



"Preparing for Success"

H. B. S. A.
Sid Craig School of Business
California State University, Fresno

Constitution
(Effective Fall 1988)

PREAMBLE:

We, the students of California State University, Fresno, in order to maintain a lasting foundation for a stronger and greater student organization, to establish ties with a network with campus organizations and the Business Community at large, reserve the right to intervene on issues born on campus, to provide an awareness of business activities to the students of California State University, Fresno, do hereby ordain and establish this constitution of the Hispanic Business Student Association, also known as HBSA.

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

- Section 1 The name of this organization shall be the Hispanic Business Student Association (HBSA) of California State University, Fresno.
- Section 2 The purpose of this organization is to promote the interest and development of the business student, and to provide information regarding Hispanic Business Professions in the community.
- Section 3 Efforts to establish networks with the business community
- Section 4 This organization is recognized by California State University, Fresno and adheres to all regulations as set forth in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS

- Section 1 Any students enrolled in California State University, Fresno, that have met the requirements of the University, who in fact have an interest in Business Administration and the Hispanic Community, and who have met the organization requirements, can become an active member of the organization with a voting power. Membership in this organization shall not

be denied to any student of California State University, Fresno on the basis of race, creed, religion, gender, political affiliation, physical disability, sexual orientation or age.

- Section 2 There shall be one type of membership in the organization: paid member
- Section 3 Membership is limited to regularly enrolled students at California State University, Fresno.
- Section 4 Honorary Membership in this organization may be conferred upon any person, outside the campus who has an interest of HBSA, by 2/3 vote of the organization's membership.
- Section 6 Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct which grossly impairs the rights of the members to enjoy the benefits of the organization. The alleged offense must be in writing and submitted by a member. After the alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.
- Section 7 Any member removed by such a vote may file a grievance with the University Student Grievance Board by contacting the Dean of Student Affairs Office. A member of the Dean's staff will review the procedures with the student.

ARTICLE III: OFFICERS

- Section 1 The elected officers of the organization shall be the President, Vice-President, Financial Administrator, Administrative Assistant, Director of Marketing, and Director of Community Relations.
- Section 2 Powers and Duties of Officers:
- a. The President of the Hispanic Business Student Association shall: Chair regular and executive meetings of this organization, coordinate activities between members of this organization and interest groups, co-sign HBSA transactions of payment, only of the authorized activities of HBSA, shall hold elections to fill all vacancies on the Executive Board within two general meetings of vacancy, shall appoint two (2) members as a representative to the Inter-Business Council (IBC) with approval of

membership at large, shall appoint a member as a representative to community organization affiliated with HBSA, and shall be the official representative between HBSA and other organizations, on or off campus.

- b. The Vice-President of the Hispanic Business Student Association shall: attend regular and executive meetings, assume the responsibilities of the President in case of absence, enforce the observance of the constitution in all functions of this organization, and shall coordinate guest speakers for general meetings with approval of the Executive Board.
- c. The Financial Administrator of the Hispanic Business Student Association shall: attend general and executive meetings, be responsible for the account of HBSA's funds, be responsible for all budget expenditures, be responsible for the presentation of the Financial Administrator's report at every general meeting (this report shall be distributed to all paid members who are present), draft an overall budget with assistance from the Executive Board, which shall be presented to the membership for approval, and Co-sign HBSA transactions.
- d. The Administrative Assistant of the Hispanic Business Student Association shall: attend general and executive meetings, keep public record of meetings of this organization, keep public record of Executive Board meetings, keep public record of all correspondence of this organization, maintain a directory of all members of this organization, maintain a directory of the Alumni members of this organization, chair committee on elections, and reserve general meeting rooms and take attendance at the beginning of each regular and executive meeting.
- e. The Director of Marketing of the Hispanic Business Student Association shall: attend general and executive meetings, be responsible for the establishment and implementation of media marketing and promotional planning for all HBSA events and programs, be responsible for the preparation of camera-ready materials, send out mailings, develop and manage the overall marketing, be the liaison to on and off campus media representatives for HBSA, be responsible in contacting the media (newspaper, radio, television) through press releases and public service announcements on up-coming events, be responsible for researching new markets from which to draw students and strategies to reach them, coordinate materials and exhibit booths for recruitment at on and off campus events, and develop or design promotional material items for HBSA and assist in promotion of the organization.
- f. The Director of Community Relations of the Hispanic Business Student Association shall: attend general and executive meetings, be the liaison to community organizations for HBSA, be responsible for attending community organizational meetings, be responsible for keeping HBSA informed on the activities of community organizations, be responsible

for keeping community organizations informed on the activities of HBSA, and maintain a record of community organization meetings with agendas and minutes for the Executive Board to review.

- g. The Historian of the Hispanic Business Student Association shall: be responsible for all historical records pertaining to this organization through the means of photos and newspaper clippings.
- h. The Sergeant-At-Arms of the Hispanic Business Student Association shall: maintain order at all general meetings and functions at the request of the President.

Section 3 Qualifications necessary to hold office in this organization are as follows:

- a. Candidates to the Executive Board must have at least a 2.0 overall grade point average in the previous semester or overall (Effective Spring 1989).

