Constitution & Bylaws Of

The Hispanic Business Student Association

Preamble

Whereas, there exists a need for the unity and augmentation to facilitate the advancement of Hispanic Business Students, and that there exists no targeted organizational Vehicle through which such advancement can be attained; therefore, be it resolved, that the Hispanic Business Student Association (H.B.S.A) is established and shall function as that vehicle which will promote the interest and advancement of Hispanic Business Students.

ARTICLE I.

Name

SECTION 1. The name of the organization shall be the Hispanic Business Student Association (H.B.S.A).

SECTION 2. The organization can be renamed, the Hispanic Business Student Association of U of H chapter, by a majority vote of 25 or more members.

ARTICLE II.

Purpose

The purpose of this organization shall be to promote the interest, the careers, academics and community services of the Hispanic Business Student at the University of Houston.

ARTICLE III.

Membership

SECTION 1. Membership to the Hispanic Business Student Association shall be open to all University of Houston, University Park students.

SECTION 2. A request for membership shall be submitted to the director of membership by application.

SECTION 3. The prospective member(s) shall be disqualified or refused by the majority of the members, only if admission is questionable or has past questionable actions(s) against H.B.S.A.; otherwise, all members shall be admitted freely upon payment of dues.

SECTION 4. The member shall assume full rights and privileges upon payment of dues and on willingness to be an active participant in organizational activities and joining a committee.
SECTION 5. Only paid members of H.B.S.A. may vote on any all members brought to vote concerning H.B.S.A.

SECTION 6. Each member of H.B.S.A. has the following fundamental rights:

SUBSECTION 1—

to attend meetings

SUBSECTION 2—

to speak

SUBSECTION 3—

to vote

SUBSECTION 4—

to present motions and resolutions to the meetings

SUBSECTION 5—

to nominate

SUBSECTION 6—

to resign

SUBSECTION 7—

to have a hearing before expulsion or other penalties are applied

SUBSECTION 8—

to inspect official records of H.B.S.A.

SUBSECTION 9—

to insist on the enforcement of the rules H.B.S.A. and the rules of the constitution and by laws.

SUBSECTION 10—

any member has the right to monitor elections.
SECTION 7. Dues shall be determined by the majority vote of the officers, at the first officer meeting (based on economic need and membership expectations).

ARTICLE IV.

Officers and General Elections

The following shall serve as the Officers of The Organization: President, Vice-President, Chief Financial Officer, Corporate Relations, Membership, Fundraising, NHBA Representative, Community Relations, Alumni Relations, Public Relations, Secretary, Chief Technology Officer.

SECTION 1. Candidates for officer position must meet the following requirements:

SUBSECTION 1—

must hold a minimum G.P.A. of 2.0 cumulative.

SUBSECTION 2—

must be a paid member of H.B.S.A.

SUBSECTION 3—

must be available to deal with any business concerning H.B.S.A.

SUBSECTION 4—

must have a minimum amount of membership points accumulated to demonstrate active participation and membership in order to be eligible to run for an office. The minimum level of membership points shall be set by the officers prior to the start of the nomination process.

SUBSECTION 5—

if running for President or Vice-President the candidate must have at least one semester of prior officer experience.

SECTION 2. All officers shall be elected by a majority vote of secret ballots of a quorum of membership during at least a 3 day voting period.

SECTION 3. Term of office for all officers shall be from January to June and from June to December. during at least a 3 day voting period.
Clause—a transition meeting shall take place between elected officers and past officers, no later than 2 weeks following the end of the current officers’ term.

SECTION 4. Elections shall be held in the last week of the regular class session, during the Fall and Spring semester.

SECTION 5. Voting will take place on the day of elections, following a speech and debate process with the participation by all officer candidates, Speech length are as follows:

- PRESIDENT: 10 minute maximum per candidate
- VICE-RESIDENT: 5 minute maximum per candidate
- OTHER OFFICERS: 3 minute maximum per candidate

SECTION 6. The current President shall be in charge of all elections and vote count.

SUBSECTION 1—

The President shall forgo Election Authority for the Respective Office. In the event the President is running for office, the authority for that election of that position will be empowered by the next respective officer in the chain of command.

SUBSECTION 2—

The empowered shall forgo this responsibility to the next officer in the chain of command, in the event he or she is running for the position.

LINE OF SUCCESSION:

President, Vice-President, Chief Financial Officer, Corporate Relations, Membership, Fundraising, NHBA Representative, Community Relations, Alumni Relations, Public Relations, Secretary, Chief Technology Officer.

