Tepper BioPharma and Healthcare Club By-laws

11/15/2011

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I. Definitions

The name of this organization is the BioPharma and Healthcare Club, also referred to as simply "BioPharma." The BioPharma and Healthcare Club is governed by the following By-laws, as of November 2011. Leadership is referred to as the BioPharma Board, or simply, "the Board."

II. Mission

The Tepper School of Business BioPharma and Healthcare Club seeks to create an engaged community of students interested in the biotechnology, pharmaceutical, and healthcare fields. The Club aims to connect students with biopharma and healthcare companies and experts, facilitate networking opportunities, and provide targeted professional development opportunities.

III. Goals

In the long-term, the BioPharma and Healthcare club exists to:

- Educate students about the BioPharma and healthcare commercial industries
- Position its members to be attractive candidates for careers in those fields, through networking, case competitions, treks, and alumni events
- Assist the Tepper COC in its efforts to advertise career opportunities, and help students find their fit
- Act as a communication hub for all things healthcare, as it relates to business administration, policy, and commercialized innovations, both for current students and alumni
- Promote the Tepper brand within the BioPharma and Healthcare industries
- Connect graduate level students across campus to leverage CMUs strengths as a technology innovator

In 2011, the BioPharma & Healthcare Club Board seeks to (goals to be amended at the current Board's discretion):

- Increase membership and active participation by 150%
- Increase the number of companies that consider Tepper a core school by 2/year
- Increase the % of students entering the biopharma & healthcare fields by 5%
- Host 3 speakers/semester
- Create a alumni database that is 100% accurate
- Increase community relations by 100%

IV. Membership

a. Membership Eligibility

Membership is open to all current graduate students at Carnegie Mellon University.

b. Membership Levels and Participation Rights

Generally, MBA, MSCF, and Heinz College MSBTM students are full members, while other graduate students opt to only be partial members.

Full membership activities include Tepper-COC focused events, such as career treks, Tepper alumni networking events, and case competitions. These are only open to students who have paid the full membership rate.

Non-COC focused events are open to all members. These include speaker series, happy hours, case preparations, and workshops. Any new activities will be open to all club members, unless judged to be in essence a business career-building event by the residing Board (by vote).

Partial members (students from non-Tepper COC graduate programs), may opt to pay the full member rate if they are inclined to participate in full-member activities for networking or educational purposes. MBA, MSCF, and MSBTM do not have a partial membership option.

All events must be open to all club members, with membership level being the only consideration. Any event that utilizes club dues or GBA funding must be advertised to the entire club within a timely manner.

c. Dues

Dues are determined before the start of the next school year by the governing Board. The board will vote on pricing structure in regard to:

- Membership level: full vs. partial
- Bulk payment: one or two-year
- Bundling: multiple membership packages with other clubs

Dues are to be collected by the residing VP of Finance. Dues will be held in the club's oracle account only, regulated by Tepper Student Services and the VP of Finance.

Dues cannot be retroactively adjusted; payment of dues is considered a completed transaction.

V. Organization

a. Leadership

Overview and Expectations

The Club president and VPs are collectively referred to as "the board." Club leadership is rotated mid-school year. The new board resides for a full calendar year. After stepping down, the previous board is expected to lend guidance to the incoming board. This ensures proper overlap of the club leadership.

Leadership is expected to communicate regularly with each other and with the club members. They are also expected to perform their roles to the best of their abilities. Items that a board member "owns" may be delegated to any other board member with their consent.

i. Club President

Role Expectations

- Sets vision and direction for club events and activities
- Chairs club board meetings and sends minutes
- Principal contact for Tepper GBA, Student Services, the COC, and other student clubs within Tepper
- Secondary contact for Tepper Alumni and Marketing offices, as well as student clubs outside of Tepper
- Regularly communicates with board and members to identify issues and opportunities
- Leads efforts on new initiatives; delegates when deemed appropriate
- Performs project management duties for VPs when needed
- Maintains the event calendar with the VP of Events
- Leads initiative on election processes
- Represents the club through presentations

