

Constitution

2009-2010

*Written and approved by,
The Michigan Economics Society Board*

Mission and Background

We are the Michigan Economics Society (MES), the economics club at the University of Michigan. MES is one of the largest student organizations on campus, with a membership of over 525 students from all academic backgrounds. The primary goal of the organization is to fill in the gap that the economics curriculum alone does not fill. This is accomplished through an array of events and services such as the Faculty and Alumni Seminar Series, exclusive corporate presentations, the Investment Challenge, community service opportunities, recruiting and graduate school information, economics tutoring and other academic support services. What's more, all this is available for a small, yearly membership fee of \$20 for graduate students, \$25 for juniors/seniors, and \$30 for freshmen/sophomores.

The strength of MES comes from its members. MES relies on the hard work and diligence of its members to achieve its aims of providing quality services to those interested in economics. In this spirit, MES is a very open organization and managed with a decidedly participatory bent. Members will be allowed to take as great an interest in any facet of the organization as they wish and are heartily encouraged to do so. This system allows members to develop valuable organizational and leadership skills while gaining a better understanding of "real world" economics

There are many new and exciting events happening within Economics at the university. The MES office serves as a hub for information about these clubs, and all of us work together to provide as much opportunity as possible. By joining MES, you are joining a wide new world.

Executive Board

Position Descriptions and Responsibilities

President

The President shall:

- Keep board members working as a team (make sure everyone's opinion is expressed, club's activities are agreed on by all members, all members treat their teammates with respect, solve conflicts among board members, motivate them to work effectively with one another)
- Organize (register for, schedule, etc.) all events that promote the organization an/or attract new membership (e.g. FestiFall, NorthFest, WinterFest, EconFair)
- Plan overall strategy of organization
- Look for new events, funding, and partnership opportunities.
- Find out about campus/other clubs' events related to economic issues and inform members.
- Represent and serve as MES contact person with other University organizations and recruiters.
- Handle members' major inquiries and any issues they may have.
- Stay in close contact with all other board members
- Attend weekly board meetings

Vice President of Special Events and Promotion

The VP of Special Events shall:

- Act as a liaison between the Economics Department, the MES board, and members
- Organize events that involve all board members and associates
- Meet with staff of the Economics department a few times each semester
- Contact and coordinate events with other organizations on campus including, but not limited to BOSS, Phi Chi Theta Professional Business Fraternity, Alpha Kappa Psi Professional Business Fraternity, Michigan Society of Entrepreneurs, and any other relevant organizations.
- Oversee the organization of special events, including the annual Michigan Economic Forum
- Bring ideas and issues to board meetings
- Attend weekly board meetings

- Look for new events, funding, and partnership opportunities.

Vice President of Operations

The VP of Operations shall:

- Oversee the organization of the Executive Board and all regular events
- Perform and allocate tasks to ensure day to day operations are performed successfully
- Act as a liaison between the Economics Department, the MES board, and members
- Take president's place in case of temporary leave.
- Organize events that involve all board members and associates
- Meet with staff of the Economics department a few times each semester
- Bring ideas and issues to board meetings
- Attend weekly board meetings
- Oversee the organization of the MES Mass Meeting
- Look for new events, funding, and partnership opportunities.

Treasurer

The Treasurer shall:

- Apply for funding
- Responsible for receipts and money exchanges throughout the semester, from purchases to reimbursements and dues
- Oversee the Investment Challenge
- Be responsible for all supply purchases at the beginning of the year and replenish them as they are depleted
 - E.g. Cups, Napkins, Plates, Candy, Pop, Silverware, Water
- Keep financial records current (maybe provide weekly updates of budget statements to board members)
- Compile Annual Financial Report
- Present a yearly budget to the Economics Department

- Stay in close contact with all other board members
- Attend weekly board meetings

Corporate Relations Director

Maintaining relations with the corporate world are very important to our members and us. It will be the responsibility of the Corporate Relations Director to both establish and maintain relations with a variety of businesses ranging from major banks to tech companies, as well as guest speakers and other prominent figures. This will involve maintaining close contact with the Alumni Association, relying on personal contacts, networking, and even “cold-calling.” We will use acquired relations for exclusive MES recruiting events, seminars, and private dinners. Of equal importance, we will use these connections to gain corporate sponsorship by selling our unique product: our organization and the people within it. In this sense, the Corporate Relations Director will share many similarities to public relations and often work in congruency to market the club. Passionate ambition, professional etiquette, and fearless attitude are necessary for this position.