Section 4 HBSA Officer Regulations:

- a. The term of elected officers shall be one academic year
- b. The Executive Board shall consist of the President, Vice-President, Administrative Assistant, Financial Administrator, Director of Marketing, and Director of Community Relations.
- c. The HBSA President shall have a vote only in the event of a tie.
- d. No person shall hold more than one executive position in this organization simultaneously.
- e. A vacancy of any executive office shall be elected by the membership at large within two general meetings. In the event of a vacancy in the office of the President, the office shall be temporarily filled by the Vice-President until a new President is elected.

Section 5 Petition by one-third of the total number of members shall be cause for recall election. The offense must be in writing and submitted by a member. After the offense has been submitted to the organization, the accused officer shall have at least 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the voting membership in attendance.

Section 6

In the event that an elected officer is unable to fulfill his/her term of office, there shall be a special election to fill the vacancy. Any eligible member, including those already holding office, may be nominated for a vacant office.

ARTICLE I: LEGISLATIVE REGULATIONS:

- a. The organization shall conduct all meetings in a formal business manner (i.e. Roberts Rule of Order).
- b. The organization shall be bound by these by-laws in this constitution at all times.
- c. The organization shall keep a journal of its proceedings which shall be made available for inspection by any member of the organization within reasonable time.
 - A. The Executive Board shall also keep a journal of its proceedings which shall be made available for inspection by any member of HBSA in reasonable time.
- d. A quorum shall be defined as 50% + 1 of the membership.
- e. An Executive Board officer shall not have 3 combined unexcused absences from either a general or executive meeting per semester.
 - A. In an event of such action from an executive office, the officer shall be replaced.

ARTICLE V: LEGISLATIVE POWERS:

- a. The Executive Board is responsible for making an annual academic budget which is to be submitted to the membership for approval.
- b. In the absence of a quorum, legislation that's initiated and carried out by the Executive Board is permissible, when the membership present, by 2/3 vote authorizes the Executive Board to do so. Otherwise, the vote of the Executive Board must meet organizational approval by majority vote.
- c. The President shall appoint a Historian and a Sergeant-At-Arms with the approval of the membership.

ARTICLE VI: MEETINGS

- Section 1 Regular meetings shall be scheduled at least once a week unless other wise specified.
- Section 3 Special meetings may be called by any elected officer (i.e., Chairperson, Treasurer, etc.) or by 5% of the voting members of the organization. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.
- Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as 50% + 1 of the voting membership.

ARTICLE VII: ELECTIONS

- Section 1 Officers are elected once per school year. Elections are held at the end of the Spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present.
- Section 2 At least one week's notice shall be provided for any meeting at which an election is to be held.

ARTICLE VIII: ADVISORS

- Section 1 An individual employed on a more than half-time basis by California State University, Fresno will serve as advisor to this organization as required by University guidelines.
- Section 2 The advisor(s) shall serve a term of one year and will be selected at the same time as the officers of the organization.
- Section 3 The advisor(s) may be removed from office by two-thirds vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days notice must be given prior to such a vote.

ARTICLE IX: DUES

- Section 1 This organization has the ability to assess the membership. Assessments shall be determined by a quorum of the membership annually at a regularly scheduled meeting.

ARTICLE XI: AWARDS AND SCHOLARSHIPS:

- a. The office of the President shall be presented with a regulation gavel at the end of the previous semester, and a gavel plaque at the end of the term.
- b. The President shall have the option of presenting a distinguished service award at the end of the semester to the most eligible member.
- c. Any special award may be presented to any person upon a 2/3 vote of the membership of HBSA.

ARTICLE XII: BY LAWS:

- a. HBSA shall remain nonpolitical in the community. But reserves the right to intervene on issues concerning CSU, Fresno campus (i.e.... Discrimination)

ARTICLE X: METHOD TO AMEND THE CONSTITUTION

- Section 1 Proposed constitutional amendments or changes shall be presented to the organization, in writing, one meeting before it may be voted on.
- Section 2 Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately or on the date specified in the amendments.
- Section 3 A copy of any alteration to this document must be filed in the Student Activities Office at California State University, Fresno.

ARTICLE XI: DISBURSAL OF ORGANIZATION ASSETS

- Section 1 In the event that the Hispanic Business Student Association becomes defunct, all assets will be turned over to the California State University, Fresno Associated Students, Inc., to be used to promote student programming on the campus.

ARTICLE XI: RULES OF ORDER

- Section 1 The Hispanic Business Student Association accepts "Robert's Rules of Order" as its rules of order.
- Section 2 Any issue not directly spoken to in this document will be resolved by referring to the Rules of Order.

This constitution was approved in the fall of 1988.

