



COLUMBIA BUSINESS SCHOOL VENTURE FOR ALL® CLUB CHAPTER

General Constitution

Abstract

This document shall serve as a manual and guide for all CBS VFA clubs globally. Members shall abide by the code of conducts and values of the club and shall collaborate with other VFA bodies worldwide to exchange ideas and jointly organize activities.

Columbia Business School Venture For All® Head Office New York
pps2111@columbia.edu

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Joining the Columbia Business School Venture For All® Club

The VFA Club is a joint effort between Columbia Business School and IEG Global Association (www.ivyedugrp.org). Columbia Business School Venture For All is the supervising party for VFA Club, and provides professional guidance and various resources for its members. IEG Global Association is responsible for all administrative work and club activities.

Columbia Business School Venture For All® Club Rights

All approved Columbia Business School Venture For All® Clubs will receive the following VFA Club rights and resources, provided by the Columbia Business School Venture For All® and IEG Global Association:

1. Official VFA Club certification ([see attachment 1](#)).
2. Customized CBS VFA Club logo for your school/entity.
3. All CBS VFA Executive Members will also receive a certification of certificate from CBS Venture For All® ([see attachment 2](#)).
4. **Three (3) free online** CBS Venture For All® “Introduction to Entrepreneurship” course (originally priced at \$500 USD/person, with digital CBS VFA issued certification) annually.
5. Clubs could schedule **a meeting directly with CBS VFA Professor/Instructor** once every quarter.
6. Full access to Columbia Business School **Venture For All® Club internal website**.
Website features:
 - #trending activities will include various business cases and/or business concept learning videos
 - full interactions with other VFA Clubs around the globe
 - reserve learning sessions directly with CBS VFA Professor/Instructor
 - view all CBS VFA Club annual plans and share best practices
 - customized Club Chapter blogs
 - various resources from Columbia Business School and/or companies
7. **Exclusive CBS VFA Club rates** on registration fee at the Model Entrepreneur® competition.

Apply and join the first Ivy League entrepreneurship club for high school students in the world!

Introduction

This document shall serve as a manual and guide for all Columbia Business School Venture For All® clubs globally. Members shall abide by the code of conducts and values of the club and shall collaborate with other VFA bodies worldwide to exchange ideas and jointly organize activities. This document shall be the base/template for individual clubs' rules and regulations and it shall be extended and modified to meet the individual needs of respective schools and institutes.

Once approved this document may not be altered until and unless with the approval of **CBS VFA Head Office**.

Article I. Columbia Business School Venture For All® Club Chapter Application

In order to be considered as a newly formed Chapter of the Columbia Business School's Venture For All® Club, each student body, entity, or school will need to fill out the application at: <http://gsb.columbia.edu/ventureforall/vfaclub>

Please send all completed application forms to jm723@columbia.edu and pshih06@gsb.columbia.edu

The approval process could take anywhere from 2 weeks to 1 month, depending on the submission time.

Article II. Venture For All® Club Naming

The name of the club shall be called "Columbia Business School Venture For All®", from herein referred to as VFA. Individual schools may use this name as the prefix for their school's charter. For example, Shanghai High School International Division's charter shall be called "Columbia Business School Venture For All@Shanghai High School International Division" or "Columbia Business School Venture For All@SHSID" and is permitted to be abbreviated as "VFA Club@SHSID".

Article III. Official Logos and Letterheads

Logo

Upon approval of being an official Chapter of the CBS VFA Club, variation of logos for the entity will be created and could be downloaded at www.cbsvfaclub.org. These are:

Logo Type 1 Examples: Shanghai High School International Division and Kang Chiao International School (Taiwan)



Logo Type 2 Examples: Shanghai High School International Division



Logo Type 3 Examples: Monta Vista High School and The High School Affiliated to Renmin University of China



Letterhead

The template letterhead shall always have both the logo of Columbia Business School and the above Venture For All® Club logo stated above. And if this constitution shall be printed, will be on the last page.



Article IV. Mission Statement

“Enhance the entrepreneurial ecosystem in emerging and frontier markets through education and mentorship.”

