



H.B.S.A.

Sid Craig School of Business
California State University, Fresno

CONSTITUTION

(Effective Fall 2024)

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 from a network with campus affiliates, student organizations, businesses and the community at-large, reserve the right to intervene on issues born on campus, to provide an awareness of business related activities to the students at California State University, Fresno, do hereby ordain and establish this constitution of the Hispanic Business Student Association, also known as, H.B.S.A.

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

- Section 1:** The name of this organization shall be the Hispanic Business Student Association (H.B.S.A.), a recognized 501(c)(3) nonprofit organization, at California State University, Fresno.
- Section 2:** The purpose of this organization is to promote and develop the interest of business among the students at California State University, Fresno.
- Section 3:** Establish networks through participation in activities with business and community leaders, especially among the Hispanic businesses and community leaders.
- Section 4:** This organization is recognized by California State University, Fresno and adheres to all regulations as set forth in the [Handbook for Student Clubs and Organizations](#) and [Use of University Buildings and Grounds](#).

ARTICLE II. REQUIREMENTS FOR MEMEBERSHIPS 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 or related areas of study and the Hispanic Community, and who have met the organization's requirements, may become an active member of the organization with a voting power. Membership in this organization shall not be denied to any student at California State University, Fresno based on 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 unless voted upon by 2/3 of the Executive Board Officers.
- Section 3.** Membership is limited to officially enrolled students at California State University, Fresno.

Hispanic Business Student Association (HBSA)
Sid Craig School of Business
California State University, Fresno
5245 North Backer Avenue M/S PB 8
Fresno, California 93740





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Section 4. Honorary Membership in this organization may be conferred upon any person or entity both on and outside the campus who has an interest in H.B.S.A., by 2/3 vote of the organization's membership. If awarded to an entity, a representative from the company may be selected from that entity.

Section 5. 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 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 general meeting and may be suspended or expelled only upon the affirmation vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a general meeting and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote of the voting members present.

Section 6. Any member removed by such a vote may file a grievance with the University Student Grievance Board by contacting the Dean of Students in the Division of Student Affairs and Enrollment Management. A member of the Dean' staff will review the procedures with the student.

ARTICLE III. OFFICERS

- Section 1.**
- A. The elected officers of the organization that forms the Executive Board shall be the President, Vice President, Associate Vice President for Financial Services, Associate Vice President for Marketing and Digital Production, Associate Vice President for Public Relations, Associate Vice President for Alumni Relations, Associate Director for Administrative Operations, and the Associate Director for Special Events.
 - B. The appointed officers of the organization, by 2/3 vote of the Executive Officers, shall be the Controller, Director of Governmental Reporting, Chair of Fundraising, Administrative Assistant, Chair of Membership, Sergeant-At-Arms, Director of Social Media, Director of Video Production, Editor of Publications, Webmaster, Historian, Director of Campus Relations, Director of Business and Community Relations, Director of Media Relations, Director of Alumni Communications, Coordinator of Alumni Events, Chair of the Banquet, Co-Chair of the Banquet and Chair of Corporate Events.
 - C. See Appendix A for the organizational chart.

Section 2. The Powers and Duties of the Elected and Appointed Officers:

ELECTED OFFICERS

- a. The **PRESIDENT** of the Hispanic Business Student Association shall: Chair the general and executive meetings of this organization, create, and develop the agenda for the general and executive meetings, provide oversight and direction of the Executive Board positions to ensure duties and tasks are being met in a timely and effective manner, facilitate in projecting a budget for the academic year, coordinate activities between the



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members of this organization and interest groups, co-sign H.B.S.A. financial transactions when needed and only of the authorized activities of H.B.S.A., shall hold elections to fill all vacancies on the Executive Board within two general meetings of vacancy and shall be the official representative between H.B.S.A. and all other organizations, on or off campus.

b. The **VICE PRESIDENT** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, assume the responsibilities of the President in case of an absence or vacancy on an interim basis until an election can be held, enforce the observance of the constitution in all functions of this organization, assist the President with the oversight of the Executive Board positions to ensure duties and tasks are being met in a timely and effective manner, assist in projecting a budget for the academic year, assist in creating and developing the agenda for the general and executive meetings and coordinate guest speakers for general meetings with the approval of the executive board and be the official coordinator of scholarships, internships and job postings both on and off campus.