AMENDMENTS

(Effective May 7, 1990)

Amendment 1: Name and Purpose:

- a. The purpose of this organization is to promote and develop the interest of business among the students at California State University, Fresno. (Section 2) and to establish networks through participation in activities with business and community leaders. (Section 3)

Amendment 2: HBSA Officers: Regulations and Requirements:

- a. The term of the elected officers shall be one fiscal year beginning June 1 and ending May 31 of the following year.
- b. Officers of the Executive Board must have at least a 2.0 grade point average over all while holding their perspective position with the organization.
- c. No elected HBSA officer shall hold more than one executive position in an organization within the School of Business and Administrative Sciences of CSU, Fresno. Such actions by an Executive Board member will be considered inappropriate and recognized as a conflict of interest to HBSA. Such a matter shall be referred to a code of ethics committee. (Section 6)

Amendment 3: Legislative Regulations

- a. The organization shall keep a journal of its minutes and agendas which shall be made available for viewing upon request by any member of this organization. Such a request shall be presented with a brief explanation for such a request; the Executive Board will adhere to the petition within three (3) working days of the request. (Section 3)
- b. The Executive Board shall keep journal of its minutes and agendas which shall be made available for viewing upon request by any member of this organization. Such a request shall be presented with a brief explanation for such an inquiry in letterform to the President of the organization. Upon receiving such request, the Executive Board will adhere to the petition within three (3) working days of the request. (Section 3A)

Amendment 4

Legislative Powers:

- a. The Executive Board is responsible for making an annual academic budget, which is to be submitted to the membership for approval by the second general meeting of the fall semester. (Section 1)
- b. The President shall appoint a Publicity Coordinator. (Section 3)
- c. The President shall appoint a Banquet Chair by the second general meeting of the fall semester. (Section 3)

Amendment 5

Powers, Responsibilities, and Duties of Elected Officers:

- a. The President of HBSA shall appoint a member as a representative to select organizations affiliated with HBSA. (Section 1)
- b. The Vice-President shall be the official coordinator of scholarship applications on and off campus. (Section 2)
- c. The Financial Administrator shall be responsible for HBSA's financial account.
- d. The Administrative Assistant shall coordinate the Executive Board election process including ballots and the recording of nominations. (Section 3)
- e. The Director of Marketing of HBSA shall arrange publicity on campus (i.e... flyers, campus newspaper). (Section 7-New)
- f. The Director of Community Relations of HBSA shall be responsible of all up-coming community events.
- g. The Banquet chair of HBSA is responsible for organizing the Annual Student Awards Banquet. He/she is responsible for coordinating the events with the Executive Board. (Section 8-New)

Amendment 6:

Awards and Scholarship:

- a. The Presidential Award is given by the President of HBSA to a member who had performed distinguished services to the organization. The section of the individual is upon discretion of the President. (Section 2)
- b. The recipient of the Outstanding Member of the Year Award will have actively participated in HBSA activities throughout the year, have good attendance, promoted HBSA on campus, promoted HBSA off campus, and demonstrated development of leadership skills. The committee for selection shall consist of the Executive Board with the advisors acting

as facilitators. The recipient shall not be an Executive Board member.
(Section 4-New)

- c. The criteria for HBSA Scholarships shall consist of need, leadership, grade point average, and have been an active paid member for both semesters. Selection Committee shall consist of Advisors, President of HBSA, and the most recent scholarship recipient(s). (Section 5-New)

Amendment 7: **Election Code (New):**

- a. No person shall seek an Executive Board position without having fulfilled the following criteria for each position.
- b. President must have been an active member for two consecutive semesters of that election year.
- c. Vice-President, Administrative Assistant, Financial Administrator, Director of Marketing, and Director of Community Relations must have been an active member for one semester of that election year.
- d. Candidates may be nominated for an Executive Board position by any HBSA member or self-nomination. The potential candidates must have knowledge of their nomination. To be an official candidate the nominee must accept. In the event the nominee is not present to accept the nomination on the day of elections a written or verbal consent must be forwarded to the President of HBSA prior to closing of nominations.

Amendment 8: **By-Laws:**

- a. Creations and implementations of special projects will remain within HBSA unless authorization is given by membership. The matter is subject to disciplinary action.

Amendment 9: **Election Code:**

- a. The President shall nominate a returning member to fill the vacancy of an Executive Board member in the event that the position is vacated during the school semester. The nominee shall be appointed with 2/3 vote of paid membership from prior semester during first general meeting.

Amendment 10: **Election Code:**

- a. The President will be elected at the end of the Fall Semester. The Elected President should go through a mentoring and shadowing program during the spring semester. The shadow program is a learning segment of the president role; and should only have the title when the new term begins on June 1st.

Executive Board member if the event that the position is vacated during the summer (non semester) time. The nominee shall be appointed with 2/3 vote of the Executive board. The nominee shall then be approved by 2/3 vote of members during the school semester.

Amendment 11: Officers:

a. The Alumni Relations of the Hispanic Business Student Association shall: attend general and executive meetings, be the gateway between members and alumni, keep a database of all alumni, coordinate events between alumni and members, and should keep alumni informed about current HBSA events.

b. The webmaster of the Hispanic Business Student Association shall: maintain and keep website up to date, work alongside with Marketing director in maintaining all social media.

Amendment 12: Powers, Responsibilities, and duties of Elected Officers:

a. The Executive Board has the power to approve a temporary budget during the summer before the start of Fall Semester. The budget should then be approved by members as scheduled.

Ratified May 7, 1990

Ratified April 1999

Ratified May 2011