

# **UNITED BUSINESS STUDENT SENATE**

## **Elections Packet**

For The  
2009 - 2010  
Academic Year

# **UBSS**

**The United Business Student Senate (UBSS) exists for the betterment of the California State Polytechnic University, Pomona (CPU) Associated Students, Inc. (ASI) as a whole.**

Purpose:

- To serve as the central body to reflect and disseminate ideas and information concerning the College of Business Administration (CBA).
- To impart a spirit of unified action among the departments and recognized organizations of the CBA.
- To coordinate, as necessary, the interests and activities of all the students and faculty of the CBA.
- To encourage participation among the students of the CBA, ASI, and other centers, divisions, and students of CPU.
- To be responsible for exercising control over all disbursements of funds through budget requests by CBA organizations, as pertains to **ASI**.

## **Officer Eligibility**

At the time of assuming office, and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by CPU. He/She will sign a statement of eligibility form when assuming office, and thereafter will accept the responsibility of monitoring his/her own unit load to meet these requirements each quarter she/he is in office.

## **Terms of Office**

All UBSS members (except the advisor) have a term of office running from July 1, 2009 to June 30, 2010.

## **Elections for the 2009 – 2010 Academic Year**

1. Each candidate must meet Cal Poly Pomona requirements for holding office.
  
2. Only those enrolled in a particular CBA major may vote for the Department Senator for that major.
  
3. All CBA enrolled students may vote once towards each of the five (5) Executive Board positions and the Senator-at-Large.

Elected positions are as follows:

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Information
- Vice President of Public Relations
- Vice President of Events
- 6 Department Senators:
  - ◆ Accounting
  
  - ◆ Computer Information Systems
  
  - ◆ Finance, Real Estate, & Law
  
  - ◆ International Business & Marketing Management
  
  - ◆ Management & Human Resources
  
  - ◆ Technology & Operations Management/ E-Business
  
- 2 At-Large Senators

## **Executive Board**

The Executive Board will be the President, Executive Vice President, Vice President of Finance, Vice President of Public Relations, Vice President of Information, and Vice President of Events.

### **President**

Shall serve as the Chief Executive Officer of UBSS and shall administer all affairs of UBSS within the guidelines of the By-Laws, and a representative of UBSS to the Dean's office and CBA.

Duties

- To preside at all meetings of UBSS.
- To represent UBSS in all matters pertaining or affecting the students of CBA.
- To have the power to appoint temporary committees, and appoint the chair(s) to those committee(s).
- Shall have the power to remove members from and reconstitute committees as per Executive Board approval.
- Shall be an ex-officio member of all UBSS committees.

### **Executive Vice President**

Shall assume all duties of the office of the President, as outlined above in case of his/her absence, and assume executive duties by the President.

Duties

- Should act as a Chief Officer of Protocol during Senate meetings to insure order and maintain that parliamentary procedures are followed at all meetings.
- Shall be responsible for creating and posting the Agenda of Senate meetings three (3) days prior to said meetings, as deemed necessary by California Civil Law.
- Shall be responsible for the club registration process as outlined in the UBSS By-Laws.

### **Vice President of Finance**

Shall be responsible for monitoring of all UBSS funds.

Duties

- Chair and be a voting member of the Finance Board.
- Shall present Finance Board recommendations to the Senate for their consideration on all financial matters of UBSS that are subject to Senate approval.
- Shall present a financial report to the Senate every meeting.
- Shall insure that books are closed and audited at the end of each fiscal year.

### **Vice President of Public Relations**

Shall be responsible for the promotion of UBSS activities, events, and as a council.

Duties

- Shall be responsible for informing all students of UBSS events.
- Shall be responsible to advertise all UBSS events and other publications.
- Coordinate with all CBA organizations as to use of the showcases in Building 6.
- Chair the Promotion and Election Committee.

### **Vice President of Information**

Shall be responsible for recording all information regarding UBSS, and coordinate the dissemination of all information pertaining to the CBA departments, organizations, students, and CPU as a whole.

Duties

- Shall take the minutes and record the attendance of all Executive Board and Senate meetings.
- Shall record the minutes from UBSS meetings and, within seven (7) days of Senate approval, shall post the minutes and forward them to the ASI Attorney General.
- Shall be responsible for all records except financial and committee records.
- Shall reserve a room for meetings and schedule all UBSS events at the Office of Student Life.

## **Vice President of Events**

Shall be responsible for approving and advising actions of Events Committee as well as any other events in relation to UBSS.

Duties

- Shall attend all Events Committee meetings.
- Shall receive and approve committee reports from the Events Committee.
- Shall work with the Vice president of Public Relations to promote and Support UBSS events.
- Shall assure that events meet all Cal Poly university regulations.

## **Senators**

Senators must serve two (2) office hours each week in the UBSS Office, located in building 6-116, or elsewhere at the discretion of the Executive Board. There shall be four (4) meetings per month during Fall, Winter, Spring quarters.

### **Departmental Senator**

Departmental Senators shall report to their department faculty meetings on UBSS activities and report back to UBSS on pertinent department matters.

### **Senators – at – Large (2)**

The two Senators-at-Large shall report to all other councils and the University Union Board regarding UBSS activities and report back to UBSS on pertinent council matters.

### **All Senators, Except the ASI Business Senator, Shall**

- Be expected to assume a role as a committee Chairperson and/or committee member. Department Senators must be a committee Chairperson on at least one committee.
- Submit quarterly written report to the official UBSS newsgroup on matters pertinent to the Senator's position and/or committee. The report shall be due by the date set by the Executive Vice President.

# **UBSS ELECTION INFORMATION**

**Applications and petitions must be submitted to the UBSS Office (Bldg 6-116) by 5:00 pm on October 30th, 2009.**

## **Where can I get Applications and Petitions?**

Come to the UBSS Office (Bldg 6-116) or go to [www.csupomona.edu/~ubss](http://www.csupomona.edu/~ubss) and download the forms

**Presentations for those running for the Executive board are on October 20<sup>th</sup>.**

**ELECTIONS will be held November 3, 2009.**



## United Business Student Senate

### APPLICATION FOR SENATE POSITION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bronco ID #

\_\_\_\_\_  
Position Desired

\_\_\_\_\_  
Major

\_\_\_\_\_  
Minor (if applicable)

\_\_\_\_\_  
Date entered Cal Poly

\_\_\_\_\_  
Expected Date of Graduation

\_\_\_\_\_  
# of units this quarter

\_\_\_\_\_  
Total units completed

\_\_\_\_\_  
Cal Poly GPA

\_\_\_\_\_  
GPA in Major

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone 1

\_\_\_\_\_  
Phone 2

\_\_\_\_\_  
E-mail Address

References: (1) \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

(2) \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

Please attach your resume and a brief response to the following questions:

- 1) Why do you wish to hold a position on UBSS? Be specific.
- 2) Summarize your experience in student leadership and/or other extra-curricular activities.