- Corporate Presentations
- Weekly Newsletter (Recruiting Section)

Faculty Relations Director

It is unlikely that Michigan Economics Society would survive without faculty support. They are an indispensable resource and it has been clear through the Faculty Seminar Series that professors do much more than teach. They are also connected to the professional world and are often called upon to offer their valuable opinions. We rely on them on multiple levels and while the Faculty Relations Director will be responsible for maintaining the bi-monthly Faculty Seminar Series, they will be in charge of satisfying their needs. It is their responsibility to maintain constant contact and build upon the relationship between Michigan Economics Society and professors. Additionally, the Faculty Relations Director will survey students and members to determine the best GSI and Professor, and present them with an award at the end of the year. This position requires quite a bit of dedication as well as coordination abilities.

Alumni Relations Director

This position’s primary responsibility will be to contact and establish the Alumni Seminar Series. It will be the responsibility of the Alumni Relations Director to both establish and maintain relations with alumni in a variety of businesses ranging from major banks to tech companies to academic institutions. It will involve maintaining close contact with the Alumni Association, relying on personal contacts, networking, and even “cold-calling.” We will use acquired relations for exclusive MES seminars and private dinners. In this sense, the Alumni Relations Director will share many similarities to the Corporate Relations Director and often work in congruency to market the club.

Economics Education Director

There is no doubt that economics coursework can, at some times, be difficult. Michigan Economics Society has worked hard over the last three years to alleviate some of the confusion in the major courses by offering free tutoring to its membership. The primary responsibility of this position will be to maintain, improve and expand the current program. This means conducting extensive interviews, hiring and compensating tutors. Most importantly, they will be playing a supervisory role by ensuring that tutors are not only effective, but that the program remains open exclusively to members. Over the next year, we are also planning on incorporating some new courses to the program. Consequently, the Economics Education Director will be responsible for researching, presenting, and implementing a new arm to the program. Finally, this position will be responsible for coordinating and implementing workshops throughout the year, namely the resume and interviewing workshops. While tutoring experience is not required, we do require that you have a genuine passion for economics.

- Career Month
- Tutoring
- Workshops
- Resume Book

Mentorship and Public Relations Director

This is the face of Michigan Economics Society on campus. While it is expected that this person wholeheartedly devote himself or herself to filling all our events to capacity with innovate marketing strategies, this person will be responsible for attracting new members through creative methods. Finally, they will be responsible for making connections with other university economic clubs across the nation so that our network expands beyond the confines of Michigan. Though such a position requires excellent communication and organizational skills, we are mostly looking for contagious enthusiasm. Current programs that will fall under this position include the Mentorship Program. To notify members of MES and other campus events, the PR Director should distribute a weekly newsletter by email every Sunday. This newsletter should include upcoming MES events, recruiting events, as determined by the Corporate Relations Director, other events on campus members would be interested in and a review of past MES events. This newsletter will reduce the number of emails members receive and should also be posted to the website.

- Mentorship (see protocol below)
- Weekly Newsletter
- Advertising

Social Director

This position's primary responsibility will be to make MES a close-knit community for its members. It is imperative to us that members get to know one another and the Social Director will achieve this through a range of new events including luncheons, discussions, and community service activities. There are no limitations for events but they should be planned considering what is the most likely for many members to attend. Members have expressed a desire to meet one another and the Social Director should provide events with a relaxed atmosphere. MES would like to have all members recognize one another and socialize before academic events.