All Columbia Business School VFA Members will be able to acquire the following skills:

- Leadership
- Create basic company pro-forma

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- Product innovation
 - Product-market validation
 - In-depth industry and market analysis
 - Brand development
 - Go-to-market strategies
 - Profit models
 - Financing
 - Team selections & management

Article V. Purpose of Existence

CBS VFA is a global initiative whose mission is to enhance the entrepreneurial ecosystem in emerging and frontier markets through education and mentorship. Our programs educate and train young aspiring entrepreneurs to become enterprise builders and job creators, prepare and educate the small and family-owned business owner for the next stage of growth, and create marketplace development strategies for high potential corporate managers.

CBS VFA drives to empower emerging communities through entrepreneurship, thus helping to build local economies.

Model Entrepreneur® Competition Participation

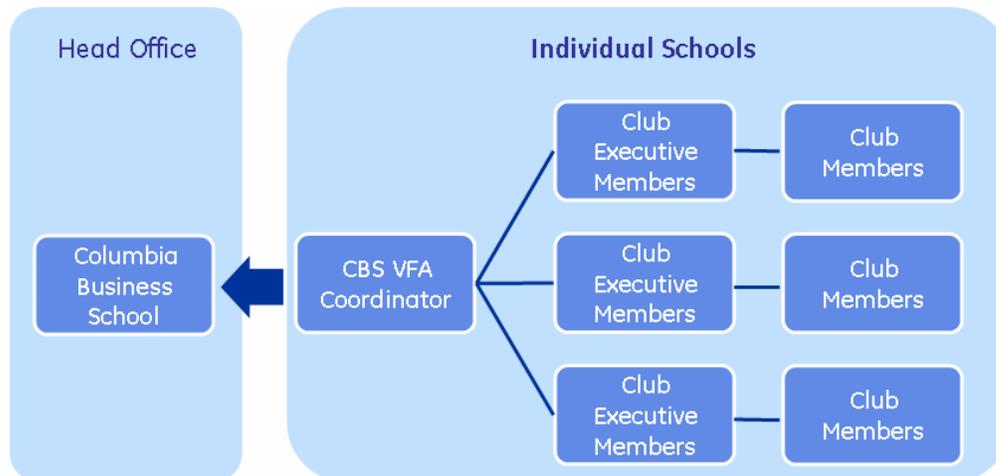
In addition to equip students with real world entrepreneurial concepts and tools to better prepare them for what is out there in the real business world, VFA Club shall prepare its members to compete effectively in the Model Entrepreneur® Competition.

Each VFA Club will need to select at least two (2) groups to participate in the Model Entrepreneur® competition each year.

Please visit www.gsb.columbia.edu/ventureforall/me for additional information.

Article VI. Structure and Organization

The main hierarchy of CBS VFA reflects how students interact with each other, locally and globally. It also shows where to point to for support and decision making.



CBS VFA Coordinator is the key person who is responsible for managing all issues between each *Club Executive Members*, and also serves as the main link between Columbia Business School and all VFA clubs. For a better explanation of the individual components refer to the [Membership Section Below](#).

Article VII. Club Timeline

Summer (May until July)

After the AP, CIE, and SAT exams in May, each VFA Club should start the election of new Club Executive Members and transition of power. We believe transition is one of the most important events for VFA Club, as it determines the future of VFA, we have to make sure every detail is fully considered throughout the process.

The newly elected Executive Members will be responsible to run the club for 3 months under supervision of the Head Office, before official succession takes place.

Key activities include:

- Identify potential members for Fall
- CBS VFA Coordinator voting event
- Next year's Executive Member voting event
- Transition to the newly elected Executive Members
- Start assisting in the first round and second round for the Model Entrepreneur® Competition

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- Assist and/or act as Teaching Assistants for local Venture For All® class sessions, and assist CBS VFA Professors to settle in locally
 - Year Summary Meeting – last main event for VFA Club, where Executive Members will go over with club members what the VFA Club has achieved this year
 - Announcement of newly elected Club Executive Members

Fall (August until October)

Base on past experience, **first impression** is the most important factor when it comes to maximizing our popularity. At the end of summer vacation, before the new semester begins, VFA Club needs to focus on promoting VFA on social media platforms.

During recruiting, we should always keep the following in mind: be **intriguing**, be **serious**, and be **informative**. The first two requests may seem contradictory, but according to past experiences, they can be achieved at the same time.