Eligibility

The club president must be a Tepper student for administrative reasons.

ii. VP of Marketing

Role Expectations

- Responsible for communications within the club and to the greater student body. This includes (but is not limited to) emails, flyers and posters
- Leads the club newsletter initiative
- Administers the club web-site
- Assists in event planning, communication, and advertisement
- Assists in club recruitment
- Primary point of contact for the Tepper Marketing office

Eligibility

The VP of Marketing must be a Tepper student for administrative reasons

iii. VP of Events, Alumni Relations

Role Expectations

- Responsible for planning and organizing club events. These include (but are not limited to) Tepper B**Rs, happy hours, speaker series, off campus case competitions, alumni events, and workshops
- Leads the organization of the career treks to Boston, NJ, and CA
- Maintains contact with speakers and alumni on behalf of the club
- Maintains the club event calendar jointly with the president
- May form event committees as the need arises

Eligibility
The VP of Events must be a Tepper student, for administrative reasons

iv. VP of Intra-Campus Relations, Alumni Relations

Role Expectations

- Point of contact between the club and the greater CMU campus, including school administration and other student clubs
- Leads the planning and execution of intra-campus events, such as the Biomedical symposium and intra-campus case competitions
- Drives the recruitment effort of non-Tepper students
- Interfaces with students and administration across CMU to ensure the club represents all of its constituents
- Assists the President and VP of Events when necessary

Eligibility
The VP of Intra-Campus Relations may be a Tepper or Heinz student

v. VP of finance

Role Expectations

- Maintains the club oracle account
- Ensures that expenditures are within the club budget
- Determines if expenditures are suitable for GBA funding
- Interfaces with GBA budget committee; submits expense proposals
- Controls check issuing, club due collection, and membership status
- Responsible for determining membership-fee pricing
- Reports any errors, anomalies, or budget concerns to the board

Eligibility
The VP of Finance must be a Tepper student for administrative purposes

vi. VP of the Healthcare Conference (HCC)

Role Expectations

- Assists with execution of the HCC occurring in the spring semester of the board's election year and spearheads the HCC the spring semester following the board calendar year (ie. The VP of HCC helps execute the 2011 conference and spearheads the 2012 conference).
- Works with his/her Heinz College counterpart to set the vision for the HCC
- Serves as a liaison between the board and the HCC initiative and committees
- Provides project management to the HCC and its committees to effectively plan and execute the conference
- Serves as the point of contact in regard to the HCC to Student Services and the Corporate Development, Marketing, and Alumni Relations offices
- Mentors the incoming VP of HCC

Eligibility
The VP of Finance must be a Tepper student for administrative purposes

vii. First Year Board Member
The board may select a first year board member to represent the first year class. This board member will be selected from a group of interested first year MBA students in Mini 1 and will be responsible for executing on tasks delegated by the board.

b. Member Committees

Committees may be formed by any board member at any time to execute deliverables. Committees should be made of club members exclusively, though outside-contributors may be allowed if deemed appropriate by the board (by vote). Committee members are appointed by the responsible board-member. As such, the board member is responsible, in totality, for all actions performed by the committee.

Board members are encouraged to form committees often, as they enhance the club member experience, and promote active member participation.

c. Elections

i. Eligibility
Students must be current full members of the club to run for a board position. They must be a paid club member for the year preceding and during their elected term. Board members must maintain a minimum 3.0 GPA (on a 4.0 scale) for each semester for which they serve. For obvious reasons, graduating students and those not expecting to attend class on the Pittsburgh campus for the following year's minis 1, 2 and 3 may not apply.

Other requirements are listed within the specific job sections (above).

ii. Process
The election process is initiated by the out-going president

iii. Timing
Elections are to be advertised at the beginning of mini 2 by the VP of Marketing. Campaign submissions will first be accepted for Presidential candidates at this time. Presidential elections will take place during the finals week of mini 2.