c. The **ASSOCIATE VICE PRESIDENT FOR FINANCIAL SERVICES** of the Hispanic Business Student Association shall: attend all general and executive meetings, be responsible for the oversight of all the financial accounts of H.B.S.A., be responsible for the oversight of all budget revenues and expenditures, be responsible for the presentation of the Financial Report at every Executive Board meeting, sign all H.B.S.A. financial transaction unless the President signature is also needed and only of the authorized activities of H.B.S.A., be responsible for the oversight of the reporting of governmental documents of federal and state, and provide oversight and direction to the appointed positions of Controller, Director of Governmental Reporting and Chair of Fundraising to ensure duties and tasks are being met in a timely and effective manner. The Associate Vice President of Financial Services shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.

d. The **ASSOCIATE VICE PRESIDENT FOR MARKETING AND DIGITAL PRODUCTION** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, provide a status report on all duties, tasks, events, projects at the executive board meetings, be responsible for the oversight of the establishment and implementation of marketing and promotional planning for all H.B.S.A. activities, events, and programs, be responsible for the oversight of the preparation of camera-ready materials, manage the overall marketing of the organization and provide oversight and direction to the appointed positions of Director of Social Media and Video Production, Editor of Publications, Webmaster and Historian to ensure duties and tasks are being met in a timely and effective manner. The Associate Vice President of Marketing shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.

e. The **ASSOCIATE VICE PRESIDENT FOR PUBLIC RELATIONS** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, provide a status report on all duties, tasks, events and projects at the executive board meetings, serve as the liaison to campus, business and community affiliates and organizations, be responsible for attending meetings and providing information of campus and community organizations to the Executive Board, maintain a record of campus and community affiliates and organizations contacts and meetings agendas and minutes for the Executive Board's review and provide oversight and direction to the appointed positions of Director of Campus Relations, Director of Business and Community Relations and Director of Media Relations to ensure duties and tasks are being met in a timely and effective manner. The Associate Vice President of Public Relations shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.



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f. The **ASSOCIATE VICE PRESIDENT FOR ALUMNI RELATIONS** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, provide a status report on all Alumni duties, tasks, events and projects at the executive meetings, serve as the liaison between H.B.S.A. and the Alumni and Former Members of the organization, ensure the directory for the Alumni and Former Members of the organization is updated and accurate, be responsible for the oversight and direction to the appointed positions of Director of Alumni Communications and Coordinator of Alumni Events to ensure duties and tasks are being met in a timely and effective manner. The Associate Vice President of Alumni Relations shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.

g. The **ASSOCIATE DIRECTOR FOR ADMINISTRATIVE OPERATIONS** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, provide a status report on all administrative operations at the executive meetings, maintain and keep a public record of the general and executive agendas and meeting minutes, keep a public record of all official correspondence of the organization, maintain and keep a directory of the current membership of the organization, responsible for making room reservations for and taking attendance at the general and executive meetings, shall coordinate the elected officers election process (nominations, ballots, and counting votes) and provide oversight and direction to the appointed positions of the Administrative Assistant, Chair of Membership, and Sergeant-at-Arms. The Director of Administrative Services shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.

h. The **ASSOCIATE DIRECTOR FOR SPECIAL EVENTS** of the Hispanic Business Student Association shall: attend general and executive meetings of this organization, provide a status report on all special events at the executive meetings, oversee and assist in the planning and organizing of the special events for the organization, provide oversight and direction to the appointed positions of Chair of the Banquet, Co-Chair of the Banquet and the Chair of Corporate Events. The Director of Special Events shall assume the role of these positions in the event of an absence or vacancy and until the position(s) is/are filled.

APPOINTED OFFICERS

a) **CONTROLLER:** Under the direction of the Associate Vice President for Financial Services, the Controller shall: be responsible for the daily business transactions of this organization, provide a monthly balance sheet report and create and keep a daily detailed report, house all financial records of this organization, and shall assist the Associate Vice President of Financial Services with a projected budget for the academic year for the executive board's review. The Controller will also manage and process the documents pertaining to the H.B.S.A. Scholarship account.

b) **DIRECTOR OF GOVERNMENTAL REPORTING:** Under the direction of the Associate Vice President for Financial Services, the Director of Governmental Reporting shall be responsible for all reporting to the federal and state entities such as the Internal Revenue Service (IRS) and State Franchise Board and keep all records of all reporting documents and shall assist the Associate Vice President of Financial Services with a projected budget for the academic year for the executive board's review and process and track all documents to the Associate Students Inc. (ASI) or to the University.

c) **COORDINATOR OF FUNDRAISING:** Under the direction of the Associate Vice President for Financial Services, the Coordinator of Fundraising shall be responsible for the research of fundraising events and opportunities, in planning, organizing, and coordinating of all fundraising events and opportunities for this organization upon approval of the executive board.