Key activities include:

- Recruiting by promoting VFA Clubs by focusing on the value proposition of joining the Club – direct access to Columbia Business School’s Professors, visit various companies, compete in official business competitions (Model Entrepreneur®), etc.
- Focus on having 10 active contributing members rather than having 100 useless members
- Set up or re-activate marketing channels, not limited to; Wechat platforms, Facebook, Weibo, fliers, broadcast, posters, and information sessions
- Start assisting new members to build their companies, and provide guidance on how to come up with a business plan

Winter (November until February)

For all entrepreneurs, it’s very important to know how a real business is managed in real life. During this time period, each VFA Club should arrange at least one visit to a company for all club members to attend. Try to find firms that are advanced in operation principle and are leaders in their industries.

After each visit, VFA club should ask all members to do a presentation about what they have learned and experience they gained during the visit. Furthermore, make sure the experience the executives obtained is actually applied to their businesses’ management.

Key activities include:

- Setting up company visits, and ensure to build close interactions between VFA Club by asking companies to offer various sources and internship opportunities for students

- Continue to identify students with business interests to join the Model Entrepreneur® Competition

Spring (March until May)

Each April, Columbia Business School's VFA Model Entrepreneur® Competition will take place. ME is not just any "business competition", but serves as an integral part in building, growing, and establishing of the VFA Club.

Key activities include:

- Continue to identify students to join ME
- Provide any support to ME participants, such as free VFA lessons and best practices
- Identify and invite judges for the final round of ME in April
- Work with Head Office to Invite CBS Professors to give speeches at your school
- Identify potential VFA Club Members
- Identify Club Executive Members

Article VIII. Membership

All applicants wanting to become a member of the CBS VFA club will need to register and participate actively in the club. In order to be a recognized member that may be qualified for an official certificate in any activity hosted or organized by any of VFA's charter, one must have the following qualifications;

1. Must be a student of the said school
2. Must fill and complete the membership form (may or may not require a fee)
3. Must be willing to participate in all VFA activities
4. Willingness to lead a business group or be lead
5. Uphold and maintain Columbia Business School Venture For All®'s spirit

Generally, there are two main groups that will exist in each club in individual schools; **Club Executive Members**, and **Club Members**. While the clubs are divided into these two, members' functionality may determine their role on the Structure and Organization above which is as follows;

CBS VFA Coordinator (11th grader)

The CBS VFA Coordinator will be chosen by all Club Executive Members on an annual basis, he/she will not be appointed, but be elected.

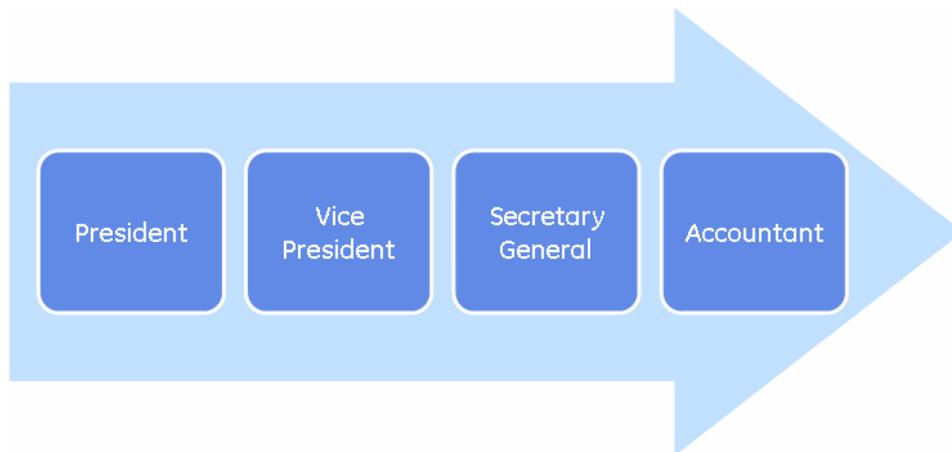
The CBS VFA Coordinator will need to be responsible for:

- planning, coordinating, and facilitating the annual CBS VFA Club meeting
- assisting in the execution of CBS VFA's Model Entrepreneur® Competition

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- facilitating the voting event for next year's Coordinator (before end of school year)
 - serving as the single contact point between Columbia Business School VFA and all Club Chapters globally

Club Executive Members (10th grader)

The Club Executive Members henceforth referred to as "Executives" shall constitute members as showing in figure below. The responsibility of each position is stated below. This group is directly responsible for the running of the club. They shall coordinate all activities and oversee operations of the club to ensure a successful tenure.