SECTION 7. To be eligible to vote, the person must be an H.B.S.A. member, having attended at least two official meeting, and must demonstrate active participation in the organization.

SECTION 8. Nomination/requests to run for office shall commence during a nomination process to be agreed upon by the officers during the 2\textsuperscript{nd} to last H.B.S.A. General Meeting and will continue for the length of one week. All eligible members may be nominated/request to run for more than one position, however each candidate must
finalized their decision to run for only ONE position by the week’s end of the nomination/request to run process.

SECTION 9. Election guidelines will be posted starting the date of the nomination process. Actual elections will be held following the completion of the speech and debate process of the election process.

SECTION 10. Final vote count shall be made available upon request to any member upon completion of elections and the initial revelation of election results, which the time shall be determined by determined by a majority decision of the current officers.

ARTICLE V.

Duties and Power of the Officers

SECTION 1. The President

SUBSECTION 1—

Shall preside over all general meetings and shall perform such other duties that commonly pertain to that office.

SUBSECTION 2—

Shall have appointive powers to all standing committees.

SUBSECTION 3—

Shall have access to all records of the organization. Impartiality concerning such issues.

SUBSECTION 4—

Shall vote only in the event of a tie and shall show impartiality concerning such issues.

SUBSECTION 5—

Shall have the authority and appointed powers to create a cabinet or staff position to help facilitate the advancement, goals, and extra-curricular activities of H.B.S.A.

SUBSECTION 6—

Shall have the authority to call for a vote to suspend and/or impeach and officer. This vote will be done by means of secret ballot. For falling in
their responsibility to H.B.S.A. under discipline guidelines and marginal performance on critical achievement, the aforementioned may take place.

SUBSECTION 7—

To appoint officer to vacant positions. However, all appointees are temporary until they receive a majority vote of the officers within 5 days of appointment.

SECTION 2. Vice-President

SUBSECTION 1—

Shall undertake the duties of the President in his/her absence.

SUBSECTION 2—

Shall assist the President in all organizational matters when the President asks for his/her assistance.

SUBSECTION 3—

Shall have appointed powers to all committees under his/her authority.

SUBSECTION 4—

Shall have the authority to discipline all officers and staff under his/her authority, by suspension or removal. This follows the same guidelines as in Article V, Section 1, Subsection 8.

SECTION 3. Chief Financial Officer

SUBSECTION 1—

Shall keep accurate and current accounts of all moneys handled by organization

SUBSECTION 2—

Shall give monthly financial reports of the organization’s fund to the members upon request.

SUBSECTION 3—

Shall provide an updated list of paid members, once a month, to the President and the Director of Membership.
SUBSECTION 4—

Shall assist the President and Vice-President in all organizational matters when asked for his/her assistance.

SECTION 4. Corporate Relations:

SUBSECTION 1—

Shall support and maintain an academic examination information bank.

SUBSECTION 2—

Shall initiate all professional activities.

SUBSECTION 3—

Shall initiate contact on prospective guests and firms pertaining to the event(s).

SUBSECTION 4—

Shall structure and handle the scheduling and budget costs associated to the event(s) of incoming business guests.

SUBSECTION 5—

Shall gather information on jobs, internships, and scholarships, and make them available to all H.B.S.A. members.

SUBSECTION 6—

Shall have appointed powers to the professional activities committee.

SUBSECTION 7—

Shall assist the President and the Vice-President in all organizational matters when asked for his/her assistance.

SECTION 5. Membership:

SUBSECTION 1—

Shall be responsible for the recruitment and retention of members for H.B.S.A.
SUBSECTION 2—

Shall be responsible for membership applications and information relating to members; also keeping members informed of **H.B.S.A.** events.

SUBSECTION 3—

Shall be responsible for planning, recruitment, and retention of members.

SUBSECTION 4—

Shall be responsible for making all membership information available to all officers.

SUBSECTION 5—

Shall establish a membership committee and have appointed powers to the membership committee.

SUBSECTION 6—

Shall assist the President and the Vice-President in organizational matters when asked for his/her assistance.

**SECTION 6. Fundraising**

SUBSECTION 1—

Shall be responsible for all fundraising events to raise funds for **H.B.S.A.**

SUBSECTION 2—

Shall be responsible for implementing at least 3 different programs per semester to raise funds. (ex. Rodeo, raffle, car, washes, etc…)

SUBSECTION 3—

Shall establish a fundraising and have appointed powers to the fundraising committee.