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- d) **DIRECTOR OF SOCIAL MEDIA:** Under the direction of the Associate Vice President for Marketing and Digital Production, the Director of Social Media shall be responsible for all postings to H.B.S.A.'s social media pertaining to format, content and photos on Instagram, Facebook, LinkedIn, etc...of all H.B.S.A. activities, events, interviews or promotional content with the executive board approval.
- e) **DIRECTOR OF VIDEO PRODUCTION:** Under the direction of the Associate Vice President for Marketing and Digital Production, the Director of Video Production shall be responsible for the coordination, oversight, and planning of all video recordings of the H.B.S.A. activities, events, interviews, and promotional content with the executive board approval.
- f) **WEBMASTER:** Under the direction of the Associate Vice President for Marketing and Digital Production, the Webmaster shall be responsible for the maintenance and update of the H.B.S.A. website pertaining to but not limited to content, photos, and necessary information.
- g) **HISTORIAN:** Under the direction of the Associate Vice President for Marketing and Digital Production, the Historian shall be responsible for all historical records pertaining to but not limited to photos, electronic and print articles, and videos for this organization.
- h) **EDITOR OF PUBLICATIONS:** Under the direction of the Associate Vice President for Marketing and Digital Production, the Editor of Publications shall: be responsible for the gathering, collecting, and reporting of newsworthy activities and events of HBSA for the publication of the H.B.S.A. Newsletter to be distributed once or twice a semester and any promotional materials such as pamphlets, booklets, flyers, etc. with the approval of the executive board.
- i) **DIRECTOR OF CAMPUS RELATIONS:** Under the direction of the Associate Vice President for Public Relations, the Director of Campus Relations shall: be responsible for establishing connections and contacts across the University campus to build a network of communication by attending meetings, socials and other networking opportunities that will benefit this organization and its membership. This will be done in collaboration with the Associate Vice President of Public Relations.
- j) **DIRECTOR OF BUSINESS AND COMMUNITY RELATIONS:** Under the direction of the Associate Vice President for Public Relations, the Director of Business and Community Relations shall: be responsible for establishing connections and contacts in the community to build a network of communication by attending meetings, socials and other networking opportunities that will benefit this organization and its membership. This will be done in collaboration with the Associate Vice President of Public Relations.
- k) **DIRECTOR OF MEDIA RELATIONS:** Under the direction of the Associate Vice President for Public Relations, the Director of Media Relations shall: be the liaison to on and off campus media representatives for H.B.S.A., be responsible in contacting the media (television, print, and radio) through press releases and public service announcements on upcoming events and activities of H.B.S.A., be responsible for all media communications (television and print); establish media connections and contacts in the media arena to build a network of communication by attending meetings, socials, and other networking opportunities that will benefit this organization and its membership, . This will be done in collaboration with the Associate Vice President of Public Relations.