- Social Events
- IM Sports

Community Service Director

This position's primary responsibility will be to organize philanthropy events for MES members to participate in. Established campus events should include Dance Marathon, KGRAMS, Relay for Life, Kids Fair, Circle K, Detroit Project, Habitat for Humanity and others. The Community Service Director should also establish an annual MES exclusive philanthropy event.

- Community Service Events

IT/Technical Director

This position's primary responsibility will be designing and maintaining the Michigan Economics Society webpage. This website should be professional in nature, but still encourage member interaction, especially with regards to event feedback, registration, exam database access, discussion boards, tutoring questions, etc. Our goal is to make our webpage a one-stop servicing station for members. Additionally, we are making video and podcasts available for most of our events. It will be the duty of the IT/Technical Director to record our events, making them available exclusively to our members. Experience with HTML, Flash, and Adobe Photoshop is desired. Beyond the technical knowledge, we expect this person to understand the image of Michigan Economics Society and then project that image through onto the internet.

- Design MES T-shirt
- Maintain Archives
- Update Website

Mentorship Program Protocol

Purpose:

To provide underclassmen with advice on career planning and further developments.

1. Selection-Mentors will be interviewed for the mentorship position. Mentors will be chosen based on their previous summer internship experience, academic background, and willingness to reach out to the undergraduates.
2. Assignments-Mentors will be assigned maximum up to five mentees.
3. Responsibilities-
 - a. Mentors are responsible for meeting and maintaining contact with mentees on a regular basis (in form of a coffee hour or MES sponsored event) to discuss their progress.
 - b. Mentors are responsible for maintaining contact with the board regarding upcoming events, especially with the corporate and faculty liaison.
 - c. Mentors should take an initiative in bringing their mentees to MES sponsored events.
4. Monetary allowance will be distributed in a form of a subsidy to the mentors with discretion of the Treasurer strictly for mentorship activities, which may include coffee hours, bowling nights, or other MES activities.
5. Evaluation/Feedback-Mentors and mentees will be asked to fill out an evaluation form at the end of each semester.

Policies and Regulations

Elections

New Board Members will be elected at the end of every winter semester, unless decided otherwise by the board. All active members are eligible to run for a Board position. Current board members will vote and select the new board, which will run the club for the following year.

Resignation

Board member who wishes to resign must submit an explanatory written statement to the board two weeks prior to his/her absence. The board then will interview members to fill in the board position. In good character, the board member who is resigning should help with the transitional period for the new board member.

Attendance

Board meetings are crucial to the club's functionality. If a board member fails to attend 60% of the board meetings in a month, he/she will be subjected to resignation.

Events/Activities

All board members must be present at a MES event, unless they provide a valid excuse to the President or Vice President one day before the event.

Amendments

Future changes may be made to the rules listed in this constitution. All proposed changes must be voted on by the members of the board and require a majority vote (2/3) to be ratified.

The Website

The MES website (www.umich.edu/~michecon or www.mesclub.org) will be maintained with sole discretion of the Webmaster. The Webmaster and the Board are responsible for the content of the website and can be held accountable for it, if the content does not abide by the University of Michigan Policies.

Active Membership

MES reserves the right to maintain an attendance scorecard of its members for the sole purpose of determining the active membership participation. With the approval of the MES members, names of active members may be published on the MES website.

Active Member Requirements

A registered MES member must at least attend one event per month during the semester (excluding tutoring and the Investment Challenge). Executive Board members, Associate members, tutors and mentors automatically receive the active membership status.

Tutoring Policy

Tutors for the Michigan Economics Society will be selected after a brief interview with both an economics faculty member and the faculty liaison. There will be two tutors and one alternate tutor for each Econ 101, Econ 401, and a joint Econ 102-402 session, each to be held at least once per week. Students are allowed up to two free tutoring trials, after which they must join the club to receive further tutoring.