President

- Shall be the head of a given club in a given school.
- The president shall oversee and moderate all meetings ([See Meetings](#)).
- Compile and prepare overall annual reports from other executive members.
- Appoints other executive members that do not require voting.
- Constant update and maintaining contact with the CBS VFA Coordinator.
- Maintains contact with club alumni for how things were previously done before.
- Maintains contact and attend all meetings with other Presidents from other schools.
- Represents the local charter to the school and other local institutions.

Vice President

- Assumes the duties of the President in his or her absence.
- Performs other duties as directed by the President.
- Directs Constitutional updating, adopting and revisions of new constitutions.
- Facilitates election of officers.

Secretary General

- Ensures that all materials and facilities are available for activities and meetings.
- Responsible for keeping records of members as well as issuing membership of the club.

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- Documentation of all activities, meetings and other necessary records.
 - Prepares and confirms meeting agendas, and activity run-downs with the
 - Responsible for announcing meetings to the right persons that should attend.
 - Responsible for putting together the club's [Timeline Activities](#) after confirmation with other executive members.
 - Follow up on off campus and mini activity reports to be included in annual reports.
 - Takes minutes of all meetings and reads them out during the subsequent meetings.
 - Responsible for assigning and directing tasks to members.

Accountant

- Serves as the primary signatory on financial accounts.
- Pays organization all club bills and other expenses incurred by the club.
- Collects organization dues (when necessary).
- Keeps all financial records of the organization.
- Prepares an annual budget.
- Review and approve all budget, and requests from other executive members for funds.
- Prepares and submits financial reports to the members.
- Present summary of financial records during executive meetings and annual general meetings.
- Advises members on financial matters.
- Coordinates fundraising activities.
- Maintains an inventory of all equipment and its condition.
- Performs other duties as directed by the President.
- Must be honest and be able to handle finance accordingly.

Club Members

Must be passionate in the field of business, have the urge to learn, and be willing to share various business knowledge with the local community. Member shall actively carry out all task assigned to them by the Executives, and attend all CBS VFA Club activities and events.

Article IX. Code of Conduct and Dress Code

- All members are a member of the Columbia Business School's Venture For All® community, and are expected to uphold its brand and image
- Practice good manners and etiquettes as well as stand out from the masses in all aspects
- Member's school uniform must always be ironed and neat
- Business attires are required when attending official CBS VFA events or competitions

Article X. Various Support

- All VFA Club members will receive a 20% financial support when registration for the Model Entrepreneur® Competition
- Each Club will have the chance to schedule a conference call with CBS VFA Professor once every 4 months, to identify potential student business ideas. Valid ventures might be supported once it's evaluated. This will be done through the CBS VFA Coordinator
- Each year, the Head Office will offer three (3) free online courses (priced at \$500 per student, with a digital certificate of completion from Columbia Business School Venture For All®) for students to take. **We strongly suggest students who take the free online course to share their experiences and knowledge with existing Club Members**
- The Head Office will provide \$150 for each existing Club Member who wants to take the online course (official digital certificates will also be offered)
- Each Club could invite current Columbia Business School Venture For All® Professors to host an information session at their school. All expenses will need to be paid by the Club

Article XI. General Guideline

Notification

The general members will be duly notified of the upcoming election at least one month before the voting date.

Debate/presentation of plans

To be qualified for any executive post, a member must show his/her commitment to the club in the past year. Freshmen are encouraged to apply for any executive post once they have gained membership of the club.

Aspiring candidates of the presidency must present his/her objectives and directions they intend to direct the club to during their tenure.

Voting

Voting shall be done by only registered members, and each member shall be entitled to a single vote.