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- l) **DIRECTOR OF ALUMNI COMMUNICATIONS:** Under the direction of the Associate Vice President for Alumni Relations, the Director of Alumni Communications shall: be responsible for establishing a directory of H.B.S.A. Alumni and Former Members, maintain a consistent communication to build a connection with the Alumni and Former Members to share various upcoming activities, events, and socials of H.B.S.A. This shall be done in conjunction with the Associate Vice President of Alumni Relations.
- m) **COORDINATOR OF ALUMNI EVENTS:** Under the direction of the Associate Vice President for Alumni Relations, the Coordinator of Alumni Events shall: be responsible for all activities and events that build a relationship with the Alumni and former members of this organization for example the annual softball tournament. This shall be done in conjunction with the Associate Vice President of Alumni Relations and with executive board approval.
- n) **ADMINISTRATIVE ASSISTANT:** Under the direction of the Director for Administrative Operations, the Administrative Assistant shall be responsible for aiding the Director of Administrative Operations, taking attendance at the general meetings, assist with the minutes at the general meetings and creating and sending out correspondence to various individuals on behalf of the organization. This shall be done in conjunction with the Director of Administrative Operations.
- o) **SERGEANT-AT-ARMS:** Under the direction of the Director for Administrative Operations, the Sergeant-At-Arms shall: maintain order at all general meetings, ensure that the H.B.S.A. Constitution is always enforced and shall also function at the request of the President.
- p) **CHAIR OF MEMBERSHIP:** Under the direction of the Director for Administrative Operations, the Chair of Membership shall: be responsible for the recruiting of new members and the retention of former members, 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 assist in staffing tables at various on campus events to talk with potential new students about H.B.S.A. This is in conjunction with the Director of Administrative Operations.
- q) **CHAIR OF THE SCHOLARSHIP BANQUET:** Under the direction for the Director of Special Events, the Chair of the Banquet shall: be responsible for the planning, organizing, and coordinating of the Annual Scholarship and Awards Banquet including sponsorships, donations, and advertisements. This will be in conjunction with the Director of Special Events and the approval of the executive board.
- r) **CO-CHAIR OF THE SCHOLARSHIP BANQUET:** Under the direction of the Chair of the Scholarship Banquet and the Associate Director for Special Events, the Co-chair of the Scholarship Banquet shall: assist the Chair of the Scholarship Banquet with the planning, organizing, and coordinating of the Annual Scholarship and Awards Banquet.
- s) **CHAIR OF CORPORATE EVENTS:** Under the direction of the Associate Director for Special Events, the Chair of Corporate Events shall: be responsible for the planning, organizing, and coordinating of corporate events for HBSA, which includes sponsorships and donations. This will be in conjunction with the Associate Director for Special Events and approval from the executive board.



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Section 3. Qualifications for Elected and Appointed Officers:

- a. Candidates for the executive board positions shall have a preferred 3.0 overall grade point average in the previous semester or overall and a preferred university year level of Junior or Senior.
- b. Candidates for the appointed officers' positions shall have a preferred 2.5 overall grade point average in the previous semester or overall and a university year level of Freshman and above.

Section 4. HBSA Officers Regulations:

- a. The term of the elected officers shall be for one year beginning June 1st to May 31st of the following year.
- b. The H.B.S.A. President shall have a vote only in the event of a tie.
- c. No person shall hold more than one executive position in this organization.
- d. Elected H.B.S.A. Executive Board Officers may hold another executive position with an organization within the Craig School of Business. However, if the H.B.S.A. Executive Board views the dual position to be inappropriate and recognized as a conflict of interest to H.B.S.A., the Executive Board may convene a code of ethics committee to determine if the dual position is inappropriate and recognized as a conflict of interest. The code of ethics committee will consist of the Advisors of H.B.S.A., the President of H.B.S.A., unless the review is of the President, then the Vice President of H.B.S.A. shall be selected, and a H.B.S.A. member at large.
- e. A vacancy in any executive office shall be elected by the membership-at-large within two general meetings. In the event of a vacancy in the President, the office shall be temporary 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 caused 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 an elected officer is unable to fulfill their 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 IV: LEGISLATIVE REGULATIONS

- a. The organization shall conduct all meetings in a formal business manner (i.e., Robert Rules of Order).
- b. The organization shall always be bound by these by-laws in this constitution.



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- c. The organization shall keep a journal of its meetings 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 to the President of the organization. Upon receiving such a request, the Executive Board will adhere to the petition within three (3) working days of the request.
- d. The Executive Board shall keep a journal of its meetings 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 to the President of the organization. Upon receiving such a request, the Executive Board will adhere to the petition within three (3) working days of the request.
- e. A quorum shall be defined as 50% +1 of the membership.
- f. An Executive Board Officer shall not have 3 combined excused or unexcused absences from either a general or executive meeting per semester. **1.** In the event of such action from an Executive Officer, the Executive Officer can be voted to be replaced by a three-fourth vote of the Executive Board Officers.

ARTICLE V: LEGISLATIVE POWERS

- a. The Executive Board is responsible for making an annual academic budget. The Executive Board has the power to approve a temporary budget during the summer before the start of the Fall semester. The budget should then be submitted to the membership for approval by the fourth general meeting of the Fall semester.
- b. In the absence of a quorum, legislation that is 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 a majority vote.

ARTICLE VI. MEETINGS

- Section 1.** General Meetings shall be scheduled at least once a week unless otherwise specified.
- Section 2.** Special Meetings may be called by any elected officer or by 5% of the voting members of this organization. All members must be given a minimum of 24 hours' notice, weekends and holidays excluded, prior to the meeting date and 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.