VP positions will be advertised near the end of mini 2. Campaign submissions will be accepted over one week, with elections taking place at the end of mini 2 or the beginning of mini 3.

Campaign Laws
Campaigns will take the form of one Powerpoint slide per candidate, which will be collectively distributed to the club in a single mailing by the VP of Marketing. Candidates will also have the option to address the club via a single-paragraph statement of purpose, also to be distributed to the club through the VP of Marketing. No other campaigning will be tolerated. Candidates are not to make any reference to their competitors within their

materials. Any violation, as determined by the out-going board by vote, will result in the disqualification of that candidate.

iv. Transition

Leadership will be transitioned through a stepped process during mini 3, determined by the outgoing board. It is recommended that the outgoing board plan all events in mini 3, and have suggestions ready for mini 4, so that the new board may have a chance to learn about their responsibilities in a controlled setting.

The execution of deliverables in mini 3 is the responsibility of the old board. All leadership responsibilities will transfer to the new board at the end of mini 3.

v. Removal and Replacement

Should any board member be deemed unable to perform their duties, they may be replaced through the unanimous vote of the remaining board members. In this circumstance, a special club-wide election will be held to fill the vacant spot within the course of 30 days.

If election is deemed unfeasible by the board, permission may be granted by the club members (through vote) for the board to appoint a replacement, or redistribute the responsibilities of the vacant seat.

V. Meetings

a. Board Meetings

It is the responsibility of the President to schedule and chair board meetings as needed. Board members will be given a minimum of one week's notice for each meeting, and will be provided with an agenda at least 24 hrs before the meeting time. All board members are expected to attend.

Board meetings will be used to discuss action items, scheduling, and decide upon future club activities. Board meetings will also be the venue for board votes.

The board voting process is a simple 1 member: 1 vote relationship, with simple majority rules. In the case of a tie, board members must discuss the issue over the next 48 hrs until a resolution is reached. If there is still an impasse after that time period, the president's vote will count as a tie breaker.

Minutes will be taken by one of the board members (currently the President) and distributed to the rest of the board within 48 hrs.

It is recommended that the board meets every two weeks, with more frequent meetings during times of high activity

b. Club Meetings

Club meetings are to be held at least once per mini, to update members on club activities and collect feedback. These shall be arranged by the VP of Marketing and hosted by the club President.

c. Expenses

Club expenses must be approved by the club President before payments can be made. Final approval must also come from the VP of Finance. The VP of Finance will determine if expenses are to be charged to the club oracle account or to the GBA.

d. Approval Process

After event decisions have been made by the managing board member (including obtaining price quotes), the VP of Finance will review, then submit the event budget to Student Services or the GBA. Upon final approval, funds may be spent. Managing board members will submit proposals at least two weeks before the event date, to facilitate the approval process.

e. Check Requests

Check requests from the club Oracle string must be made through either the VP of Finance or the club President. GBA check requests are highly discouraged. If necessary, however, BOTH the VP of Finance and the club President will make the final submission

VII. Tepper Faculty, COC, and the Office of Alumni Relations

a. Faculty Mentors

Faculty mentors may be called upon by any board member and treated as a committee member. Currently, our Faculty mentor is Professor Arthur Boni. Faculty board members do not have the right to manage the club. They serve in an advisory function only.

b. COC

It is the club's duty to convey all pertinent messages from the COC to its members within 24 hrs of submission. Our current COC representative is Steve Rakas. The COC will connect with the club President to align positioning strategies for the careers of the club members.

c. Office of Alumni Relations

Alumni relations will be the joint responsibility of the Tepper Office of Alumni Relations, the club President, the VP of Events, and the VP of Intra-Campus Relations. New networking opportunities uncovered by the club will be cross checked with Alumni Relations before the club may state that it is representing the Tepper School.