

The Constitution of the McCombs School of Business College Tuition and Budget Advisory Committee

Adopted November 19, 2013

I. Purpose

- A. The McCombs School of Business College Tuition and Budget Advisory Committee (“McCombs CTBAC” or “Committee”) represents students of the McCombs School of Business (“McCombs”) to its administration in all matters related to student priorities in budget allocations and tuition.
- B. The functions of the McCombs CTBAC at least include:
 - 1. Gathering information on the budgetary process and priorities of each McCombs academic and administrative department;
 - 2. Educating students concerning tuition and budget issues within McCombs and the University;
 - 3. Soliciting student opinion regarding potential tuition and budget changes;
 - 4. Delivering the Committee’s recommendations regarding current budgetary priorities and tuition policy to the administration of McCombs and the University; and,
 - 5. Collaborating with other college CTBACs to collect input about university-wide budget and tuition issues.

II. Membership

- A. Composition of the Committee:
 - 1. The McCombs CTBAC has twelve (12) sitting student committee members.
 - 2. There are eight (8) undergraduate student seats filled through an application and interview process determined by the selection committee. There are two (2) seats opened to representatives from the MPA program. The application is made available to all undergraduate and iMPA students at the McCombs School of Business.
 - 3. There is one (1) seat reserved for the Undergraduate Business Council President. The President serves as a committee co-chair and holds a non-voting, ex-officio role.
 - 4. There is one (1) seat reserved for the CTBAC Chair, who is elected by majority vote during the last meeting of the CTBAC session of the previous year. Applicants for

the incoming chair must inquire with the current chair regarding their ability to serve as the future chair of the committee. Upon election, the new chair receives all responsibility for the committee for the upcoming school year. The Co-Chair does not receive a vote in procedural matters.

5. One (1) of the appointed members serves as Technology Director. The Technology Director is responsible for all publicity via social media and changes to the website.
6. The selection committee for the McCombs CTBAC is comprised of three (3) members including the CTBAC Chair, the Undergraduate Business Council President, and Undergraduate Business Council Senate Representative. The selection committee is responsible for the process and procedures of selecting the McCombs CTBAC committee members.
7. The application to the McCombs CTBAC is released during the second week of the fall semester. Members must be chosen by the end of the fourth week of the fall semester.
8. The Dean, or his/her representative, is invited to attend McCombs CTBAC meetings in order to remain informed about the committee's activities and assist the committee as necessary.

B. Committee Meetings

1. The McCombs CTBAC meets at least biweekly for a minimum of six times each semester.
2. Members are expected to attend every meeting.
3. Members who accumulate two or more unexcused absences per semester are subject to removal from the committee. In order for an absence to be excused, it must be approved by the Committee Co-Chair and UBC President.
4. Each committee member's name is made public and posted on the CTBAC website.
5. Committee meetings are closed to the public. However, the committee designates at least one open forum to the public each semester.
6. CTBAC meets with the Dean at least once per year.
7. The Dean may convene additional meetings of the McCombs CTBAC as he/she sees fit.

C. Removal and Replacement of Members

1. Members who violate the attendance code or are no longer able to serve the committee may be dismissed with a three-fourths majority vote of all twelve (12) members of the committee.
2. The selection committee may re-open the application process for vacant seats and must keep the application open for a minimum of one week.

D. Voting

1. Each member has one vote, except the UBC President and Co-Chair, in all policy matters, for a total of ten (10) votes.
2. In the event of a tie, the Co-Chair votes to break it.
3. Amending the CTBAC Constitution requires approval by the Committee through a three-fourths majority vote.

E. Tenure

1. Eligible members must be able to serve for the entire year on the McCombs CTBAC. Members of the committee may reapply as returning members in the fall of the next school year along with new members.
2. There is no limit to the number of years that eligible members may serve on the committee if approved by the selection committee.

III. Communication

A. Community Engagement

1. The Committee designates at least one meeting as an open forum for the McCombs School of Business community before releasing its final report each semester. The purpose of this forum is to educate students and faculty about the Committee's current work and obtain feedback from students, faculty, and staff.
2. All members of the Committee are expected to attend the open forums.
3. The McCombs School of Business Deans or their representatives are encouraged to attend the open forums in order to address reactions of the college community to committee activities and recommendations.
4. The forum(s) are to be well-publicized so that the students of the McCombs School of Business are fully informed of the opportunity to attend.
5. The forum(s) are recorded and archived on the Committee's website.

6. A blog on the CTBAC website is maintained to encourage community input on topics of interest.

B. CTBAC Reporting Process

1. Each year, the McCombs CTBAC, in consultation with the Dean, will establish a timeline for releasing draft and semester reports. The yearly report will describe Committee's activities and any recommendations that the Committee makes for the coming academic year or biennium.
2. All members of the Committee must indicate their approval or disapproval of the Committee's recommendations in the reports. Dissenting opinions are published as part of the final report.
3. The Committee meets with the Deans to discuss the draft report, recommendations, and what information can be disclosed to the public.
4. The Committee uses the feedback it has received to revise its draft report as necessary. The modified recommendations are then sent as the year's final report to the appropriate University administrators for consideration and discussion.
5. The Committee's final recommendations are submitted to the Dean of McCombs and the University Provost.

C. Liaising with Other University Budget Advisory Committees

1. The Committee assists other CTBACs by seeking feedback on all university-wide proposals from the undergraduate business community and providing its views, as requested.
2. The Committee is involved in all CTBAC-related Senate activities.