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ARTICLE VII. ELECTIONS & ELECTION CODES

- Section 1.** Elected Officers are elected once per school year. Elections are held towards the end of the Spring semester prior to the Annual Scholarship and Awards Banquet and shall take place at a scheduled general meeting of this organization at which a quorum is present.
- Section 2.** At least one week's notice shall be provided for any meeting at which elections are to be held.
- Section 3.** No person shall seek an Executive Board Officer position without having fulfilled the necessary requirements and qualification set forth in this constitution.
- Section 4.** Candidates for the Office of the President must have been an active member for at least two consecutive semesters of that election year.
- Section 5.** Candidates for all other Elected Officer positions must have been an active member for at least one semester of that election year.
- Section 6.** Candidates may be nominated for an Elected 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 the nomination. In the event, the nominee is not present (in-person) to accept the nomination on the day of the election, a written consent must be forwarded to the President of H.B.S.A. prior to closing of the nominations.
- Section 7.** In the event of an Executive Board Officer position becoming vacant during the summer (non-semester) time. The nominee shall be appointed with a 2/3 vote of the Executive Board. The nominee shall then be approved by a 2/3 vote of the members during the school semester.

ARTICLE VIII. ADVISORS

- Section 1.** An individual employed on a more than half-time basis by California State University, Fresno may serve as an Advisor to this organization as required by University guidelines.
- Section 2.** The Advisor(s) shall serve in the role if the Fresno State Employee is a current employee and in good standing with the University and H.B.S.A.
- Section 3.** An Advisor(s) may be removed from their role by two-thirds vote of a quorum of the membership at a scheduled general meeting. A minimum of seven days' notice must be given prior to such a vote.



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ARTICLE IX. MEMBERSHIP DUES

Section 1. This organization can assess the membership. Assessments shall be determined by a quorum of the membership annually at a scheduled general meeting.

ARTICLE X. AWARDS AND SCHOLARSHIPS

Section 1. The Office of the President shall be presented with a regulation gavel or a gavel plaque at the end of their term.

Section 2. The President shall have the option of presenting a Distinguished Service Award at the end of the semester to the most eligible member.

Section 3. A recognition of the “Outstanding Member of the Year” Award will have actively participated in H.B.S.A. meetings, activities, socials, fundraising events, community service projects and has shown over and beyond active participation in this organization. The awardee shall be selected from the Elected Board of Officers with the Advisor(s) acting as facilitators.

Section 4. The Presidential Scholarship is given by the President of H.B.S.A. to a member who has performed distinguished services to the organization. The selection of the individual is upon the discretion of the President.

Section 5. The criteria for the H.B.S.A. Foundation Pillars Scholarships shall consist of need, leadership, grade point average, have been an active member of this organization. The Selection Committee shall consist of the Advisor(s) and the President of HBSA (if not a current scholarship recipient).

Section 6. The Alumni Scholarship of HBSA shall consist of need, leadership, grade point average, have been an active member of this organization and has shown outstanding service to this organization. The Selection Committee shall consist of the Advisor(s) and an Alumni of H.B.S.A.

ARTICLE XI. BY LAWS

- a. H.B.S.A. shall remain nonpolitical in the community both on and off campus. But reserves the right to intervene on issues such as injustice, discrimination, and the Fresno State campus.
- b. Creations and implementations of special projects will remain within H.B.S.A. unless authorization is granted by a unanimous vote of the membership. The matter is subject to disciplinary action.

ARTICLE XII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendments or changes shall be presented to the organization, in writing, at one general meeting before it may be voted on.



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Section 2. Approval of two-thirds of the voting members present at a general 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 Involvement Office at California State University, Fresno.

ARTICLE XIII. DISBUSAL OF ORGANIZATION ASSETS

Section 1. In the event, the Hispanic Business Student Association at California State University, Fresno becomes dissolved, all assets will be turned over to California State University, Fresno's Associated Students, Inc. to be used only to promote student leadership opportunities or programming on the campus.

ARTICLE XIV. RULES OF ORDER

Section 1. The Hispanic Business Student Association accepts "Robert Rules of Order" as its guidelines to conduct meetings and business.

Section 2. Any issue not directly mentioned in this document will be resolved by referring to the Robert Rules of Order.

APPROVED ON MARCH 13, 2024 (with 92.3% approval of the membership - EFFECTIVE FALL 2024)



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APPENDIX

A

Hispanic Business Student Association (H.B.S.A.) Organizational Chart

