chatterjee is the official advisor of JSOM Case Club.

Section 2. Ms. Beth Kent and Dr. Dawn Owens are also our mentors who support the organization.

Article VII. Organization Funds

Section 1. Funds for JSOM Case Club will come from collection of future membership dues, the SOC office, and fundraising done by the organization.

Article VIII. Method to Amend the Constitution

Section 1. Four officers must vote on a proposed amendment to the Constitution to approve it and put it into effect. There must be at least four officers present at the amendment meeting to be able to hold a vote on the proposed amendment. All officers must be informed of the proposed amendment meeting and genuine efforts must be made to host it at a time such that all officers can attend. If needed, an officer may dial in. However, if an officer does not have a physical or virtual (video call or phone call) presence at the meeting, they do not get to vote.

Article IX. Dissolution Clause

Section 1. Should the organization dissolve, all funds go to a charity of the officer board and advisor's choice.

Section 2. If an officer resigns or is removed, an ad hoc "election" process should be conducted. The officer board may ask a very involved JSOM Case Club member to become an interim officer until the next election cycle.

Article X. Enabling Clause

This Constitution shall go into effect on August 19th, 2019 upon approval of 75% votes in favor by all present voting members and the advisor's approval. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

Article XI. Signature Line/Block

The signatures below indicate that we, as executive officers, approve this document.

President: Lakshmi Dasari

Vice President: Saleena Habibi

Officer of Marketing: Josh John

Officer of Engagement: Aamir Desai

Officer of Communication: Nawal Ahmed

Officer of Workshop Management: Dalena Quach

Officer of Case Organization: Jacquelin Rojas

Workshops

1. Communication

- Drafting professional emails
- Reaching out to potential mentors
- How to use social media and applications for effective communication
- Speaking to business professionals

2. Problem solving

- How to decipher a problem set and assessing the situation face by an org.
- Prioritizing tasks
- What to read/throw out in a case competition
- How to analyze available information and craft a solution

3. Leadership

- Being a role model and organizing roles
- What it takes to be reliable
- What are the do's and don'ts as a leader
- How to establish a coherent team

4. Teamwork

- Have team building exercises
- How to manage scheduling as a team
- Distributing tasks and efficiency

5. Presentation

- How to speak to judges/audience
- What to put in a powerpoint
- How to visualize data from given case information
- Creating index, Q & A, and wholistic and clear data
- DEFEND your solution

6. Finance/ Budgeting

- Real world examples of financial budgets
- Difference and important of sales budget, financial budget, master budget, and production budget
- What is a balance sheet and capital expenditures for an org.
- Examining revenue vs. projections

7. Risk Analysis

- How to identify immediate threats to a business
- Understanding and overcoming the shortcomings of businesses
- Evaluating business models and strategies for success

8. Marketing

- How to research/know about a company
- Knowing the full budget and costs like average costs, customer acquisitions, and conversion costs
- The difference in audiences (Executives, Employees, Users)

9. Professional Consultation Workshops