

LeBow MBA Association **Club Recognition Process**

This document details the official application process that MBAA clubs must go through to be recognized. The MBAA commits to process your application in a timely manner as shown below.

Attend MBAA general member meetings

Solicit your idea to other members, as this will be your best forum to attract potential leaders for your club.

Create a club constitution

Work with other interested members to create a constitution for your new club. Find the provided document titled *Sample Club Constitution* as a basis for your work.

Read *Club Privileges and Responsibilities*

This document explains how your club can operate and it is required that all leaders in your club understand these items.

Find an advisor and fill out the *Club Recognition Form*

Find a full-time faculty, administrative or staff member that is sympathetic to your cause. Have them help you complete the *Club Recognition Form*.

Schedule

Your club's board members must go through some training regarding club finances and other responsibilities. Schedule a meeting with the MBAA board to receive this training.

Submit

Turn in your club constitution and completed club recognition form to any MBAA board member. (If your club is a part of a larger organization, include your own bylaws along with their constitution.)

Response

The MBAA board will deliberate your application and provide an official decision within two (2) weeks. If there is a negative response, the MBAA board will provide advice on how to fix your application.