



Rotman Asian Business Association (RABA) Club Charter

Article 1: Name

The full name of the student organization is Rotman Asian Business Association, or **RABA** in abbreviation.

- **Vision:** Asia-Pacific is one of the fastest growing economic regions in the world. While the region provides tremendous business and career opportunities for our alumni and students, its unique cultural and business characteristics sometimes present challenges for alumni and students who would wish to move to the region post-graduation. Likewise, students from the Asia-Pacific face similar cultural barriers upon arriving in North America. Given the challenges to both parties, it seemed evident that there needed to be a way to “bridge the gap”.
- **Mission Statement:** A community which strives bridge the cultural differences between North America and the Asia-Pacific, present opportunities in the Asia-Pacific region to those interested, and support international (Asia-Pacific) students in settling into their new lives in Canada. As well, we provide students with the resources they need to explore the Canadian job market through our network with the Asia-Pacific business community.

Article 2: Purpose

At Rotman Asian Business Association (RABA), through organizing a series of cultural and professional events, we aim to:

- Educate members about cultural and business norms in the Asia-Pacific region.
- Support and facilitate members in establishing connections with Canadian business professionals and organizations, using our own resources and network within the local Asian-Pacific business communities.
- Promote the Rotman MBA brand to businesses and educational institutions in both the Asia-Pacific region and Canada.
- Build and maintain a network among current students and alumni where information is exchanged most efficiently and opportunities are explored fully.

Article 3: Membership





RABA's member recruitment officially begins at each year's Club fair. Preparation work and advertisements can be initiated prior to the Club fair, at the discretion of the Club's executive team.

Current membership payments include the following two options:

- 1) \$40 Program Fee, for the duration of the member's entire MBA program.
- 2) \$25 Annual Fee, for the duration of the current academic year. (September - May)

Article 4: Executive

List of executive titles and their responsibilities for RABA:

The "Lead" takes full ownership for assigned tasks and need to report the progress and status to the club president on a regular basis; The "Support" works with the Lead and are assigned based on work load at the time. Description below per roles & responsibility of the RABA Executive Team 2016-2017.

President

Lead

- Club Strategy
- External Communication
- FT members communication
- Member recruitment
- Fund raising

Support

- Events road-map
- Planning

Vice President Internal

Lead

- Events road-map
- Planning (Scheduling, resource, budget)
- Administration

Support

- Finance/ Club audit
- Events

Vice President External

Lead

- External Resource
- Mentor Program

Support

- Events
- Fund raising

Vice President Culture

Lead

- Club Level Diversity Program
- Cultural Communications

Support

- Member Recruitment
- Events





Vice President Events

Lead

Events Organization and Management

Support

External Resource Communications
Club Level Diversity Program

Vice President Communications

Lead

Design
Social media management
Club Website

Support

Events

Vice President Part-time Program

Lead

Part-time Program communications
Part-time Events
Part-time member recruitment

Support

Full –time program Events

Vice President Finance

Lead

Club Finance
Managerial Accounting
Club Audit
Budget Control

Support

Events

Article 5: Finances

1. For tracking purpose, all transactions should ONLY be done through bank cheque. Cash transaction is not acceptable.
2. Forecast is created at the beginning of every fiscal year, starting from each May, to manage the income/expense of the coming year. The forecast will be updated by the end of each month based on the actual income/expense.
3. All financial transactions/variance will be tracked and justified. VP finance will push to close all transactions for expense/income happened by the end of each month.
4. All receipts will be numbered and taken photos for 12 months for audit purpose. The purpose and person in charge of the receipts will be matched and recorded.





Article 6: Executive Meetings

There will be one (1) official meeting for every academic month. Non-executive members are welcome to attend the meeting for a 15-minute free discussion with all of the executives.

Article 7: General Elections

1. Club Executive Team is elected in the general annual election organized by the GBC.
2. Club Elections are held in March/April.
3. The executive committee shall also make all reasonable efforts to notify all RABA members of the election and the results, by email, telephone, or post.
4. To become an eligible candidate, one must be an actively enrolled RABA member and is in his/her Second year Full Time study or Second & Third year Part Time Study.
5. To become an eligible voter, one must be an actively enrolled RABA member.
6. The executives of the club hold office for one academic year (e.g. September 2016 – June 2017).

Article 8: Impeachment

A motion to remove an executive from RABA must go through a unanimous vote of the entire Executive Committee.

1. Previous to removal of an executive, two (2) warnings will be given by the Club President.
2. The following actions are subjected to a vote for impeachment:
 - a) Failure to attend up to 3 major monthly meetings.
 - b) Unable to fulfill executive role (e.g. pursuant to Article 4).
 - c) Acted against the interests of the members of RABA.

The individual being voted for impeachment will be given the right to defend his/her actions in the executive meeting prior to the vote, upon providing reasonable explanations, the Club President has the right to withdraw the motion.

Article 9: Amendments

1. All Executive Team members must be advised of any proposed amendment to the constitution, and be advised of the proposed amendments or changes at least one (1) week before the scheduled general meeting.
2. Amendments to the constitution must be passed by vote with two-thirds majority of the RABA Executive Team.
3. Newly revised constitution should be acknowledged by the GBC and accessible for the public (e.g. download from the official website).

2016/08