SUBSECTION 4—

Shall assist the President and the Vice-President in organizational matters when asked for his/her assistance.
SECTION 7. National Hispanic Business Association Representative:

SUBSECTION 1—

Shall be responsible for all matters concerning N.H.B.A. and H.B.S.A.

SUBSECTION 2—

Shall be responsible for the coordination of N.H.B.A. events with the University of Houston and H.B.S.A.

SUBSECTION 3—

Shall be responsible for all duties belonging to the Southwest Texas Regional representative of National Hispanic Business Association.

SUBSECTION 4—

Shall be responsible for keeping communications with the Southwest Regional school, the University of Houston, and H.B.S.A.

SUBSECTION 5—

Shall establish an N.H.B.A. committee and have appointed powers to the N.H.B.A. committee.

SUBSECTION 6

Shall report directly to the President.

SECTION 8. Community Service:

SUBSECTION 1—

Shall be responsible for the supervision and coordination of all community service projects. (ex. Mentorships, tutors, school visits, etc.)

SUBSECTION 2—

Shall be responsible for communication and coordination of programs with other organization relating to community services. (ex. High schools, corporations, etc.)

SUBSECTION 3—
Shall be responsible for writing reports and articles on community service projects.

SUBSECTION 4—

Shall establish community service committee and have appointed powers to the community service committee.

SUBSECTION 5

Shall assist the President and the Vice-President of operations in organizational matters when asked for his/her assistance.

SECTION 9. Alumni Relations:

SUBSECTION 1—

Shall maintain close relationship between H.B.S.A. and H.B.S.A. alumni.

SUBSECTION 2—

Shall communicate all events to H.B.S.A. alumni to keep them informed of H.B.S.A. activities.

SUBSECTION 3—

Shall work to spur alumni support and assistance for H.B.S.A. events.

SUBSECTION 4—

Shall assist the President and Vice-President in all organizational matters when asked for his/her assistance.

SECTION 10. Public Relations

SUBSECTION 1—

Shall be responsible for marketing all H.B.S.A. events

SUBSECTION 2—

Shall be responsible for social activities relating to H.B.S.A.

SUBSECTION 3—

a.) Shall establish a public relations committee.
b.) Shall have appointed powers to the public relations committee.

SUBSECTION 4—

Shall assist the President and the Vice-President in all organizational matters when asked for his/her assistance.

SECTION 11. Secretary

SUBSECTION 1—

Shall record the minutes of all officers as well as general meetings and make them available to all of the members.

SUBSECTION 2—

Shall record all events and activities of H.B.S.A. and take photographs of events; be responsible for a camera or the H.B.S.A. camera upon acquisition.

SUBSECTION 3—

Shall maintain the office in a clean and orderly manner, including the bulletin board and any other area where H.B.S.A. is allowed to advertise the organization on a permanent bases.

SUBSECTION 4—

Shall assist the President and the Vice-President in all organizational matters when asked for his/her assistance.

SECTION 12. Chief Technology Officer

SUBSECTION 1—

Shall maintain the website on a weekly basis in order to reflex updated information on all and any H.B.S.A. activities, events, news, and other pertinent information.

SUBSECTION 2—

Shall represent H.B.S.A. with the University of Houston Intramural Office ensuring that H.B.S.A. is aware and participates in any and all intramural sports.

SUBSECTION 3—
Shall assist the President and the Vice-President in all organizational matters when asked for his/her assistance.

ARTICLE VI.

Meetings

SECTION 1. Meeting of the organization will be called by the President.

SECTION 2. A notice of no less school days shall be given for all general meetings.

SECTION 3. An agenda shall be used to conduct business at all meetings.

SECTION 4. A minimum of three meetings must take place each semester.

ARTICLE VII.

Amendments

SECTION 1. Amendment to this constitution may be proposed by any member of the organization.

SECTION 2. A proposal for amendments shall be submitted in the form of a petition signed by at least ten members of the organization.

SECTION 3. One week shall be the waiting period between the introduction of such a proposal and action taken by the organization.

SECTION 4. A 2/3’s majority vote of the members present shall be required for the ratification of a proposed amendment.

SECTION 5. The President has the authority to create and/or remove officer positions. This must be approved by a majority vote of officers present or by the rules in Section 4.

SECTION 6. Any proposed amendment may be vetoes by a 2/3’s majority vote by the officers.

ARTICLE VIII.

Definitions

Quorum: Will consist of 40% of the active organizational body