Transition and Handing of Executive posts

After election (which must be done at least one month before the end of the school year), the current Executive Members must each set a date to meet with their successor and keep them updated. **The current President will also set a date or an official handing over of documents and a presentation of certificates to the new Executive Members.**

Each executive term may serve for a period of one year. If a member of an outgoing executive batch wishes to serve in the same post again, he/she may need to be reelected after the post has been opened for contest.

One may not serve more than two consecutive terms for a given executive position.

Article XII. Meetings

Each form of meeting must have at least 50% attendance before the meeting can proceed. Except special cases which the secretary general must note the reason for the commencement of such meeting. If a decision is not reached in a meeting, it shall be included in the agenda of the subsequent meeting.

Executive meetings

Only the executive members are allowed to stay and make decisions during executive meetings. Any invited guest in a meeting shall not participate in decision making or voting if needed. The frequency of the executive meeting shall be more often than the general meeting. And this shall be determined by the president.

General meetings

The frequency of the general meeting shall be determined by the availability of students in the said school.

Annual meeting

During the annual meeting, the Secretary General shall update the general members of the status of the club. The best company/business shall be recognized during the annual meeting. Financial status of the club shall be read by the Accountant. The said points may serve as the bases of meeting agenda for the annual meeting;

1. Recognition of the best company/business.
2. Financial report.
3. Achievements and accomplishments of the Club.
4. Announcement of new Executive positions – forthcoming election.

Article XIII. Activities

Model Entrepreneur® Competition

Model Entrepreneur® Competition, ME, is a global competition hosted by Columbia Business School's Venture For All® Program, with the goal to encourage young talents to stand out from pure imagination and speak out innovative ideas with business feasibility. Unlike any business competitions, ME participants will be able to receive proper guidance and suggestions on their business models from Columbia Business School and VFA Clubs across the globe. Participants will also receive various amounts of scholarships to attend official programs at Harvard, Columbia, Stanford, Caltech, Berkeley, and Pratt, to further enhance their entrepreneurship skills.

Daily activities

Each Executive batch is required to submit a well-planned activity for their tenure within the first month in office. For a Club to be considered active, they must complete at least 80% of the items and goals on their proposal.

- Invitation of CBS professor
- Trade fair
- Visits to companies
- Invitation of companies to give talks
- Classes & Lectures: although the CBS VFA Club requires members to participate actively, all members' primary responsibility is to maintain good standing grades in their respective schools. Therefore, are encouraged not to miss any classes

Club specific activities

In addition to the suggested activities by the Head Office, each VFA Club is entitled to perform additional activities, and use various support to achieve educating more students in the field of business.

Contact Information

Head office

Location: Columbia Business School, Uris Hall

Phone: +1.617.958.1888

Wechat: ivyedugrp

Wechat Official Page: iegglobal

Facebook: ivyedugrp

Official VFA Club Website: www.cbsvfaclub.org

Websites: <http://gsb.columbia.edu/ventureforall/vfaclub>

e-mail: info@ivyedugrp.org, vfaclub@ivyedugrp.org

Attachment 1

 **Columbia Business School**
AT THE VERY CENTER OF BUSINESS™

 **VENTURE®**
for all Club
CREATION GLOBAL GROWTH

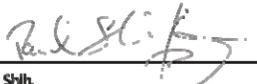
 **ieG** GLOBAL ASSOCIATION

Columbia Business School

Venture For All® Club Chapter 2018

VFA Club Chapter Certification is Awarded to

Shanghai High School International Division



Paul Shih,
Founder
IEG Global Association
Columbia Business School Hermes Society



Jack McGourty,
Director, Community and Global Entrepreneurship
Founder, Executive Director, Venture For All®
Columbia Business School

Attachment 2

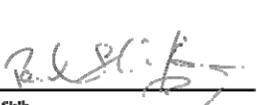
 **Columbia Business School**
AT THE VERY CENTER OF BUSINESS™

 **VENTURE®**
for all Club
CREATION GLOBAL GROWTH

 **ieG** GLOBAL ASSOCIATION

VFA Club President Certification
is Awarded to

Chang Yun-Fang



Paul Shih,
Founder
IEG Global Association
Columbia Business School Hermes Society



Jack McGourty,
Director, Community and Global Entrepreneurship
Founder, Executive Director, Venture For All®
Columbia Business School